



DE LA SALLE COLLEGE
WATERFORD

Student Guide to Online Learning Platforms



2020/2021

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Introduction to Online Learning Platforms

This guide aims to provide you with an insight into how to use your G-Suite Education account platforms for school purposes and to present how to access the teaching and learning that Google Classroom and the accompanying Google Educational platforms are capable of, to make it a little easier for you to get started and venture on your educational journey in De La Salle College.

These are the most common applications that you will use with your Student Google G-Suite Education Account during your time learning and working online.

Gmail

This is the platform used to login to your student email account, to access messages sent to you from time to time, to communicate with others and access Google Classroom and all other Google Education Suite Account features with your Gmail login provided. As students, it is recommended that you check your email account regularly to ensure that you are up to date with any important information shared with you. You must only use your school email at all times when working/communicating with other people in relation to any type of school business, and not a personal email account.



Google Classroom

This is the platform used by students & teachers to complete and upload work/assignments, cover new topics on the subject curriculum and to share information online. It is a virtual classroom space that allows for communication digitally. This will be the location of all of your work and the place you will visit to follow instructions/guides laid out by your class teachers.



Google Meet

Google Meet is used by the school to hold remote live classes for teachers and students during timetabled class periods. This platform allows for live interaction in a class group where you can discuss new topics with your teacher, ask questions etc.



Google Docs

Google Docs can be used by students with their school account to type up answers, write essays and submit work online after completion. It is a free online software that allows you to edit your documents and it saves automatically to your Google Drive cloud, so you will never lose your work once you start typing.



Google Calendar

Google Calendar integrates with all of the other G-Suite Education applications and synchronises all of your Google Classroom assignments due, so you will be able to see all upcoming deadlines & scheduled live Google Meet classes all in one place to plan ahead!



Google Drive

Google Drive is an online cloud storage space that will allow you to store your school files and work that you complete, without the worry of ever losing any files. Google Drive automatically saves all of your Google Classroom submitted work into folders for you and if you have extra that you would like to protect, just upload the file(s) to your Google Drive account and be able to access it anywhere, anytime.



Google Forms

You may use Google Forms from time to time to complete small online quizzes/assessments made by your teacher. Questions can be of a multiple choice layout and can also feature questions where answers must be typed in, and a number of other varying layouts. Once finished answering all questions, you are simply able to click the 'Submit' button and you will have then completed the quiz.



Accessing G-Suite Education apps & websites on your devices

Laptop/PC access

All access to your G-Suite Education features are based as a series of websites when you are using a laptop or a PC, and cannot be downloaded as applications on these types of devices. You must firstly sign in to your school account with your school administered email address and you will then be able to use all features, Gmail, Google Classroom etc.

A link to all of these websites can be found at the end of this guide. It is advised that when using a laptop or PC for your G-Suite features that you use the Google Chrome web browser as it provides optimum capabilities and user experience to make your learning as easy as possible.

Apple iPhone/iPad access

If using G-Suite Education features on an Apple iPhone or Apple iPad, this can only be done by downloading all of the necessary applications via the Apple App Store on your device. Once these applications are downloaded onto your device, you will be able to sign into your school account and begin using the learning platforms.

A link to all of the applications available for download from the Apple App Store can be found at the end of this guide.

Android phone/tablet access

If using G-Suite Education features on an Android phone or tablet, this can only be done by downloading all of the necessary applications via the Google Play Store on your device. Once these applications are downloaded onto your device, you will be able to sign into your school account and begin using the learning platforms.

A link to all of the applications available for download from the Google Play Store can be found at the end of this guide.

Note - G-Suite applications must be downloaded on any apple/android devices as they cannot be accessed via websites on these devices.

First login to your Student G-Suite Education Account

Laptop/PC login

1. Visit the (<https://mail.google.com>) website and type in your school email address that has been given to you already with your student number first, followed by the @delasallewaterford.ie domain
e.g. 1234567@delasallewaterford.ie

2. Click the 'Next' button on your screen after typing in your new email address.

3. Enter the temporary password that you have been given to be able to login to your school account. You will be able to change this password at a later stage. Click 'Next'.

You have now logged in and will be taken to the Gmail homepage. You will also follow this similar procedure when signing into all of the other G-Suite Education features, such as Google Classroom, Google Meet etc, using your school email address and password given.

Apple/Android device login

Once you have downloaded all of the necessary applications onto your Apple/Android device, simply open the application and follow the same procedure as mentioned above

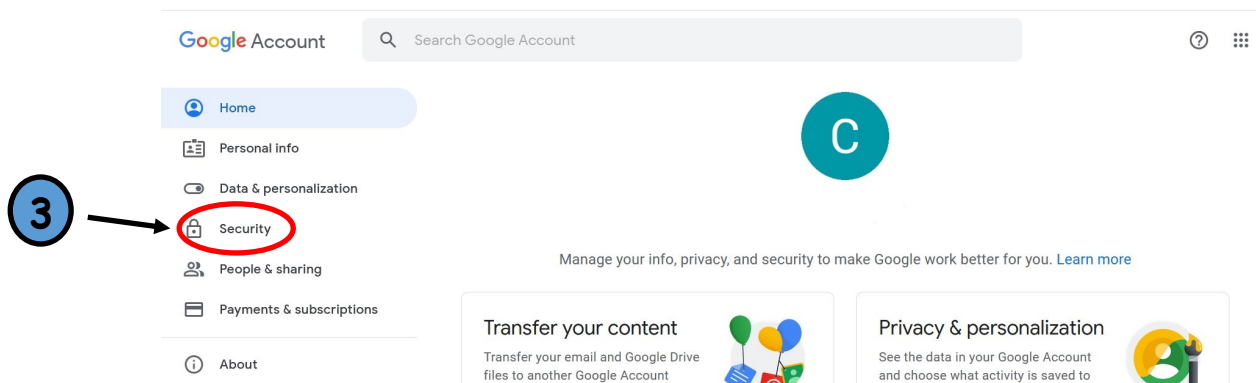
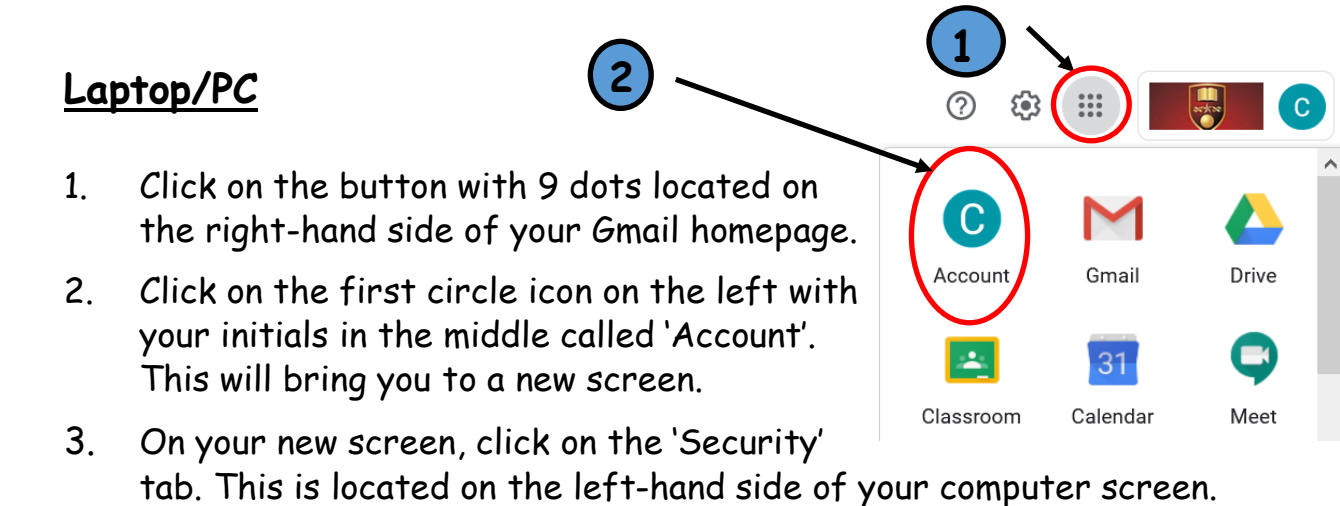
1. Type in your school email address that has been given to you with your student number first, followed by the @delasallewaterford.ie domain, for example - 1234567@delasallewaterford.ie
2. Click the 'Next' button on your device after typing in your new email address.
3. Enter the temporary password you have received to login to your school account.

You have now logged in and will be taken to the Gmail homepage on your device.

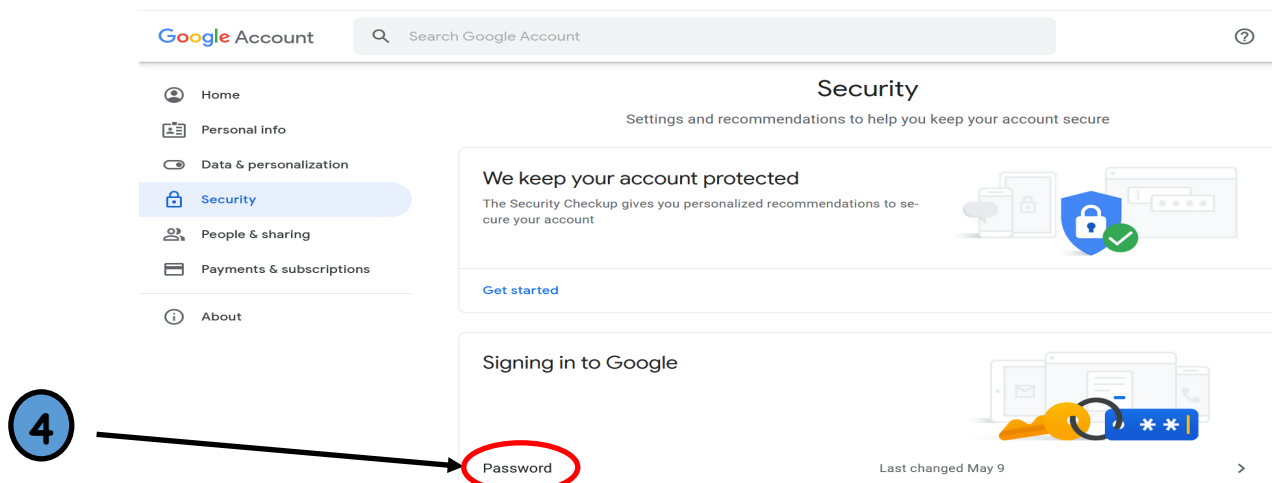
How to change your account password

Laptop/PC

1. Click on the button with 9 dots located on the right-hand side of your Gmail homepage.
2. Click on the first circle icon on the left with your initials in the middle called 'Account'. This will bring you to a new screen.
3. On your new screen, click on the 'Security' tab. This is located on the left-hand side of your computer screen.



4. Now click on the password section located in the second dialogue box on the 'Security' page.



5. You will then be asked to enter your current password as a security measure. Once you have entered your current password, the option will arrive for you to create a new password. Once you have created it, you must confirm it again and then click the 'Change Password' button. Your new password has now been created and saved. This is now the password you will use to login to you school account with.

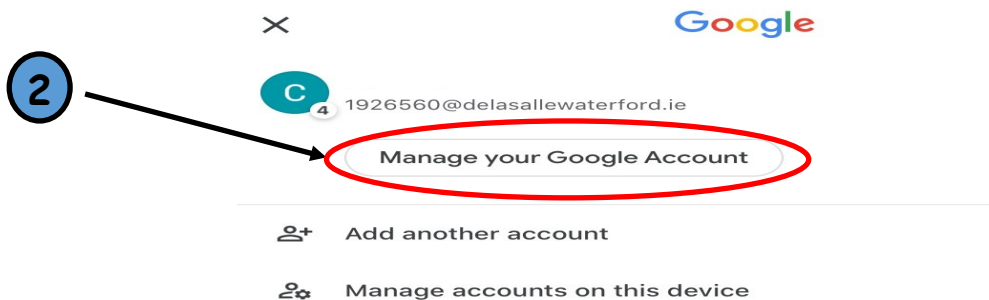
Apple/Android device

Changing your school account password on an Apple or Android device follows much of the same procedure as completing this on a laptop/PC, however when using a device, the option to change your password must be done through the Gmail application, following these steps:

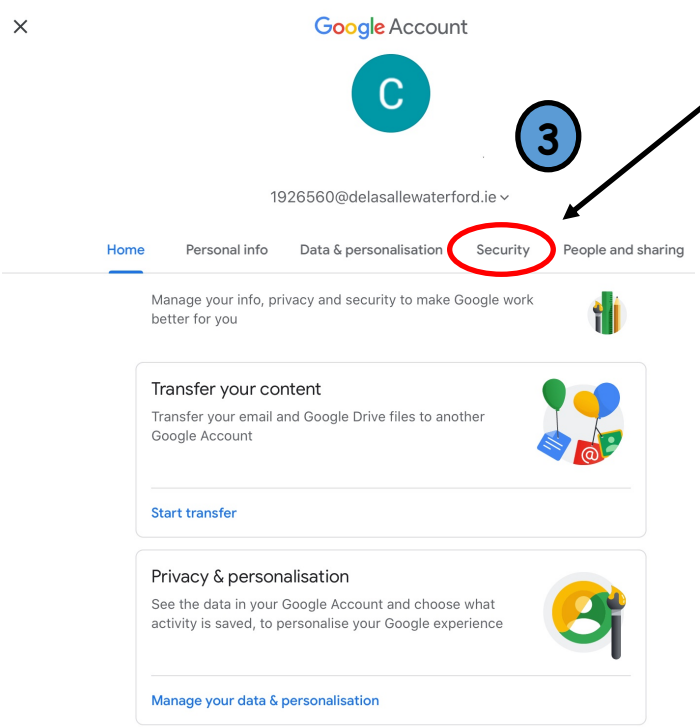
1. Click on the circle button with your initials located on the top of your screen on the Gmail app homepage.



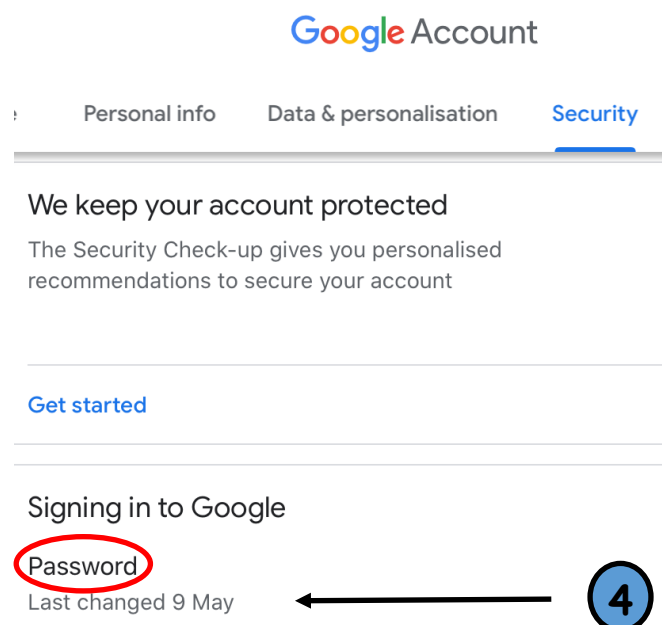
2. Click on the button called 'Manage your Google Account' underneath your email address after you have clicked the circle icon in step 1.



3. On your new screen, click on the 'Security' tab.



4. Now click on the password section located in the second dialogue box on the 'Security' page.



5. You will then be asked to enter your current password as a security measure. Once you have entered your current password, the option will arrive for you to create a new password. Once you have created it, you must confirm it again and then click the 'Change Password' button. Your new password has now been created and saved. This is now the password you will use to login to you school account with.

Note! - When changing your school account password, please ensure that you will easily remember your new login information, as you do not want to get locked out of your account due to a wrong password. It would be a good idea to write down your new password in a safe place for easy access and so that you do not lose it at any point during the school year.

Idea! - Place a small name label inside your school journal and write the information in this format:

<p style="text-align: center;"><u>My school account login details</u></p> <p><u>Username/login:</u> _____</p> <p><u>Password:</u> _____</p>
--

Now it will never get lost!



Gmail

- This is your email account space
- This should be checked regularly
- Your username is (yourstudentnumber)@delasallewaterford.ie
- You can send and receive emails here in relation to school business etc.



Google Classroom

- One of the main educational spaces
- Each individual class should have a Google Classroom page
- Assignments, work and announcements are communicated to you through Google Classroom
- Allows for communication between students, teachers and peers
- Provides a record of work and results



Google Meet

- Another educational space used for live classes with students and teachers
- Allows for instant discussion
- Teachers can present virtually e.g. Ebooks, PowerPoint presentations etc, to continue learning.



Student & Parent/Guardian Cheat Sheet to Online Learning Platforms



Google Docs

- Allows you to create & edit documents
- Students can submit Google Docs as Google Classroom assignments for work
- Google Docs can be used to by a number of people to edit the same document if working in a group project



Google Calendar

- Allows you to view all work due in one place as well as scheduled Google Meet classes
- Add your own events in/Google Meetings/extracurricular activities to help plan and organise your day efficiently



Google Drive

- Online storage space for all files and Google Classroom work
- Files are never lost
- Work can be organised in to folders
- You can share files or folders with others if working together on a project etc.

Google Forms

- Forms is used by teachers for online/ virtual assessment
- Questions are laid out in a simple way to complete
- Click 'Submit' once finished answering all questions





Gmail



How do I sign in?

Laptop/PC

1. Visit the (<https://mail.google.com>) website and type in your school email address that has been given to you already with your student number first, followed by the @delasallewaterford.ie domain, e.g. 1234567@delasallewaterford.ie

2. Click the 'Next' button on your screen after typing in your email address.

3. Enter your password that you have made to be able to login to your school account. Click 'Next'.

You have now logged in and will be taken to the Gmail homepage on your screen. You will also follow this similar procedure when signing into all of the other G-Suite Education features, such as Google Classroom, Google Meet etc, using your school email address and password.

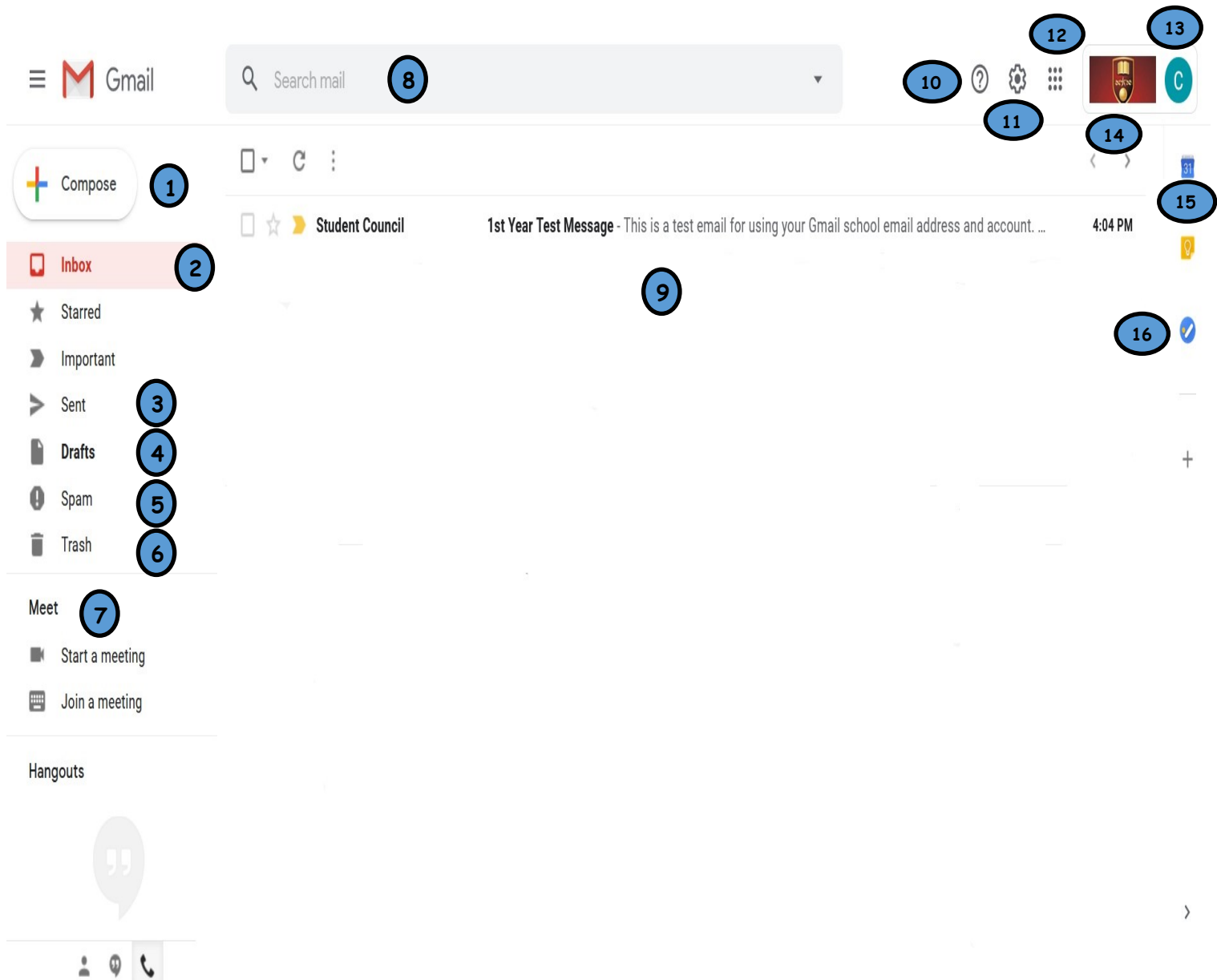
Apple/Android device

Once you have downloaded the Gmail application onto your Apple/Android device, simply open the application and follow the same procedure as mentioned above

1. Type in your school email address that has been given to you with your student number first, followed by the @delasallewaterford.ie domain, for example - 1234567@delasallewaterford.ie
2. Click the 'Next' button on your device after typing in your email address.
3. Enter your password to login to your school account.

You have now logged in and will be taken to the Gmail homepage on your device.

Homepage Layout & Navigation of Gmail



This is the main screen that you will be greeted with once you have signed into your school email account on a laptop/PC. The layout on phones and tablets is similar to that of a laptop/PC so the two will work simultaneously together, so once you understand the functions of one, another devices is very similar to follow. There is a short explanation on the next page of some of the key features you will be using that match the numerical order of the image above:

Explanation of Key Gmail Homepage Functions

1. **Compose** - The 'Compose' button will allow you to begin writing a new email message. Draft emails will be saved as you type, so you will not lose anything saved.

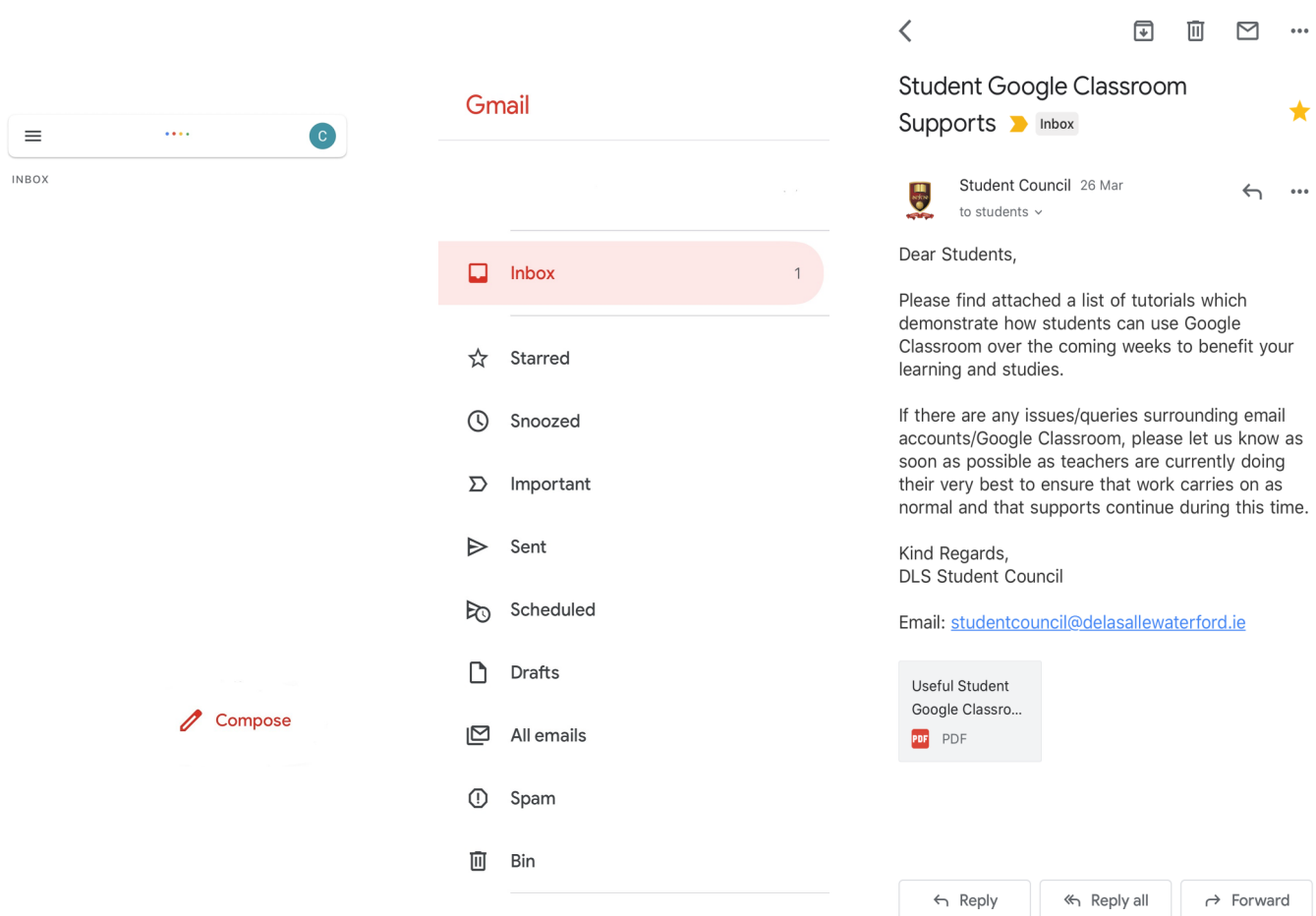
2. **Inbox** - The 'Inbox' tab when clicked on, will show you all new messages and older messages that you have received from other people to your school email.
3. **Sent** - The 'Sent' tab when clicked on, will show you all messages that you have sent to another email address from your school email account.
4. **Drafts** - The 'Drafts' tab when clicked on, will show all new email messages that have been typed and saved as potential messages to be sent, but have not been fully finished yet.
5. **Spam** - Your 'Spam' folder is a place that unofficial messages will be placed in as they may not be virus-free, however it is important to check this folder regularly to ensure that messages have not been placed in that folder incorrectly that you actually need to see.
6. **Trash** - The 'Trash' folder is the location where all of the emails you delete will be stored. All deleted emails that are placed in the 'Trash' folder will be automatically deleted after 30 days, so it is important to that you are fully aware of what files and emails you are deleting.
7. **Meet** - This is a new additional feature to your Gmail account that will allow you to start your own Google Meet or join a scheduled meeting if you have the correct meeting code.
8. **Search** - The 'Search mail' function allows you to find a specific email message with the use of keywords or a specific email address, to help you narrow your search, instead of scrolling through previous email correspondence with others.
9. **Email location** - This space will be where new messages in the 'Inbox' tab appear and the space where your sent messages will be shown as they appear.
10. **Help button** - The '?' button is a space for you to search for answers to any queries that you may have about issues in relation to your email account if an error occurs. This button will highlight information that may be useful in solving your issue.
11. **Settings** - This button will take you to your Gmail account settings.
12. **Other Applications** - This '9 dot' button when clicked on, will give you links to your other G-Suite Education Account applications, such as Google Classroom, Google Meet etc.
13. **Sign out** - The circle button with your initials and the De La Salle College Logo is the button that you will click when you wish to sign out of your account.
14. **Toggle between emails** - These arrow buttons will allow you to change pages to view older email messages and to change between individual email messages once they are opened.

15. Google Calendar integration - The Google Calendar feature will allow you to use a condensed version of the calendar to view upcoming events and assignments due without having to leave the Gmail page.

16. Google Task integration - The Google Tasks feature will allow you to use a simple format of collating your tasks to do, which could include assignments and schoolwork to keep you on track. Once a task is completed, you can tick it off your task list and this is saved automatically by Google.

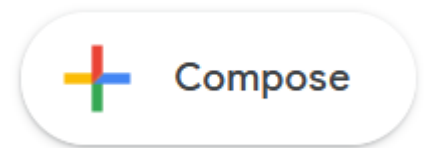
It is also important to remember that the Gmail layout on phones/tablets is very similar to that which is seen on a laptop/PC, so if you understand one, the opposite will be the same.

Here are some pictures of a Gmail tablet layout so that you can familiarise yourself with both layouts:



How to write your own email

When beginning a new email message, you must click the 'Compose' button on your laptop/PC or phone/tablet to begin.



This is the current layout of writing a new email when using a laptop/PC:

1. **To** - Enter here the email address information for the person(s) you wish to receive the email message.

2. **Subject** - This is the space where you fill in a short message indicating what your email is about, its subject/purpose.

3. **Type** - This blank open space is the location where you will begin typing your full message for the email.

4. **Send** - The 'Send' button is the final button you will press

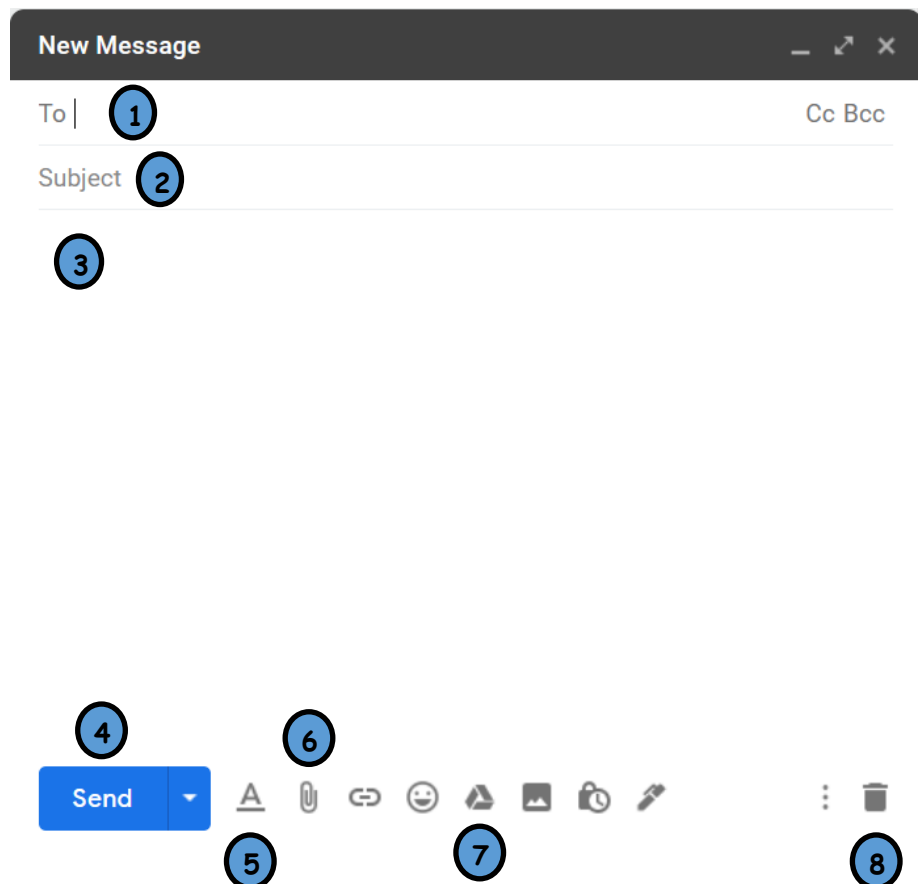
once you have finished writing an email and attaching any files where necessary and you are ready to send the message to the intended recipient(s).

5. **'A'** - If you click on this feature, you will be given a list of options for changing the font, size and colour of the text that has been typed into the email.

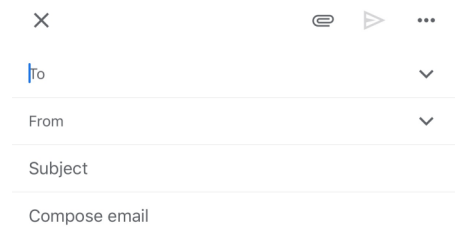
6. **Attachments** - Clicking on this button will allow you to attach a file(s) that you wish to share with the person(s) receiving the email message. These files must be saved on your laptop/PC/phone/tablet before they can be uploaded as an attachment.

7. **Google Drive Attachments** - Clicking on this button with the 3 sided Google Drive symbol will allow you to attach a file(s) that you wish to share with the person(s) receiving the email message that you have already saved on your Google Drive cloud storage space.

8. **Trash** - Clicking on this button will allow you to delete the email you have began writing, if you wish to fully delete the message as you do not need to send it anymore. Clicking this button will move your draft message into the 'Trash' area of your email account.



When using a phone/tablet device, the layout is very similar with pictures showing the layout opposite to this text.



Tips for writing an email

- Include a greeting at the beginning, e.g. Dear...
- Use appropriate language in your message
- Be clear and concise in the message you wish to share with everyone receiving the email
- Be sure to check that you have attached the correct files and information if you need to attach information in the email
- At the end of your message, sign off with a closing and your name to conclude the email
- Before sending your email, read the message again to ensure that there is no mistakes in information, such as the email address of the person who will receive the message and that the message is respectful and purposeful



Attaching a file to your email

There are two locations from which you can add/attach files to an email, either files directly stored on your laptop/PC or files saved on your Google Drive cloud storage space. Each location follows a different procedure:

Attaching a file directly from your laptop/PC:

1. Click on the paper clip 'add attachment' symbol at the bottom of the 'New Message' screen display.
2. Your screen will now display the filing system of your laptop/PC. Find the location of the file(s) you wish to upload that are saved on your device.
3. Click on the file(s) saved on your laptop/PC that you wish to add as an attachment to the email.

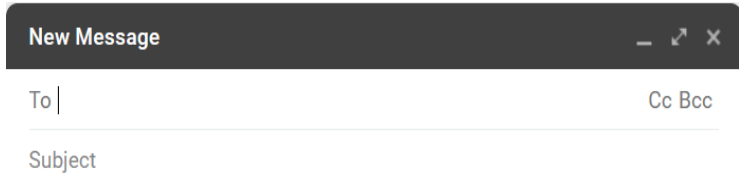


The file(s) you have selected will now upload to your message and will be sent with your email. However, make sure to check that the correct file(s) have been uploaded.



Attaching a file saved on your Google Drive cloud storage:

1. Click on the '3 sided' Google Drive symbol at the bottom of the 'New Message' screen display.
2. Your screen will now display a Google Drive popup allowing you to search the files you have stored on your account.
3. Select the file(s) saved on your Google Drive account that you wish to add as an attachment to the email.



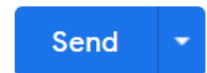
The file(s) you have selected will now upload to your message and will be sent with your email. However, make sure to check that the correct file(s) have been uploaded.



Sending your email

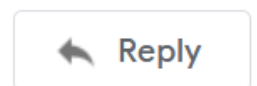
When you have completed preparing your message and possible attachments, quickly review the email to ensure that all information is correct.

Once you are ready to send, click on the blue 'Send' button the bottom left-hand corner of the 'New Message' screen.



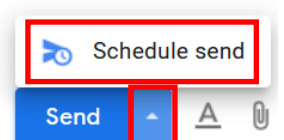
Your message has now been sent and will be delivered to the inbox(es) of the intended recipient(s).

You may receive a reply to your message and this will be available to view in your inbox. To respond to any replies, you should click on the 'Reply' button that will be located directly beneath the new message. This will allow you to continue communicating under the same subject and conversation.



Note - When sending any emails, try to maintain an appropriate time for sending, i.e. normal school hours. If you wish to prepare a message for another time, you can schedule an email to be sent at a specific time that would be more appropriate.

To schedule emails, click on the up arrow located at the side of the blue 'Send' button located at the bottom left-hand corner of the 'New Message' screen. Click 'Schedule send' and select a suitable date & time for the email to be delivered.



Your email will now be automatically sent to the intended person(s) at the selected date and time.



Google Classroom



How do I sign in?

Laptop/PC

1. Visit the (<https://classroom.google.com>) website and type in your school email address that has been given to you already with your student number first, followed by the @delasallewaterford.ie domain, e.g. 1234567@delasallewaterford.ie

2. Click the 'Next' button on your screen after typing in your email address.

3. Enter your password that you have made to be able to login to your account. Click 'Next'.

You have now logged in and will be taken to the Google Classroom homepage on your screen. You will also follow this similar procedure when signing into all of the other G-Suite Education features, such as Google Calendar, Google Meet etc, using your school email address and password.

Apple/Android device

Once you have downloaded the Google Classroom application onto your Apple/Android device, simply open the application and follow the same procedure as mentioned above

1. Type in your school email address that has been given to you with your student number first, followed by the @delasallewaterford.ie domain, for example - 1234567@delasallewaterford.ie
2. Click the 'Next' button on your device after typing in your email address.
3. Enter your password to login to your account.

You have now logged in and will be taken to the Google Classroom homepage on your device.

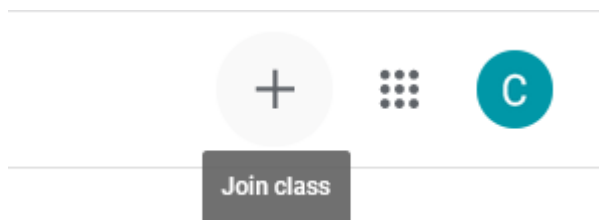
Signing in to a class/Class invitations

When using Google Classroom, there are two different ways to join a class group, with either a code, or by being invited by your subject teacher.

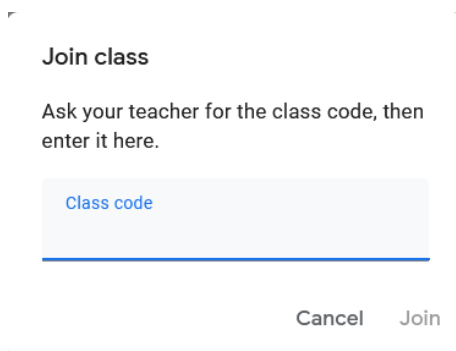
There are certain steps to follow when using either method:

Joining a class using codes

1. Sign into your school account and go to the Google Classroom homepage.
2. Click on the '+' symbol at the top right-hand corner of the screen to join a class.



3. Enter the class code given to you by your teacher in advance.



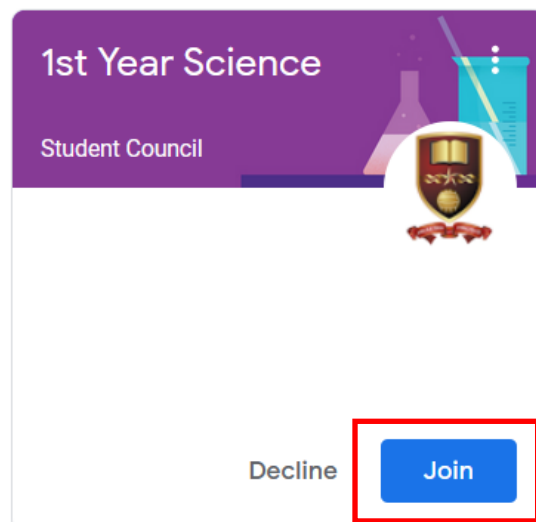
4. Click 'Join' and you will then be entered to the class group.

Joining a class with an invitation from your teacher

If you have been invited by your teacher to join a class, the invitation will automatically appear on your Google Classroom homepage.

Click the 'Join' button to be a part of the class.

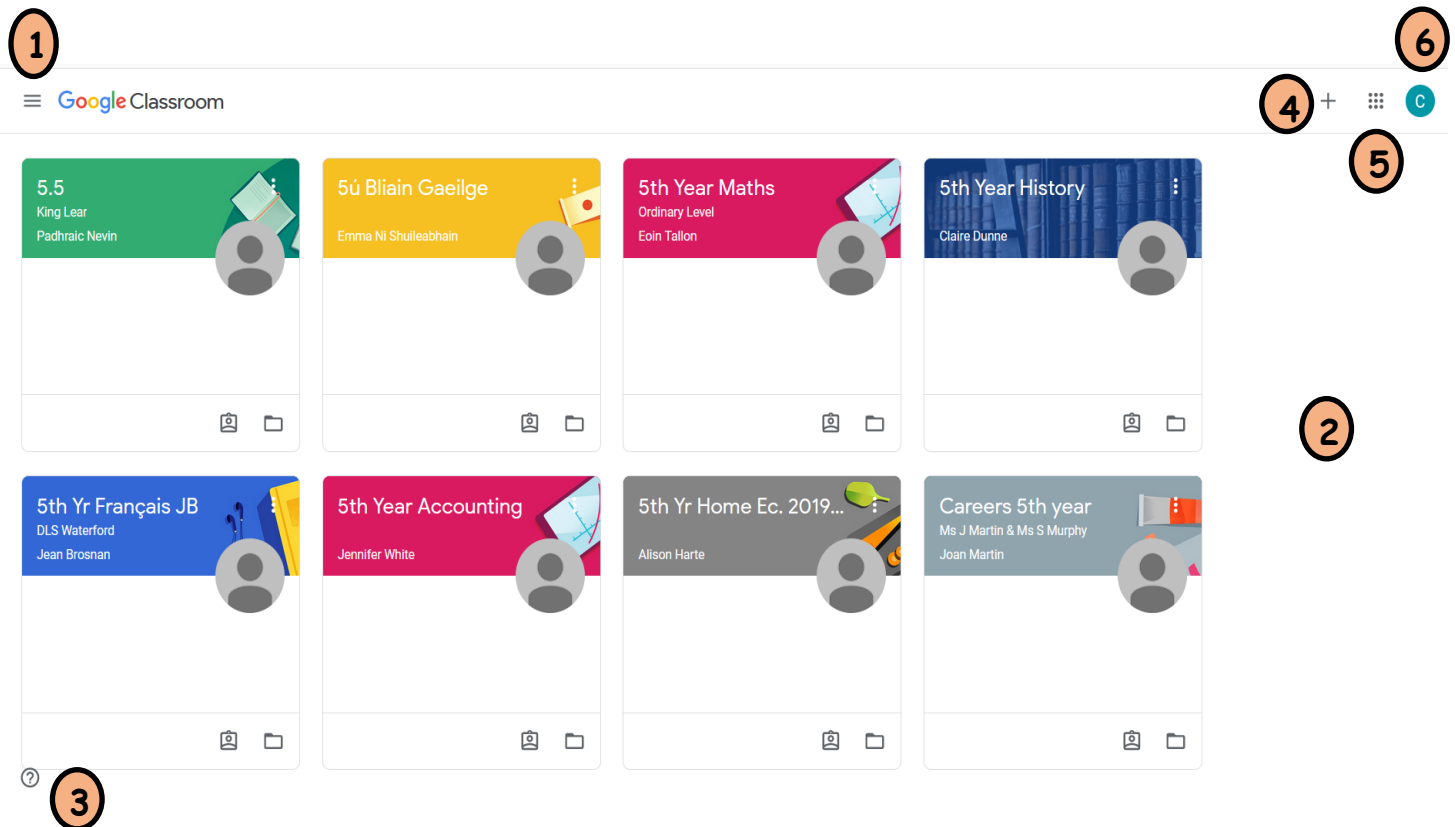
No matter what method is used to join your classes, they will all now appear as 'tiles' on your Google Classroom homepage, which you will see on the next page of this guide.



Homepage Layout & Navigation of Google Classroom

Google Classroom is the main educational hub for online learning used in our school alongside Google Meet and a range of other systems. It is designed to help both teachers and all students communicate, collaborate, manage schoolwork and assignments and continue learning seamlessly. Google Classroom is a great resource to assist with blended learning. Teachers can use Google Classroom to send announcements to entire classes, share resources, course notes, diagrams, and homework. Students can use it to access work sent by the teacher and much more. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebooks, tablets or mobile phones.

It is important to remember that after you first sign in, you must select that you are a student to enable you to sign in correctly for class groups.

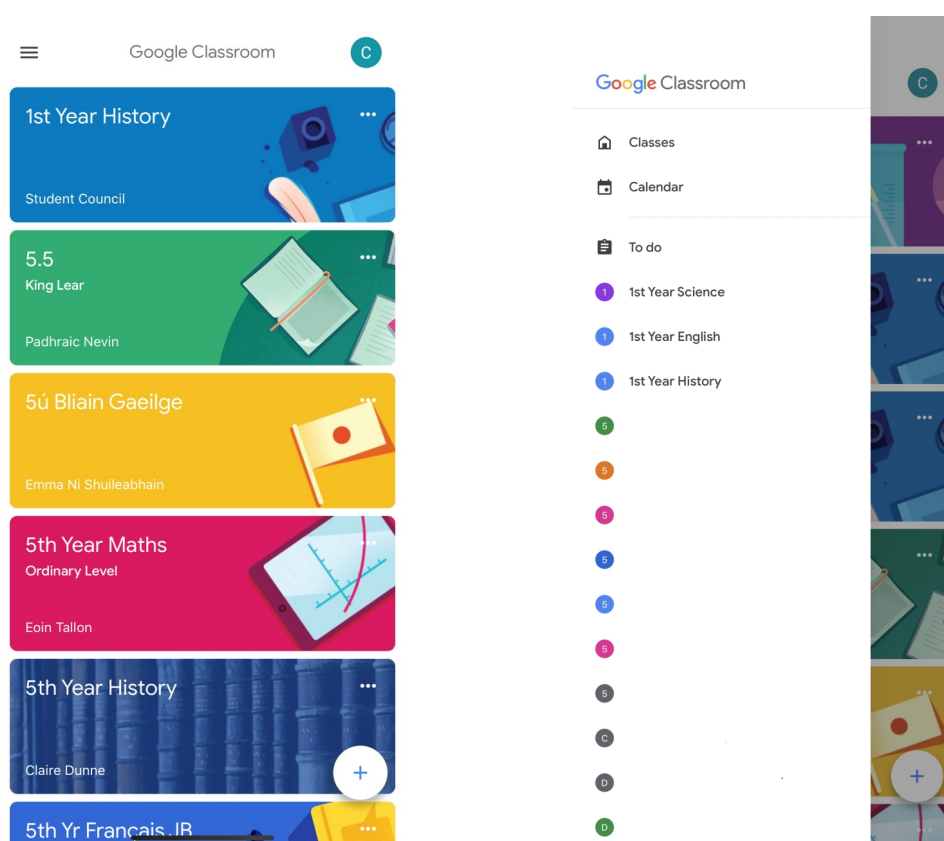


This is the main screen that you will be greeted with once you have signed into your school email account on a laptop/PC, with all of your classes together. The layout on phones and tablets is similar to that of a laptop/PC so the two will work simultaneously together, and once you understand the functions of one, another device is very similar to follow. There is a short explanation on some of the key features you will be using that match the numerical order of the image above:

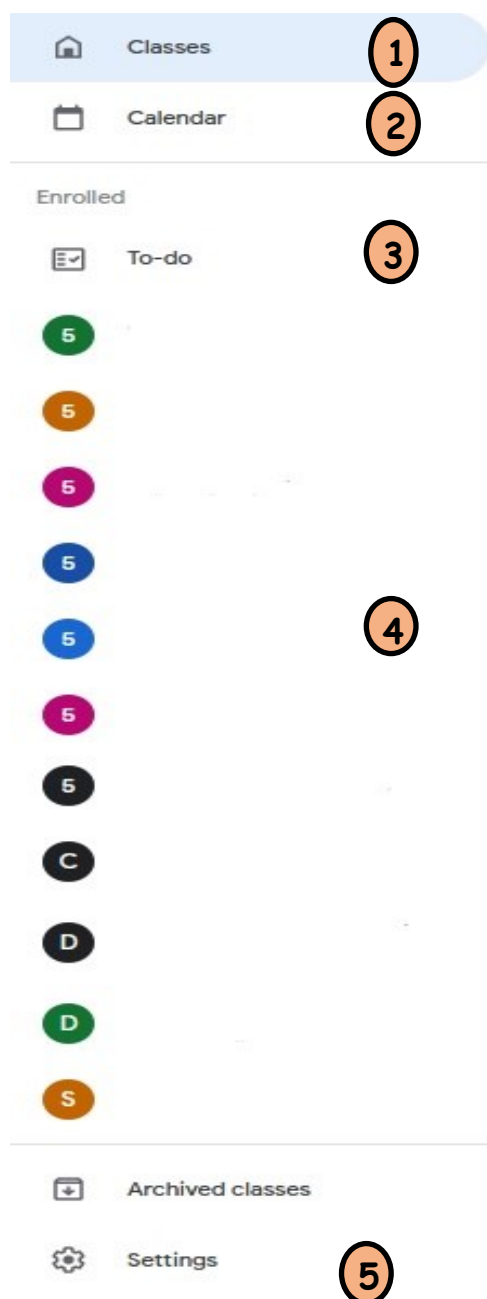
Explanation of Key Google Classroom Homepage Functions

1. **Main Menu** - The '3 lined panel' when clicked on, will reveal the main sidebar menu to allow you to access all Google Classroom features and areas. A further explanation of this menu will be given later in this guide.
2. **Classes location** - This big open space is the location where all class 'tiles' will be situated so that you can see all the subjects you have signed into classes for.
3. **Help** - The help button located in the bottom left-hand corner of the screen when clicked on, will highlight areas that google classroom common issues can be resolved quickly.
4. **Join a class** - The 'Join a class' button when clicked, will enable you to enter a class code given to you by your subject teacher to join the online group. Once the code has been typed in to the dialogue box, you will click join and be entered to a new virtual classroom space.
5. **Other Google Applications** - The '9 dot' button when clicked on, will give you links to your other G-Suite Education Account applications, such as Google Drive, Google Meet etc.
6. **Sign out** - The circle button with your initials is the button that you will click when you wish to sign out of your account.

A similar phone/device layout:



Main Menu Explanation



1. **Classes** - Click 'Classes' view to see all of the classes your are signed in to as small 'tiles'.

2. **Calendar** - The calendar feature is linked to Google Classroom to allow you to see all your upcoming work due in a calendar form to be able to plan ahead.

3. **To-Do** - The 'To-do' section shows you all assignments that are due for you to do, assignments not completed past the deadline, and what you have already completed and submitted for correction.

4. **Classes** - This area is a full list of the classes you are enrolled for. Clicking on their class names will bring you directly to these single class pages so that you will see all work specifically in relation to the subject selected/clicked.

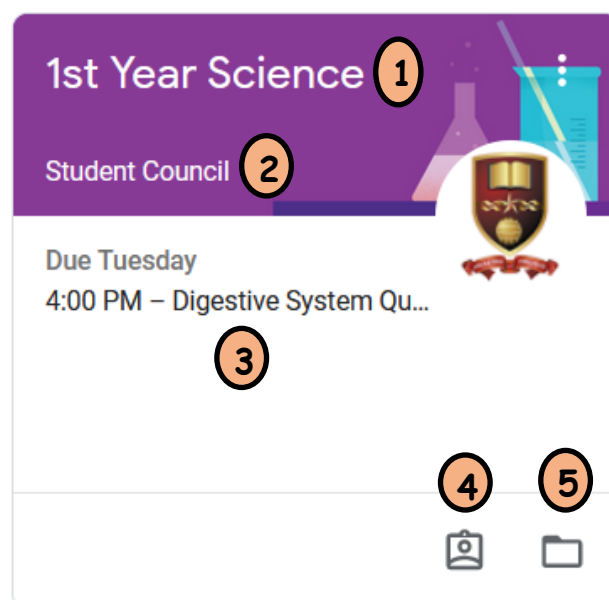
5. **Settings** - The settings tab contains settings and features that can be changed and amended to suit your own needs.

Note - If you are downloading Google Classroom on a phone/tablet/iPad, turn on your notifications, so that you will be notified immediately if teachers post new material, work, announcements, messages etc.

Class 'Tile' Explanation

On the Google Classroom homepage, your classes are shown as small 'tiles' with information, which is explained below;

1. Class name
2. Name of class teacher
3. Upcoming work due
4. View all of your work in the class group
5. Open your class folder in Google Drive



To-do Section - List of Assignments

Using the 'To-do' section on Google Classroom, students can see a list of their assignments due, work missing and all work completed for all of their classes together in one place.

To access the 'To-do' section, follow these steps:

1. Click the 'Main Menu' three-lined button at the top left-hand corner of the screen.
2. Click the 'To-do tab' pictured here.

You have now reached the 'To-Do' section:

- **Assigned tab:** This is the place where students can view a list of all their upcoming assignments that are pending, for all classes enrolled in on Google Classroom. Students can click on the assignments to read the full details of the work that needs to be completed.
- **Missing tab:** This is where work will appear if you have not completed it or failed to submit it on time. Work will appear in this section until it is turned in. Students can click on the assignments to read the full details of the work that needs to be completed.
- **Done tab:** This is where students can see a list of all the assignments they have already turned in or marked as completed. Students can click on the assignments to read the full details of the work that has been completed.

Each of these categories is further divided for ease of access by certain timeframes. Students can click on the dropdown buttons to view more details.

☰ To-do

Assigned

Missing

Done

No due date

1 ▾

This week

1 ▲



Ecology Questions
1st Year Science

Friday, 4:00 PM

Next week

0 ▾

Later

1 ▾

Phone/Device layout:

A similar phone/device layout is used for the 'To-Do' section.

To do

Assigned

Missing

Done

No due date

1

▼

This week

1

^

Ecology Questions

1st Year Science

Friday

16:00

Next week

0

▼

Later

1

▼

To do

Assigned

Missing

Done

No due date

6

▼

Done early

0

▼

This week

0

▼

Last week

0

▼

Earlier

83

▼

Students also have the option to click the dropdown button to view all assignments in each category. Due dates and times are also provided. This will help you to keep track of work and assignments that you will need to complete, all in one area to reduce the need to have to search for everything!

Using Google Calendar to monitor all work due & online live Google Meet classes

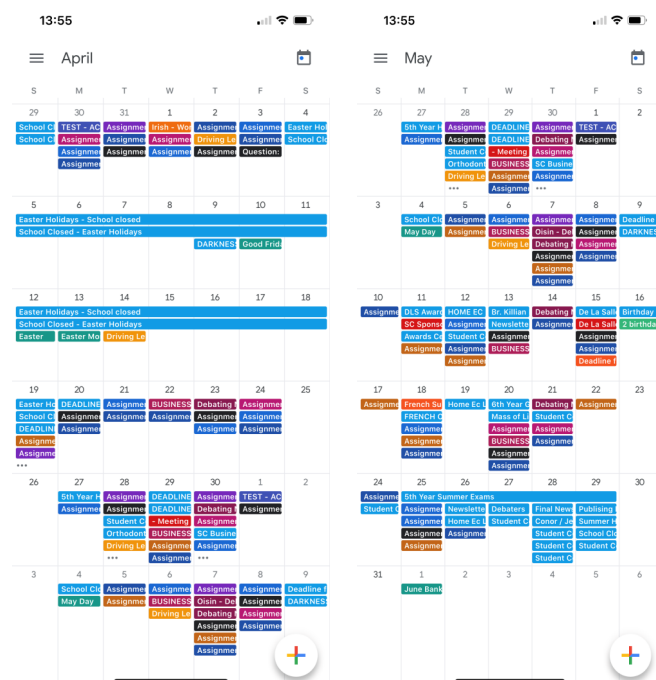
Google Calendar is integrated with Google Classroom and Google Meet, and so provides an effortless system to see all upcoming assignment due dates and more, as well as scheduled Google Meet classes, all in one location.

Students can download the Google Calendar app onto their phones/devices or sign in on a laptop/PC using their school email account.

They will then be able to view all upcoming work that must be submitted alongside any Google Meet classes they may have over a period of time. This is a useful tool for students as it will enable them to organise their schedule and ensure focus and attention to their work.

Google Classroom also provides a safe space for planning and students can create their own tasks/reminders if they need to schedule daily life events around allocating time to complete school work. This visual will be a great place to start!

All G-Suite notifications are linked, so students don't have to worry about adding all assignments individually, as they will already be there. If a student wishes to add their own reminders etc, all that you have to do is click the colourful 'plus' (+) button located on the screen.



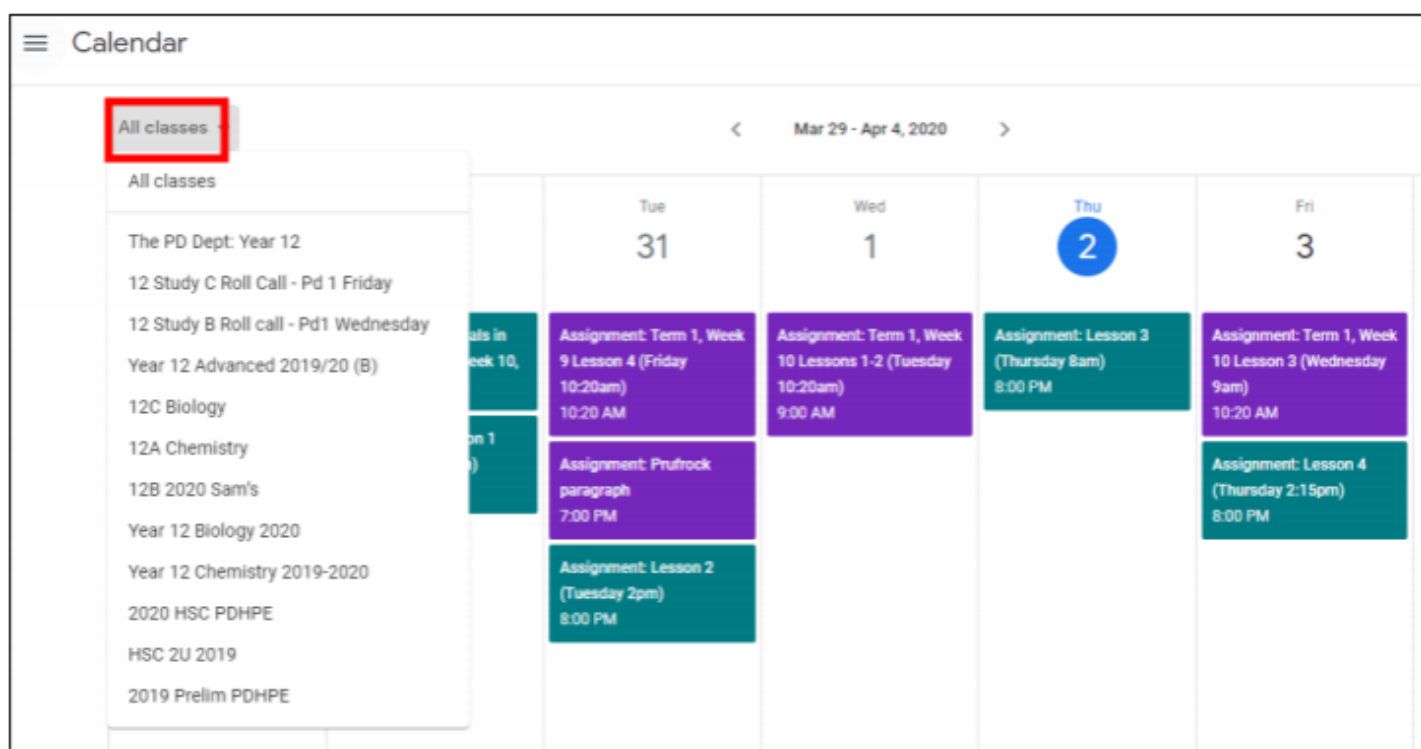
Calendar Tab

Google Calendar is integrated with Google Classroom, and so provides an effortless system to see all assignment due dates upcoming and more, such as scheduled Google Meet classes, all in one location.

Each assignment/work due with a due date and time will automatically be added to the classes Google Calendar, so that you don't have to!

To access this Google Calendar integration, follow these steps:

1. Click the '3 lined' Main Menu button near the top left-hand side of your screen.
2. Select 'Calendar'.
3. You will now be able to view a weekly calendar of all your class work and scheduled Google Meets together, or add a filter for each individual class. You can also click on these assignments to bring you to the finer details and requirements of each individual assignment.

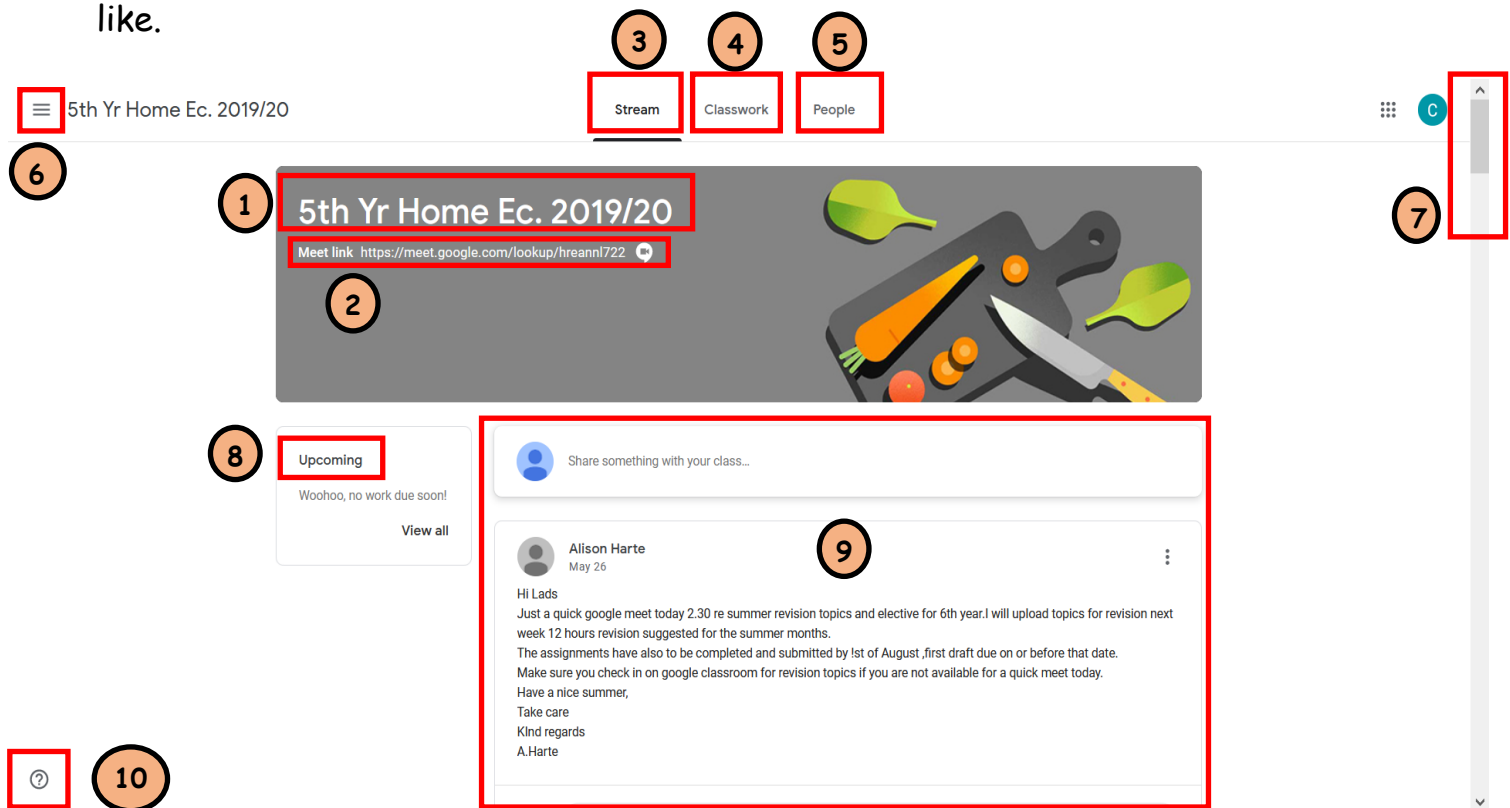


This system is a very good way for you to keep track of work due and planned Google Meet live classes so that you can balance work & study along with normal life and daily activities.

Class Group Layout & Features

After clicking on a class 'tile' to enter the main subject group space, you will leave the Google Classroom homepage and arrive in a new space called 'Stream'. This is the main area where information will be presented to you for your specific class. All of your subjects will have their own homepage, English, Irish, Maths etc, where teachers can communicate with you, share information and vice versa.

Below is a sample of what each subject group homepage called 'Stream' will look like.



Here is an explanation below of these key class homepage features for each of your subjects/Google Classroom 'tiles':

- 1. Class Name** - This bar will be located at the top of all of your Google Classroom pages and describes the name of the subject and class you are currently viewing.
- 2. Google Meet Link** - This link can be used to join arranged Google Meet classes if the teacher has enabled the setting and instructs you to use this specific link.
- 3. Stream** - The 'Stream' page is the main homepage for each of your subject locations. On this page you will see just some of the following, but not limited to: announcements/messages from teachers, notification of assignments due, notes/class materials etc. This page is the main starting point for your work in each virtual 'Classroom'. If you download Google Classroom on a phone/device, turn on notifications to view anything posted immediately in real time, as computer login will only provide this information once you have logged into your school account.

4. **Classwork** - Clicking into the 'Classwork' tab will allow you to view all work in the subject that is due or submitted, as well as work missing that hasn't been submitted past the initial deadline. In this area, you can also view notes/materials that are posted by your subject teacher.
5. **People** - Clicking on the 'People' tab will allow you to see a list of the teacher(s) who run the class group and also a list of the names of all your class peers that have also joined the same class as you.
6. **Menu Button** - This 'three-lined' menu button will provide you with the means to exit the current class you have clicked on to view, and either return to the Google Classroom homepage or select another class that you are enrolled in.
7. **Scroll-down** - The 'scroll-down' option enables you to go back further in time to find older posts/information that is no longer at the top of the 'Stream' page.
8. **Upcoming** - This small 'Upcoming' dialogue box highlights all of the work that is due in that specific class/subject in the upcoming future. You can click on this information once it appears to read more about the assignment/work details.
9. **Posts section** - This blank area is the space where all information etc. that has been posted by your teachers will be displayed for you to see. You can click on these posts to see further information. These posts can be a variety of things relating to the subject and you should ensure to check regularly, ensuring you don't miss any vital information.
10. **Help** - The help section is located at the bottom of the left side of the screen. You can click this button should you feel you need to find some information on Google Classroom, or in case you become a little stuck.

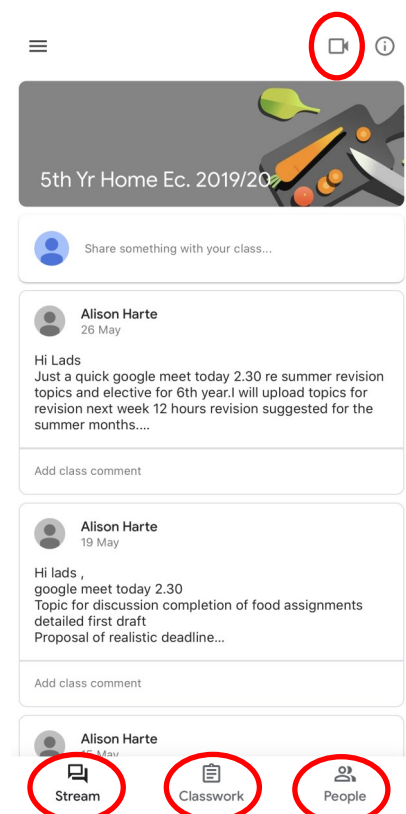
Phone/Device layout:

A phone/device layout of Google Classroom is very similar to that on a computer with some slight differences as you can see (picture here).

The Stream, Classwork and People tabs are now located at the bottom of the screen.

The permanent Google Meet live class link changes to a small camera symbol at the top right-hand side of the screen.

You will still be able to complete all of the same tasks and functionalities from any device, either your phone, computer or tablet as you see appropriate.



Viewing information posted

When any piece of information, work etc. is posted to Google Classroom, it will appear on your screen. You will be able to read, and interact with this material posted.

Students who use Google Classroom on a device i.e. phone/tablet will automatically receive instant notifications to inform them that something has been posted to their class group. Simply clicking on this notification will take them to the new post. It is of good practice to check that you have turned on (enabled) Google Classroom notifications in your system settings.

Students using only a computer will have to check their classes more regularly as laptops and PC's do not receive the same instant notifications, and in the efforts of avoiding errors in viewing etc, it would be advised to check the pages as regularly as possible to avoid miscommunication/delays.

Seeing your work due for each class

In Google Classroom, there are a variety of different ways to check what work is due for your classes. The method that you use may depend on the specific information you are looking for:

1. Class 'tiles
2. 'Upcoming' dialogue box
3. Classwork tab in subject class group
4. 'To Do' tab lists

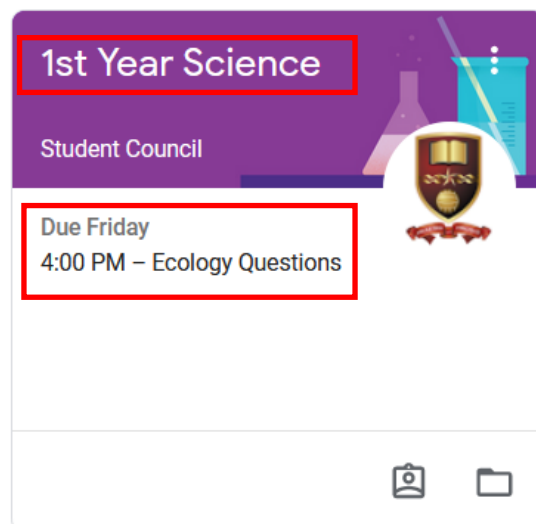
1. Class 'tiles'

Each class 'tile' located on your Google Classroom homepage contains a blank white space for upcoming work due to be presented to you in a quick synopsis view so that you can quickly review what is coming up over the next week.

If work is due/upcoming, your classroom 'tile' on the Google Classroom homepage will look similar to that of the photo here:

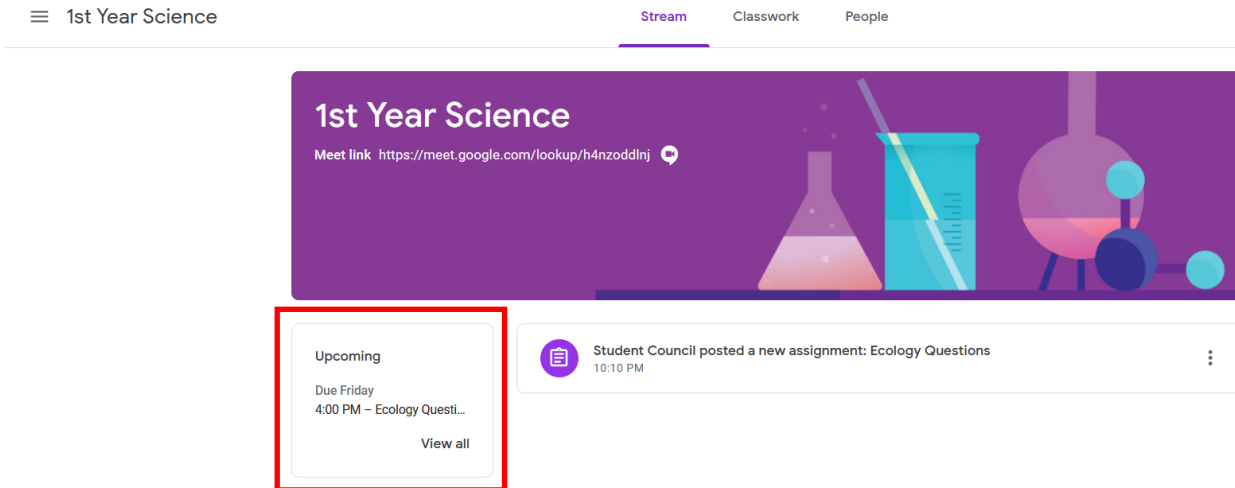
The small reminder details the date the work is due, at what time, and lastly the name of the assignment.

You can click on the assignment reference here located on the class 'tile' to bring you to the main assignment page where the full details of the work to be done will be explained in a more comprehensive manner.



2. 'Upcoming dialogue box

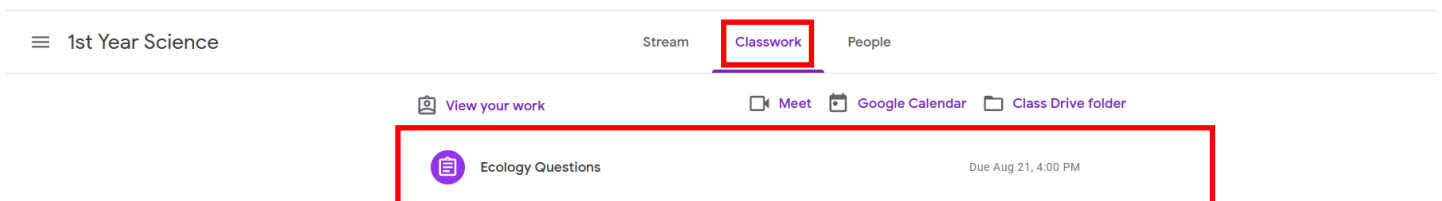
Once you click on a specific class tile, you will enter the class group homepage called 'Stream'. On the 'stream' page, you will see a dialogue box called 'Upcoming', which identifies your work due. Clicking in this area will also enable you to view more specific assignment details that have been provided to you.



3. Classwork tab in subject class group

Steps to follow:

- Choose a specific class 'tile' and select it to enter.
- Once on the class 'Stream' homepage, click on the 'Classwork' tab, located on the screen beside the 'stream' button.
- Now you have entered a list of work that is required to be completed soon or has already been completed.
All information is provided to you here also in a list type format.



4. 'To Do' tab lists

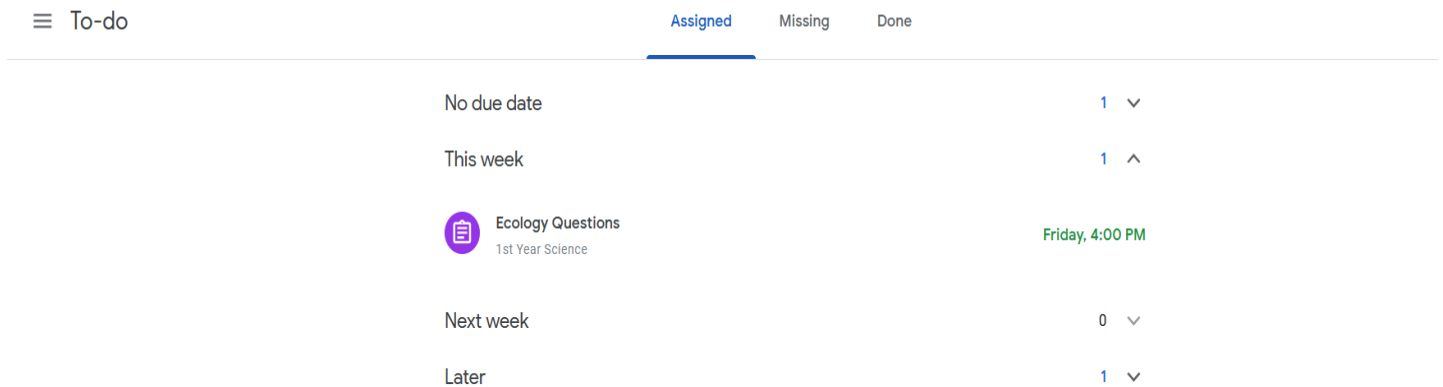
Steps to follow:

- Go to the Google Classroom homepage on your device
- Click on the 'three-lined' menu button in the top left corner of the screen
- Click the 'To-Do' tab to view all work due for your classes in categorised groups, explained below:

Assigned - Work that is upcoming for you that you must complete and submit
Missing - This is work that you have not completed and deadline has passed
Done - This area shows work that you have successfully submitted already

Each category in the 'To-Do' tab is then broken down for you even further to give you specific timeframes for your work. The Assigned, Missing and Done tabs are broken down into these areas depending on which tab you are reviewing, that are seen in the photo below:

- No due date
- Due this week
- Due next/last week
- Due later



Viewing an assignment created by your teacher

There are a number of ways to view an new assignment/work or any other material that is posted by your various subject teachers. This section of the guide will demonstrate to you, how to view an assignment that has been posted. All other posts follow a very similar format also.

Steps to follow:

- Go to Google Classroom on your device.
- Click into the class you wish to view the assignment in.
- Click on the new assignment either in the 'Stream' homepage or in the 'Classwork' tab.
- If you are using a phone/tablet, click on the notification you have received, which will take you directly to the new post/assignment.

Your new assignment screen will look like this for all work, and all of the features you will need are explained on the following page:

Assignment Screen:

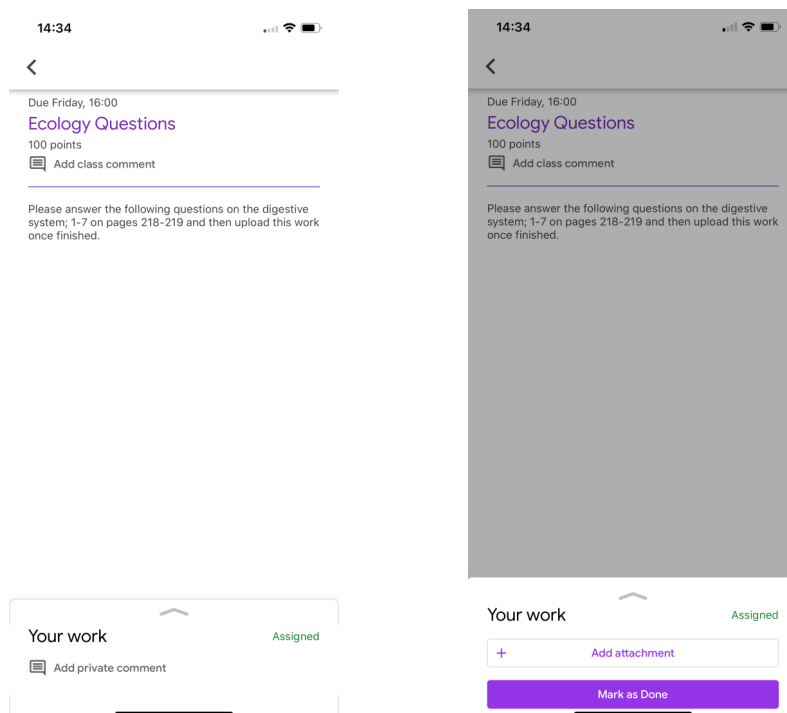
≡ 1st Year Science

The screenshot shows the 'Ecology Questions' assignment page. It includes a title bar with the assignment name, a description box with instructions, a deadline box, a 'Your work' section with 'Add or create' and 'Mark as done' buttons, a 'Private comments' section, and a 'Class comments' section. Numbered callouts (1-8) highlight specific features: 1. Title, 2. Instruction area, 3. Deadline information, 4. Your work section, 5. Add or create button, 6. Mark as done button, 7. Private comments section, and 8. Class comments section.

Explanation of key 'Assignment Page' features

1. **Title** - The name of your work to complete.
2. **Instruction area** - This will be the location of notes and instructions given by your teachers. This area may also include files to view/read or download such as answer templates, PowerPoint presentations, revision materials, links to websites etc.
3. **Deadline Information** - This section will indicate to you the correct date and time that the work is due to be submitted by.
4. **Your work** - The 'Your work' section is your space in the assignment to carry out your own work or to upload it later to fully complete the assignment.
5. **Add or create/Add attachment** - This feature will be explained later when it is time to upload your work, but this feature will allow you to upload different file types as your finished work, for your teacher to view.
6. **Mark as done** - This is the final button that is pressed once you have completed all work and uploaded all necessary files to the assignment for correction. This button allows you to submit all of your completed work.
7. **Private comments** - This is a private space for only you and your class teacher to communicate privately about your work and a space where you can ask questions etc. It is also used for teacher feedback when correcting work submitted. Only you and your teacher can see these comments as they are not public, unlike 'Class comments'.
8. **Class comments** - This is a public forum space under the work/information posted where a discussion can take place. All students and teachers signed into the class can see comments made here.

Phone/Device layout:



The guide will return to how to use these features of 'Add or create', 'Add attachment' and 'Mark as done' later in the guide, once other details have been explained to you in more detail firstly.

Note - Teachers can also post notes and materials in the subject group that doesn't become categorised as an assignment. The layout is the same as all other features, but will not require you to have files as submission. You will simply be able to view, read and revise these specific posts only.

Completing an assignment

Once you receive an assignment to complete, it is best to get started with it as soon as possible to be prepared and not falling behind or leaving everything until the last minute, as it will then become overwhelming for you.

There is a variety of ways that you may be completing work given to you, using Google Docs, making a PowerPoint presentation, filling in a template provided to you, drawing diagrams, writing in your normal school copies/hardbacks etc, depending on the nature of the work.

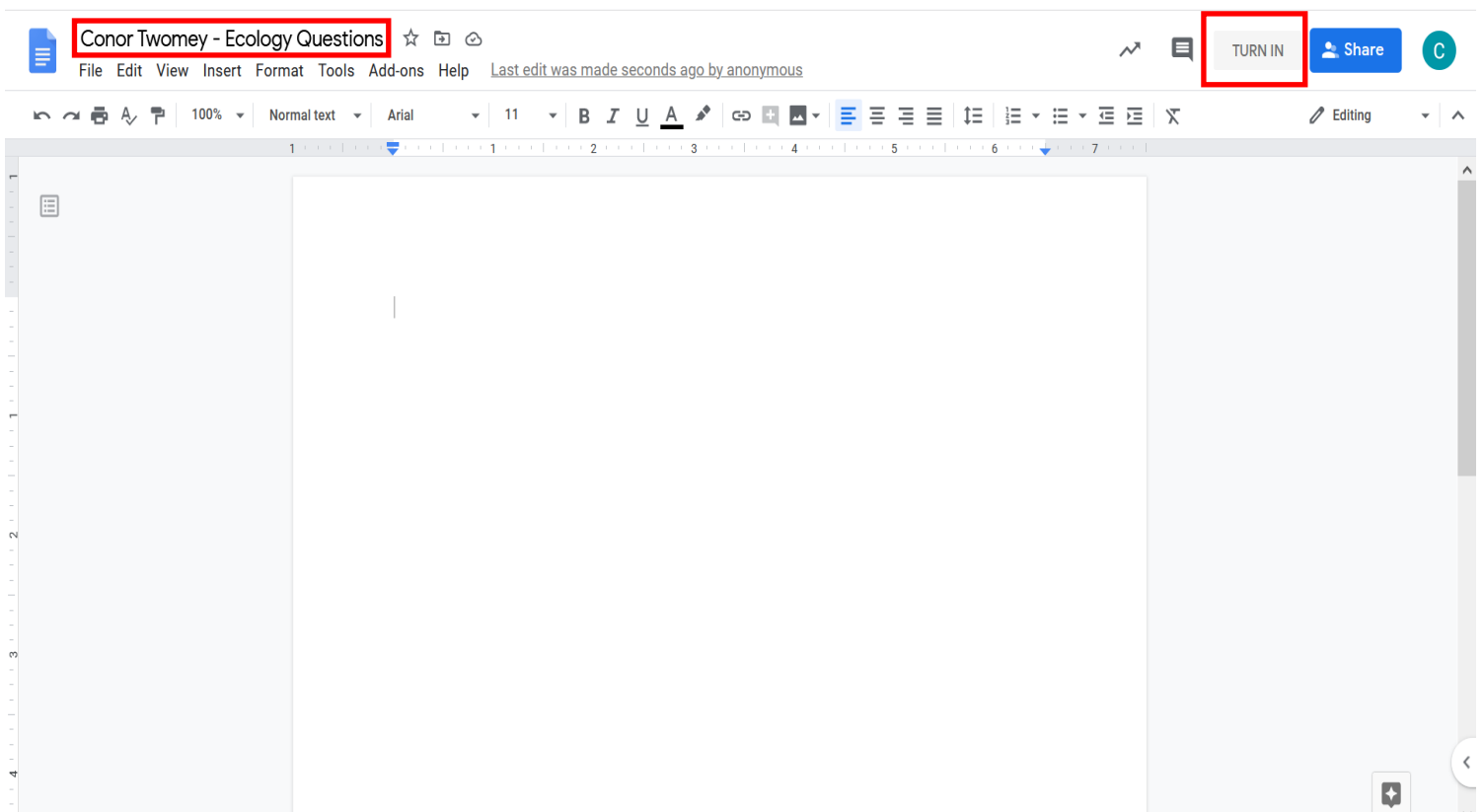
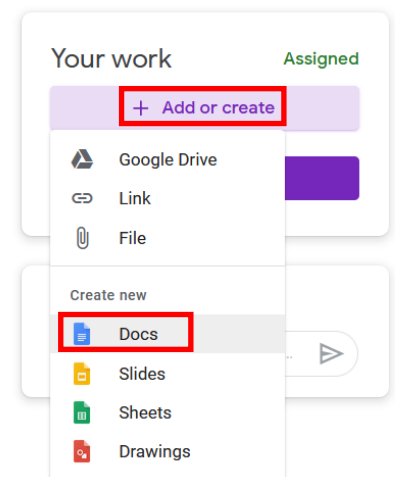
All of these various methods work well and will each require a different way of being uploaded to Google Classroom to be submitted for your teacher to correct. We will see this issue again later when it is time to submit work and explain it in some more detail for you.

Using Google Docs to complete an assignment

One of the options available to you when working on an assignment is using a Google Doc, an online work software, similar to Microsoft Word that allows you to create and edit documents. You may wish to use this option at different times to complete your work. All work typed instantly uploads to your Google Drive storage, so nothing will be lost. You can close the work and return as you wish and it will be there for you. You can also customise font type, size, colour, and do much more with this document editing software.

Steps to follow to use a Google Doc when completing an assignment:

- Open the assignment in Google Classroom that you want to work on.
- To open the Google Doc, under your work in the assignment tab, click the Google Doc thumbnail to allow it to open.
- If you wish to add a Google Doc to your work, click the 'Add or create' button under the 'Your work' tab.
- Select 'Docs'. A new Google Doc will now be created. You must give this Doc a name. You are now free to work as you please to complete the assignment.
- Once completely finished working on the assignment and you feel happy and confident to submit, click the 'Turn in' button on the top right-hand corner of your screen. Confirm this one last time to finally submit. Your work is now complete.

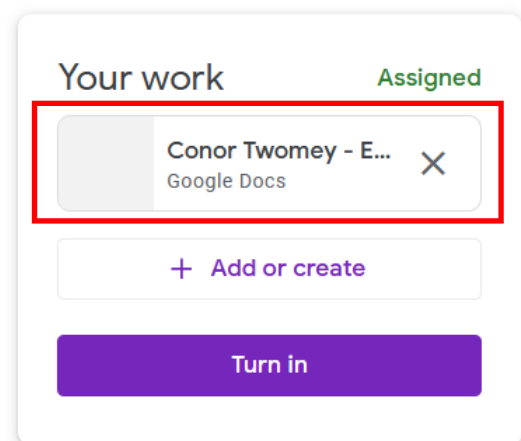


Your teacher may assign you a Google Doc that you must use to complete your task. If your teacher has assigned a Google Doc to you as part of an assignment, you can open it from Google Classroom, work on it, and then turn it in. once fully finished. When you turn in the assignment, your teacher will see the document labelled with your name.

Using a Google Doc given by your teacher to complete an assignment

This follows much of the same procedure as mentioned in the previous page when setting up your own Google Doc, follow these steps:

- Go to the correct class and find the right assignment that you want to begin working on
- Click on the assignment
- Go to the 'Your work' tab, located on the right of the screen
- To use the Google Doc provided by your teacher, click on the Doc thumbnail on the side of the information.
- The specific Google Doc will now open and you can begin to work on completing the assignment
- Once completely finished working on the assignment and you feel happy and confident to submit, click the 'Turn in' button on the top right-hand corner of your screen. Confirm this action one last time
- Your assignment has now been submitted



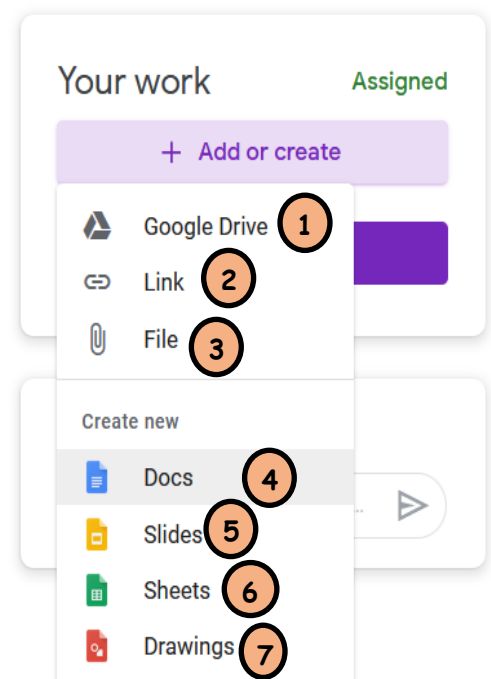
Uploading your work to an assignment

Once you have completed all of your work and want to begin uploading your files to submit, there are a number of routes you can and should take. This will depend on what type of files and on what device you wish to upload from.

1. Laptop/PC upload

Have the assignment open and click on the 'Add or create' button under the your work tab. This will now present all of the different options for uploading your work files.

All of these options are explained in full detail on the following page:



Explanation of assignment file upload options on a laptop/PC

1. **Google Drive** - This option will allow you to select the file(s) that you have already stored/uploaded to your Google Drive storage account. Clicking on this option will open a small dialogue box allowing you to search files in your Google Drive.

Once you have selected the correct and all files, click the 'Insert' button and these files will be uploaded to the assignment.

2. **Link** - Link allows you to upload a URL link to give your teacher access to the file(s) that requires a link to view. Clicking on this option will open a small dialogue box space where you will be required to type in the correct URL link address. Then click the 'Add link' button to upload.

3. **File** - File allows you to upload any number of files from those stored on your laptop/PC. Clicking on this option will open a small system box where you will need go to the 'Upload' tab and click 'Browse'.

You must now select the file(s) that you wish to upload from your system files i.e. a Microsoft Word document etc. Once the file(s) have been selected, click the 'Open/Select' button to allow the files to be processed and uploaded to the assignment.

4. **Docs** - Clicking on 'Docs' is to be used if you wish to create a Google Doc version of your work and click the 'Turn in' button, as explained previously in this booklet regarding how to use Google Docs.

5. **Slides** - Clicking on 'Slides' is to be used if you wish to create a Google Slide presentation, similar to Microsoft PowerPoint, as a version of your work. After this work is completed, you must click the 'Turn in' button at the top right-hand side of the screen to be uploaded to the assignment.

6. **Sheets** - Clicking on 'Sheets' is to be used if you wish to create a Google Sheet file, similar to Microsoft Excel, as a version of your work. After this work is done and completed, you must click the 'Turn in' button at the top right-hand side of the screen for it to be uploaded as an assignment.

7. **Drawings** - Clicking on 'Drawings' is to be used if you wish to create a Google Drawing file as a version of your work. After you have fully completed the essential work, you will need to click on the 'Turn in' button at the top right-hand side of the screen for it to be uploaded as an assignment to your task due.

It is very important to note that you must allow sufficient time for all of these files to upload to the assignment before you can proceed to submission, especially if there is more than one. Photos will also take quite a substantial amount of time too, depending on file size.

Once files have uploaded, it will be time to submit the work.

Phone/tablet/iPad layout:

1. **Google Drive** - This option will allow you to select a file(s) that you have already stored/uploaded to your Google Drive storage account. Clicking on this option will open a small dialogue box allowing you to search files in your Google Drive.

Click on the file you wish to select and the file will be uploaded to the assignment.

2. **Link** - 'Link' allows you to upload a URL link to give your teacher access to a file that requires a link to view. Clicking on this option will open a small dialogue box space where you will be required to type in the correct URL link address. Then click the 'Add link' button to upload.

3. **File** - 'File' allows you to upload any number of files from those stored on your phone/tablet/iPad. Clicking on this option will open a small system box where you will need to find the correct files and select them to be uploaded to the assignment.

4. **Pick photo** - This option will allow you to select photos that you have taken on your phone/tablet/iPad.

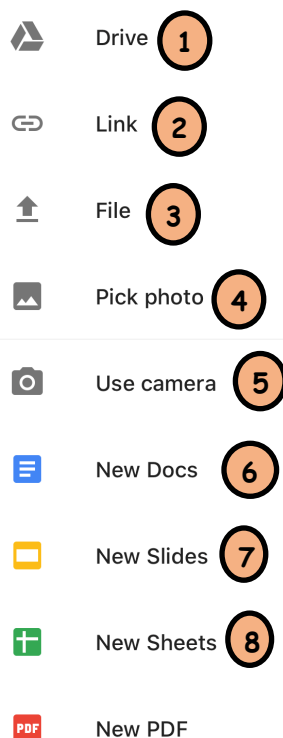
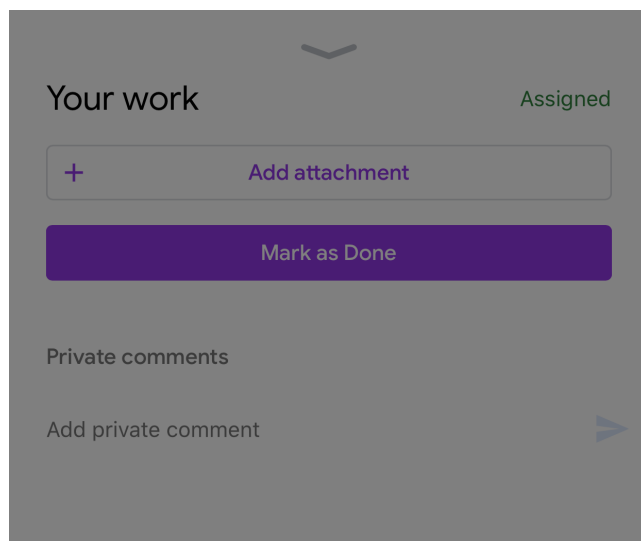
5. **Use camera** - The 'Use camera' option will allow you to take a picture of work in front of you and upload immediately to the assignment, without having to search through your photos stored on your device albums already.

6. **New Docs** - Clicking on 'Docs' is to be used if you wish to create a Google Doc version of your work and click the 'Turn in' button, as explained previously in this booklet regarding how to use Google Docs.

7. **New Slides** - Clicking on 'Slides' is to be used if you wish to create a Google Slide presentation, similar to Microsoft PowerPoint, as a version of your work. After this work is completed, you must click the 'Turn in' button on the screen to be uploaded to the assignment.

8. **New Sheets** - Clicking on 'Sheets' is to be used if you wish to create a Google Sheet file, similar to Microsoft Excel, as a version of your work. After this work is done and completed, you must click the 'Turn in' button on the screen for it to be uploaded as an assignment.

It is very important to note that you must allow sufficient time for all of these files to upload to the assignment before you can proceed to submission, especially if there is more than one. Photos will also take quite a substantial amount of time too, depending on file size.



Uploading pictures of work completed to an assignment

When uploading pictures of your work from your school copies/hardbacks etc, we need to be careful that the pictures are as clear and legible as possible for teachers when correcting. It is vital that this work is presentable and only captures your completed work.

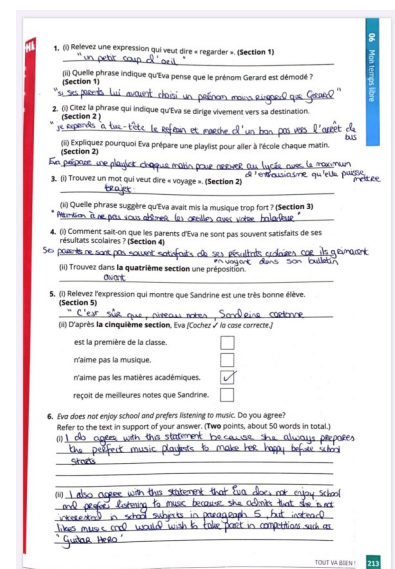
Tips when taking photos of work completed for uploading to Google Classroom:

- Where possible, ensure the photo is clear and bright.
- Do not capture surrounding areas as much as possible, maintain a good balance of the work materials.
- Try your best to make sure the picture is clear and not blurred, as this will make it more difficult to see later.

There are a number of good scanning applications that can be downloaded on phones/tablets/iPads that scan pages of work and turn them into more readable online document images for correcting. Examples of these applications are:

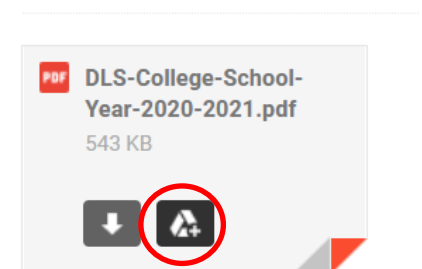
- Camscanner
- Microsoft Lens
- HP Print

All of these are free to download on the Apple App Store/Google Play Store. Some devices already have document scanner features built in, and where possible it would be good practice to use these, as your work will become more clear and presentable. When using these applications, you can just save the documents to your phone after they have been completed and then upload from your device on Google Classroom using the 'Add attachment' feature. An example of a photo of school work completed taken converted to a document style picture, as you can see, provides a much better image quality and is easier to read.



If you do not have a portable device with a camera, it would suggested to try borrowing a device where possible and taking photos of all your relevant work and then emailing these to your school email account.

Once they have been emailed to your school account, you can simply add the documents/photos of work to your Google Drive by pressing in the 'Add to Drive' button circled here.



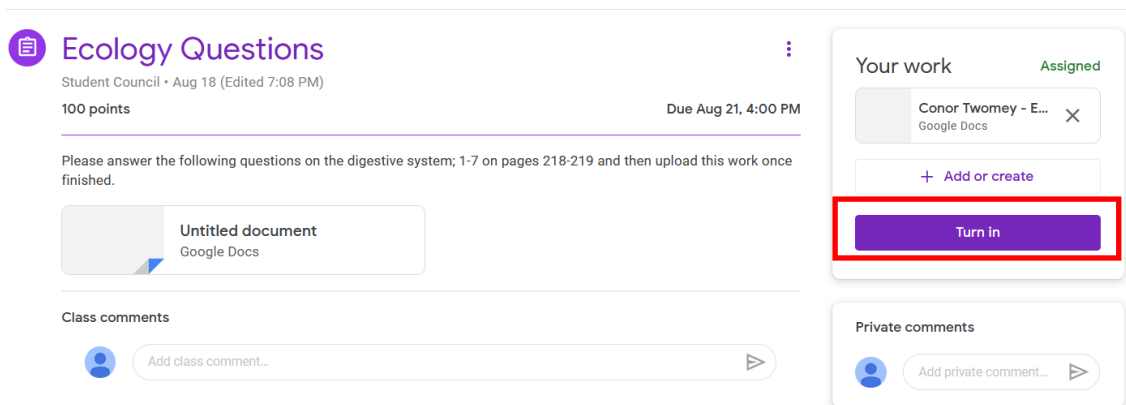
Now go to the assignment area in Google Classroom and upload all the files from your Google Drive storage space, of which the steps to this procedure have been explained previously in this guide. This is a longer process overall, but will achieve the same result for you, and accommodates for any device needs that you have.

Submitting an assignment

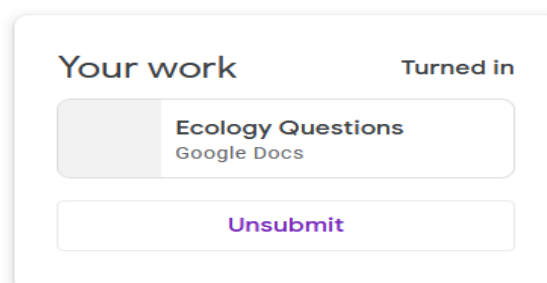
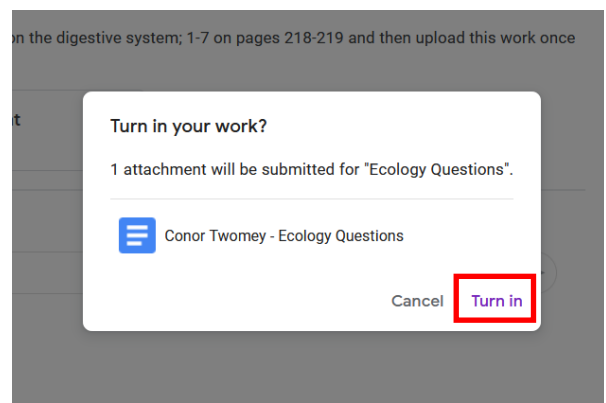
Now that all the necessary files have been uploaded to the Google Classroom assignment, it is time to submit the work to your teacher. Make sure to double check that the correct files have been uploaded and that all the work due is completed correctly before moving forward! The process for turning in work is also the same on any tablet, phone or iPad as well as your laptop/PC.

Steps to follow to turn in an assignment:

- Open the assignment that you wish to turn your work in for.
- Check that all files uploaded are correct.
- Click the 'Turn in' button, located directly under your files of work (pictured here).



- To confirm the submission, you must again click the 'Turn in' button for the last time when a dialogue box pops up (pictured here).
- Once you have clicked the 'Turn in' button for the last time, your work will have been turned in for your teacher to review.
- A new assignment dialogue box will now appear to show that you have completed the work (picture below). If you complete the work, but are late in submitting it, a small note will appear on the assignment called 'Done late'.



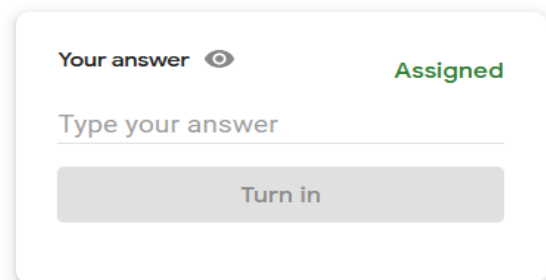
Answering a question

Your teacher may post short questions for you to answer quickly: For short answer questions, you enter a simple response in the designated area. For multiple-choice questions, you must select an option. You can view and answer the questions on either the 'Classwork' page or the 'Stream' page.

Steps to follow to answer short questions:

- Go to the Google Classroom homepage on whichever device you are using.
- Select the class where you must answer the question(s).
- Click on the question in either the 'Stream' page or in the 'Classwork' tab.
- Read the question and type in your answer into the small box provided (see picture below).
- Under the location of your typed answer, click the 'Turn in' button. If asked to confirm, click 'Turn in' again to confirm the action.

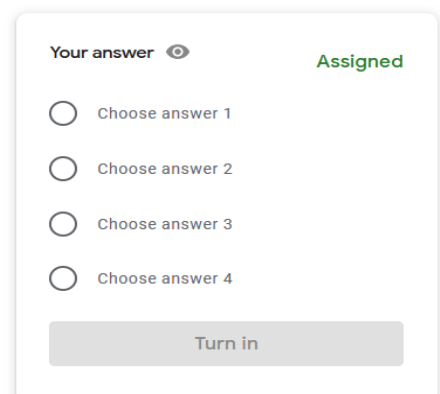
Note - You will not be able to turn in the answer unless you have something typed in the answer box.

A screenshot of the Google Classroom interface for a short answer question. At the top, it says "Your answer" with an eye icon and "Assigned" in green. Below that is a text input field with the placeholder "Type your answer". At the bottom is a grey button labeled "Turn in".

Steps to follow to answer multiple choice questions:

- Go to the Google Classroom homepage on whichever device you are using.
- Select the class where you must answer the question(s).
- Click on the question in either the 'Stream' page or in the 'Classwork' tab.
- Select your answer option. You will only be allowed to pick one option (see picture below).
- Under the location of your chosen option, click the 'Turn in' button. If asked to confirm, click 'Turn in' again to confirm the action.

Note - You will not be able to turn in your multiple choice answer to the question unless you have selected one of the available options first.

A screenshot of the Google Classroom interface for a multiple choice question. At the top, it says "Your answer" with an eye icon and "Assigned" in green. Below that are four radio button options: "Choose answer 1", "Choose answer 2", "Choose answer 3", and "Choose answer 4". At the bottom is a grey button labeled "Turn in".

Viewing individual assignment results, corrections and comments

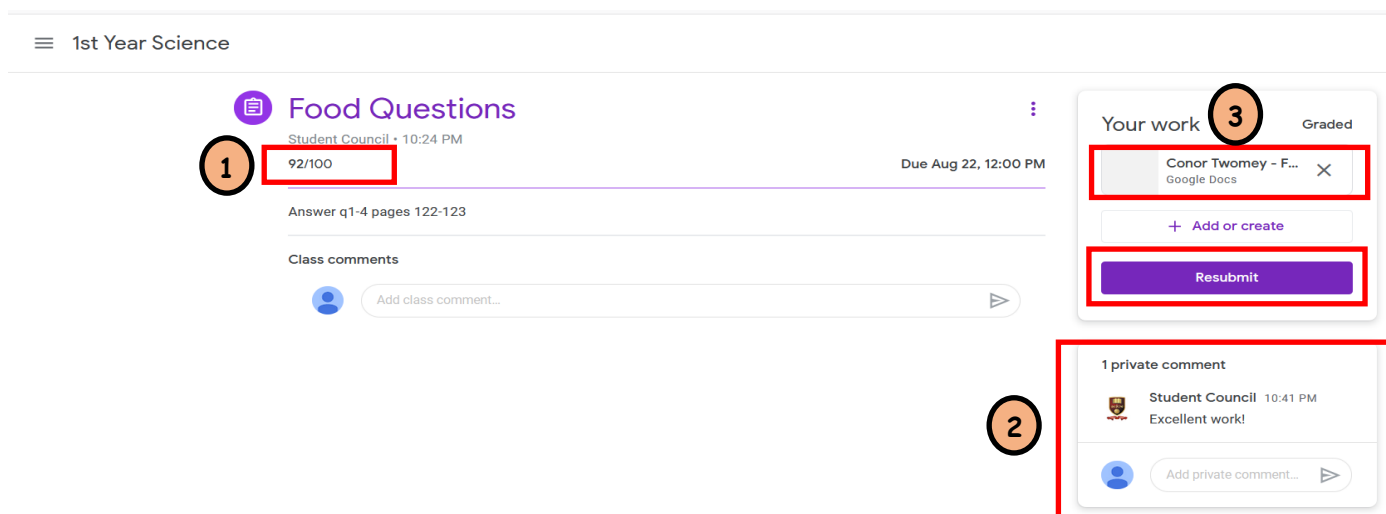
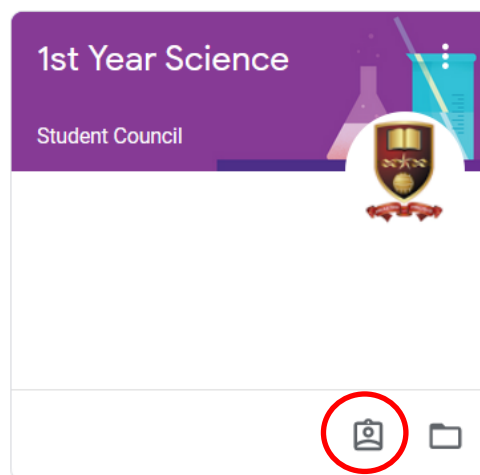
After you submit assignments, your teachers will review them, give feedback, corrections, suggestions and may give a grade/mark to your work.

This is an important part of the learning process, as it will allow you to see how you are getting on in a subject and learn where your strengths lie and maybe some areas to work on for the future. It is therefore vital that you keep up-to-date with all work that is returned to you and any feedback that you receive.

If you are signed into Google Classroom on a phone/tablet/iPad, then you will automatically receive alerts to inform you that your work has been corrected and that feedback has been given. If you are only signed in on a laptop/PC, it is recommended that you check your work for feedback and correction regularly to ensure nothing gets hidden over time. There are a number of areas that need to be looked at when checking work submitted for assessment and feedback.

Steps to follow to view assignment feedback:

- Go to the Google Classroom homepage.
- Go to the class you wish to view assignment feedback for. Click on the 'My work' button, located at the bottom of the class tile (picture here).
- Find the specific assignment located on the 'My work' page, which takes a list format. Click on this assignment to view all details.
- You will now be able to view the assignment information and there is going to be a number of areas to check for feedback and results. A similar layout is used on phones/tablets and iPads.



It is also important to note that work can be edited and resubmitted again, if you have to make some changes, or if you are doing a number of drafts of work, by adding new files and clicking the 'Resubmit' button.

Areas to note:

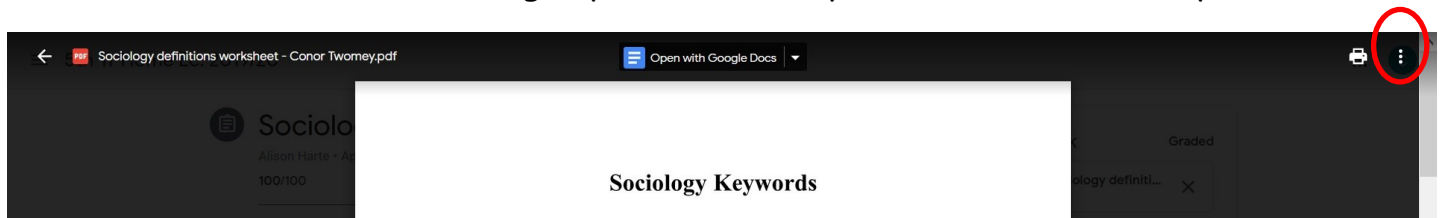
1. **Grade** - This is the location of the grade/percentage mark that you have received.
2. **Private Comments** - The private comments section is where teachers may leave a general comment on the work you have completed. This may also be the location where corrections/suggestions are given for improvement.
3. **Work files submitted** - The actual file(s) that you have submitted may contain more detailed information, specific to a particular area of your completed work. This is why it is important to check the file(s) you have uploaded to see where small errors may have been made.

If the file submitted was a Google Doc/Slide/Sheet, then just open the file and the corrections will appear on your screen straight away.

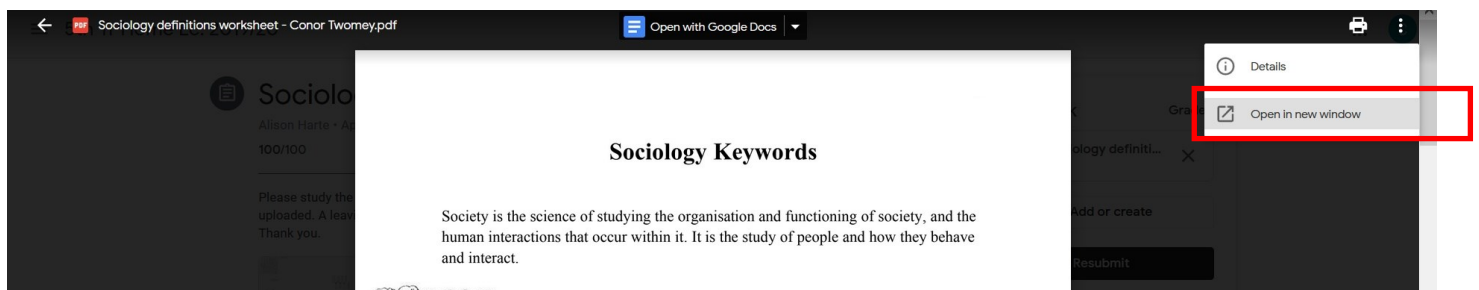
If the file(s) submitted were photos or a PDF, then there is a small method that you will have to follow to view these specific comments/corrections.

Steps to view comments on photos/PDFs:

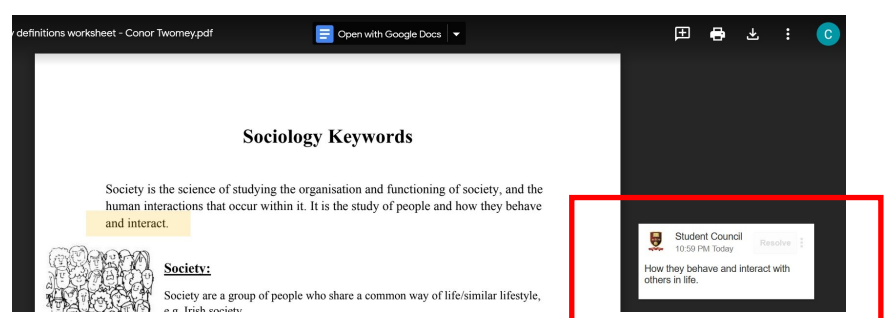
- Have the assignment open that you wish to review.
- Click on the PDF/photo that you wish to review.
- Click the button with three dots located in the top right-hand corner of the screen. The button is slightly different on phones/tablets/iPads (picture here)



- Now click the button is called 'Open in new window' and will allow you to view the document fully (picture here).



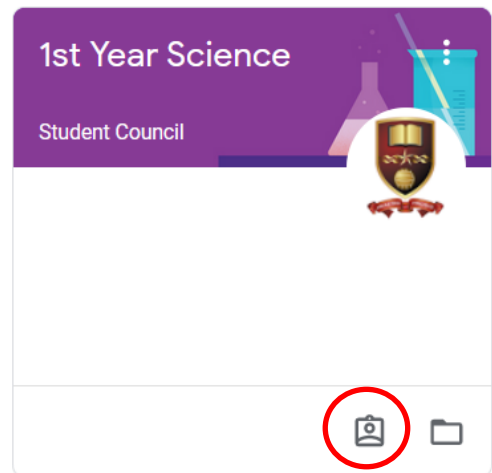
- You will now be able to see all of the comments/corrections that you teacher has made on your work in specific areas.



Viewing work and results summary in a specific class

If you wish to view a summary of your results, grade average and work within a specific class, you can follow these simple steps:

1. Go to the Google Classroom homepage.
2. Find the correct class 'tile' of the subject work summary you wish to view.
3. Click the 'View my work' button at the bottom right-hand corner of the subject 'tile'.



A summary of work completed will now be shown on your screen.

≡ 1st Year Science

Your name will appear here.

Your grade average will appear here based on grades on work submitted.

85.5%

Conor Twomey

Food Questions	1 @ 2	Aug 22, 12:00 PM	92/100
Ecology Questions	@ 1	Aug 21, 4:00 PM	79/100

All

Assigned

Returned

Missing

Work can be filtered further into these categories.

A full list of work completed with results and teacher comments will be seen here.

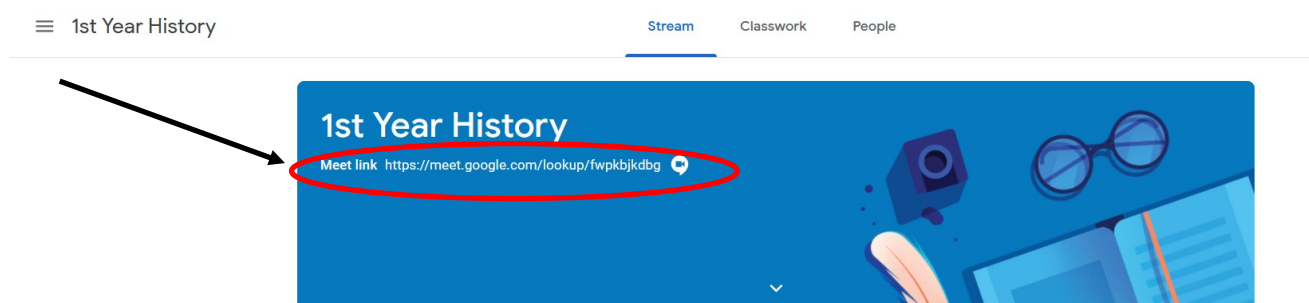
Individual assignment feedback can also be seen here by clicking on the assignment.

Joining a Google Meet live class using Google Classroom

There are two ways that Google Classroom can be used to access the link for a scheduled Google Meet live online class, if it is not already in your scheduled list.

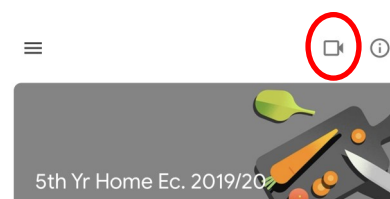
1. Fixed Google Classroom group Google Meet link

Your teacher may use a fixed Google Classroom link located at the top of the 'Stream' page of your online class group. This link will provide you with access to any planned Google Meet in the future and will eliminate the need for a number of separate links for each individual Google Meet.



You should click this link at the planned times for your online classes.

The same Google Meet fixed link appears slightly differently when you are using a phone/device. It changes to a small camera icon at the top of the screen (picture here).



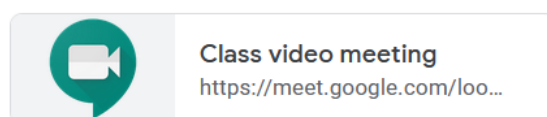
2. Link posted through Google Classroom as announcement

Your teacher may send you the Google Meet link via email so ensure that you check for this regularly.

Your subject teacher may also share a link with you via a post on Google Classroom to inform you of the online class and provide you with the access link, which will look like this shared here.

Clicking on this link at the scheduled class time will allow you access to the live class.

You will then be taken into the Google Meet page where you will be allowed to joining the meeting. Using Google Meet is further explained later on in this guide, to give you a comprehensive overview of how to use the learning platform correctly.





Google Meet



How do I sign in?

Laptop/PC

1. Visit the (<https://meet.google.com>) website and type in your school email address that has been given to you already with your student number first, followed by the @delasallewaterford.ie domain, e.g. 1234567@delasallewaterford.ie

2. Click the 'Next' button on your screen after typing in your email address.

3. Enter your password that you have made to be able to login to your account. Click 'Next'.

You have now logged in and will be taken to the Google Meet homepage on your screen. You will also follow this similar procedure when signing into all of the other G-Suite Education features, such as Gmail, Google Meet etc, using your school email address and password.

Google
Sign in
to continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use a private browsing window to sign in. [Learn more](#)

[Create account](#) [Next](#)

English (United States) Help Privacy Terms

Google

1926560@delasallewaterford.ie

Enter your password

[Forgot password?](#) [Next](#)

English (United Kingdom) Help Privacy Terms

Apple/Android device

Once you have downloaded the Google Meet application onto your Apple/Android device, simply open the application and follow the same procedure as mentioned above

1. Type in your school email address that has been given to you with your student number first, followed by the @delasallewaterford.ie domain, for example - 1234567@delasallewaterford.ie
2. Click the 'Next' button on your device after typing in your email address.
3. Enter your password to login to your school account.

You have now logged in and will be taken to the Google Meet homepage on your device.

Homepage Layout & Navigation of Google Meet

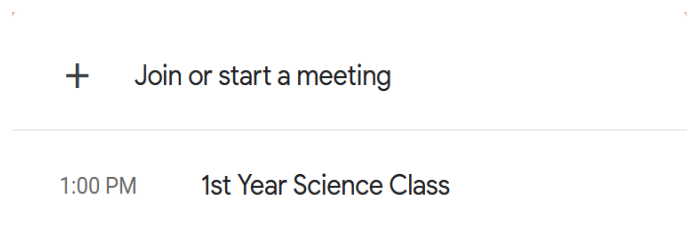


This is the main screen that you will be greeted with once you have signed into your school Google Meet account on a laptop/PC. The layout on phones and tablets is similar to that of a laptop/PC so the two will work simultaneously together, so once you understand the functions of one, another devices is very similar to follow. Google Meet is used by our school in conjunction with Google Classroom to provide live lessons alongside the asynchronous Google Classroom system, which compliment each other to allow teaching and learning to continue.

Here is a short explanation of some of the key features you will be using that match the numerical order of the image above:

1. Join/Start a meeting - Clicking on this feature will allow you to immediately begin your own Google Meet or to join a scheduled Google Meet by typing in the meeting code that you have been provided with by your teacher in advance of the class.

2. Schedule - This is a list of your scheduled Google Meet classes each day. Scheduled classes will appear here and alongside is the time they will begin. You can click on this link at the correct time to join the Google Meet class.



However, it is really important to remember that not all planned classes will appear here as they may not have been scheduled to appear on your list, but you may just receive a link posted on Google Classroom and should join at this time. Therefore it is important that you keep up to date with all class announcements to ensure that you don't miss any of your live classes even if they don't appear in the scheduled list.

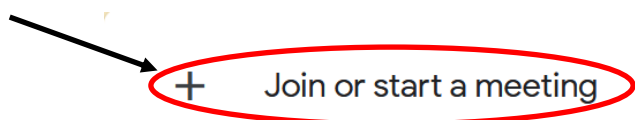
When using a phone/tablet, the homepage layout is very similar when you click to open the Google Meet application and this be seen opposite this text:

Ways to join a scheduled live class on Google Meet

There are a number of different ways to join a live Google Meet class. Here is an example of some of these methods:

1. Using a Google Meet code

1. Click on the 'join or start a meeting' button on the Google Meet homepage.

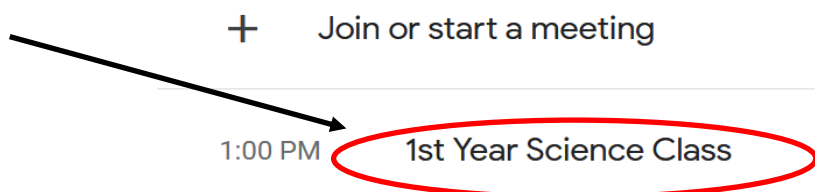


Nothing scheduled today

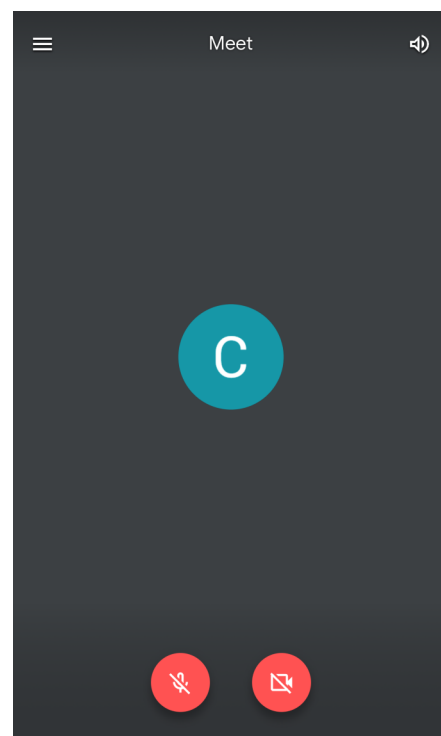
2. Enter the meeting code given to you by your teacher in advance of the live class.
3. You will now be allowed to join the live Google Meet class.

2. Clicking on the scheduled class

1. Click on the name of the scheduled Google Meet class on the homepage, e.g. 1st Year Science Class.



2. You will now be able to join the scheduled class at the agreed time.



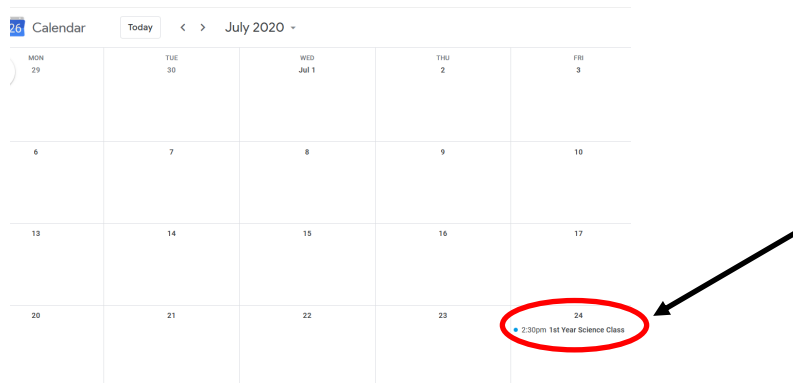
+ New meeting

Meeting code

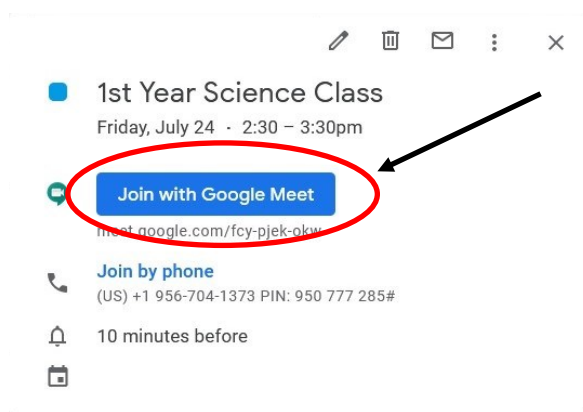
Swipe up to see your meetings

3. Joining using Google Calendar

1. Go to the Google Calendar website/application on your laptop/PC or phone/tablet.
2. Find the scheduled class that you wish to join, e.g. 1st Year Science Class @1:00p.m.



3. Click on the class name to highlight the event details.
4. Click the 'Join with Google Meet' button.



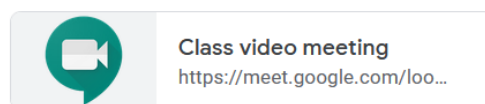
5. You will now be brought to Google Meet to begin the online class.

The final two methods can be used if the organised/planned Google Meet does not appear on your schedule list or in your Google Calendar:

4. Email/posted on Google Classroom

Your teacher may send you the Google Meet link via email so ensure that you check for this regularly.

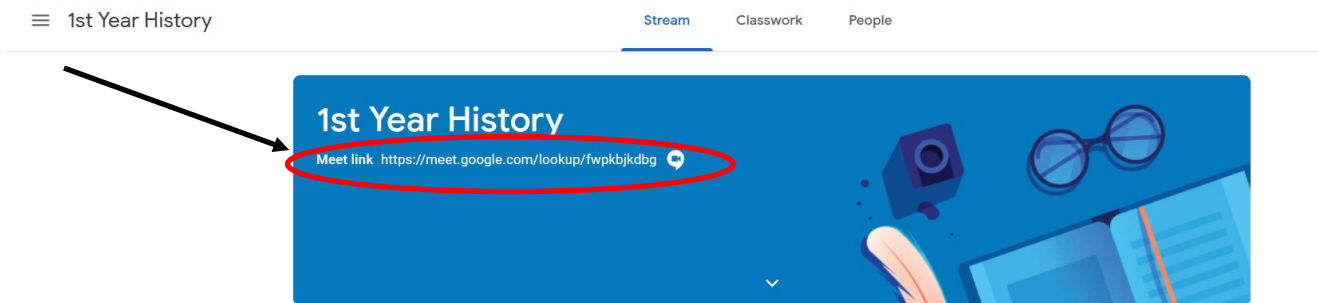
Your subject teacher may also share a link with you via a post on Google Classroom to inform you of the online class and provide you with the access link, which will look like this (picture here).



Clicking on this link at the scheduled class time will allow you access to the live class.

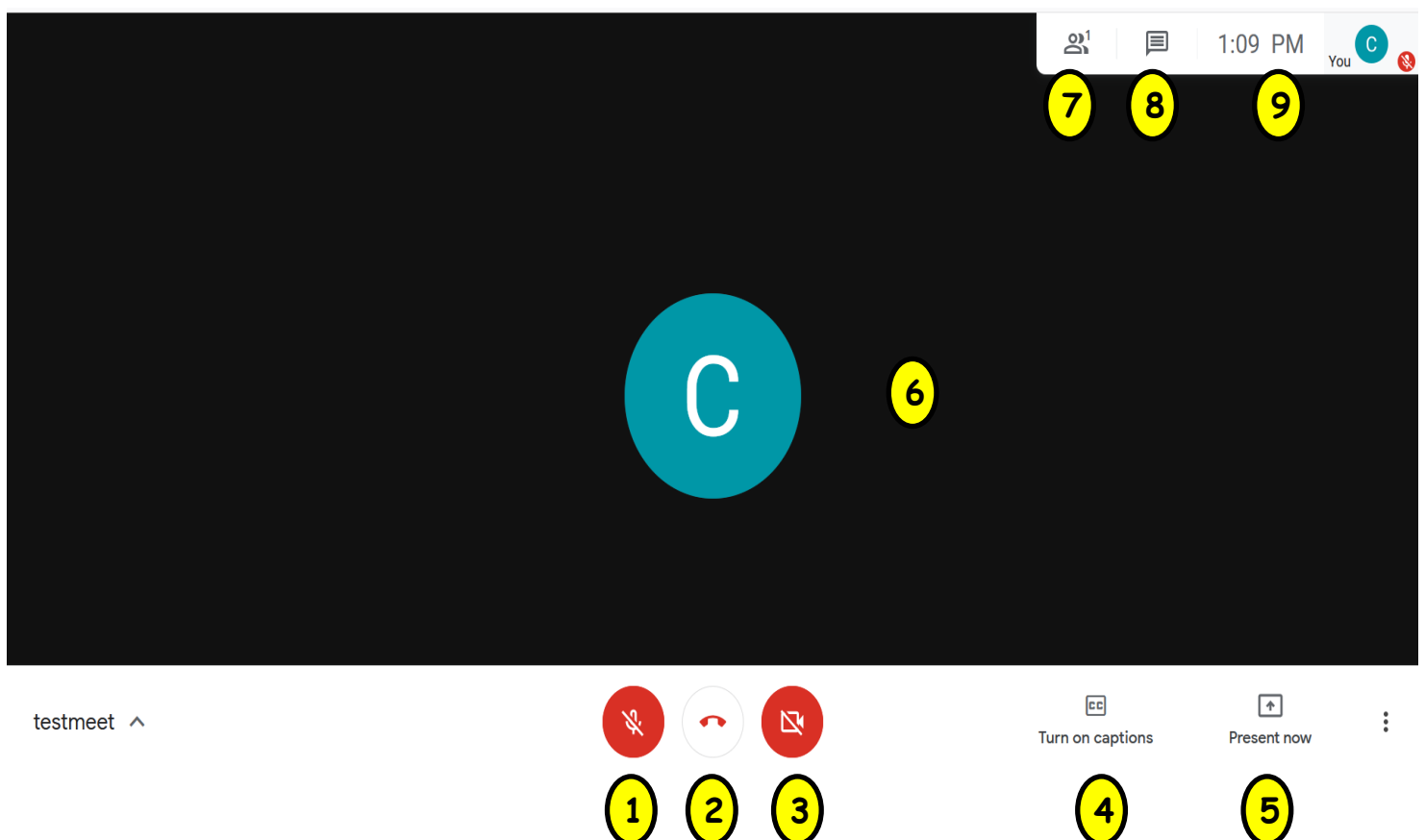
5. Fixed Google Classroom group Google Meet link

Your teacher may use a fixed Google Classroom link located at the top of the 'Stream' page of your online class group. This link will provide you with access to any planned Google Meet in the future and will eliminate the need for a number of separate links for each individual Google Meet.



You should click this link at the planned times for your online classes. On phones/ devices, the same Google Meet fixed link appears slightly differently when you are using a phone/device. It changes to a small camera icon at the top of the screen.

Student Screen layout during a live Google Meet class

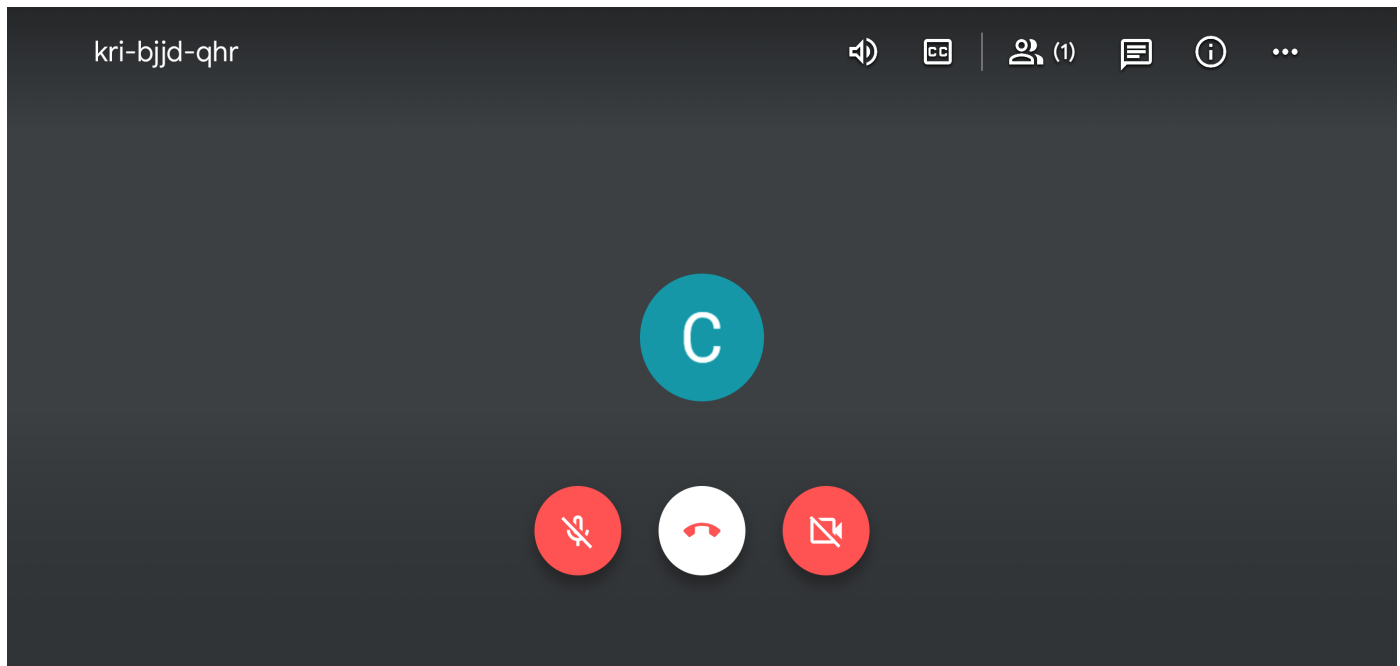


This is the main screen that you will be greeted with once you have joined the Google Meet live class. Explanations of these features are located on the next page. A similar layout is followed when also using a phone/tablet. Once other students and teachers join the call, they will appear on the main screen too.

Explanation of Key Google Meet student features during a live class

1. **Microphone on/off** - Clicking on the microphone button will either turn your speaking feature on or off. It is a red colour when turned off and white when turned on. Having the microphone turned on means that everyone will hear what you are saying during the class. When somebody else is talking, it is best to have your microphone turned off as when there is a number of voices speaking, sounds can become muffled and harder to hear and understand. It is best practice to have your microphone on only when you wish to speak.
2. **Leave call** - The end call button is the middle 'phone down' symbol of three. You should only press this button to leave the meeting once the live class has concluded and the lesson has finished.
3. **Camera on/off** - Clicking on the microphone button will either turn your camera feature on or off. It is a red colour when turned off and white when turned on. Having the camera either on/off is a personal preference for you individually.
4. **Captions** - Turning on captions will show what is being said in a written version at the bottom of the screen if you are finding it challenging to hear all that is being discussed during the class.
5. **Presenter Mode** - Clicking on 'Presenter Mode' will enable you to share your screen, e.g. a prepared PowerPoint presentation if you have been asked to share your work/projects and discuss it with the class online. You should not need to use this feature regularly and only when having to share your screen to display work if and when necessary.
6. **Main Screen** - This main screen will be where everyone else who has joined the call is visible and where you will see anything your teacher is sharing on the screen during the live class.
7. **Number of participants** - This feature will highlight the number of people who have joined the Google Meet class.
8. **Chat Feature** - The chat feature will allow you to type messages during the online class. These messages will be visible to all people who have joined the call.
9. **Time** - The current time will remain displayed in the corner of the call for the duration of the live class.

Phone/Device layout during live Google Meet



Leaving a live Google Meet class once finished

Google Meet live classes will usually last for 40/45 minutes, a normal class time length, to allow you attend any other live classes during the day.

Once a class has finished, you must click the 'phone' - end call button located at the bottom of the screen.

You will now be exited from the call and will be returned to the Google Meet homepage on your device.



Tips for students during live Google Meet classes

- Arrive on time for your planned classes to be set-up and ready to go.
- Have all the correct materials that you may require; pens, notepad, copies, textbooks, calculator, exam papers etc. in case you need these during your classes.
- Only turn on the microphone when you wish to speak/it is your turn etc. as if there is too many voices at once, the sound becomes muffled and hard to understand.
- If you take any notes during the Google Meet classes, make sure to keep them with all of your other work, in a hardback copy or folder etc. so that they don't become lost over time.
- Be respectful of everybody else who has joined the Google Meet classes.



Google Drive



How do I sign in?

Laptop/PC

1. Visit the (<https://drive.google.com/drive/my-drive>) website and type in your school email address that has been given to you already with your student number first, followed by the @delasallewaterford.ie domain, e.g. 1234567@delasallewaterford.ie

2. Click the 'Next' button on your screen after typing in your email address.

3. Enter your password that you have made to be able to login to your school account. Click 'Next'.

You have now logged in and will be taken to the Gmail homepage on your screen. You will also follow this similar procedure when signing into all of the other G-Suite Education features, such as Google Classroom, Google Meet etc, using your school email address and password.

Apple/Android device

Once you have downloaded the Google Drive application onto your Apple/Android device, simply open the application and follow the same procedure as mentioned above

1. Type in your school email address that has been given to you with your student number first, followed by the @delasallewaterford.ie domain, for example - 1234567@delasallewaterford.ie
2. Click the 'Next' button on your device after typing in your email address.
3. Enter your have received to login to your school account.

You have now logged in and will be taken to the Google Drive homepage on your device.

Homepage Layout & Navigation of Google Drive



This is the main screen that you will be greeted with once you have signed into your school Google Drive account on a laptop/PC. The layout on phones and tablets is similar to that of a laptop/PC so the two will work simultaneously together, so once you understand the functions of one, another devices is very similar to follow. Here is a short explanation on of some of the key features you will be using that match the numerical order of the image above:

Explanation of key Google Drive homepage functions

1. **New** - The 'New' button when clicked on, will allow you to upload new files, folders from your devices and create folders to organise the files you upload to your new online cloud storage space.
2. **Priority** - Priority is a section of your Google Drive account that gathers a group of your priority files that you are working currently working on and need quick access to.
3. **My Drive** - This is the page that will firstly open when you sign into Google Drive. It is the main space for all of your folders, files etc.
4. **Shared Drives** - A shared drive is a space for people to upload files and share resources.

5. **Shared with me** - This section will show you all of the files that have been shared with you to view or edit from other people; teachers, students etc.

6. **Recent** - Recent is a category of all your Google Drive files that have either been opened and edited recently or uploaded to the cloud storage space within a recent time frame.

7. **Starred** - Starred files & folders are grouped together, and are files important to you as they might be important school work etc.

8. **Trash** - When you click on the 'Trash' section, you will see all files and folders that you have deleted recently. Any files that have been deleted and placed in the trash will be permanently removed from your Google Drive account after 30 days, so it is important to only delete files and folders that you don't need.

9. **GB Storage used** - This section will show you how much file space in GB has been used with the files you have already saved on your Google Drive account, however it is not limited and will not run out so there is no need to worry if it gets higher over time.

10. **Main space** - This main blank space is where all of your files and folders will appear once you begin using your account and saving files to your cloud storage.

11. **Search** - The 'Search' feature will allow you to accurately and quickly search for and locate specific files that you need, without having to search an endless amount of folders.

12. **Help** - You can click this button if you wish to find information on an issue you may be having with your Google Drive account. Results will be presented to you based on common problems to try help to resolve the issue.

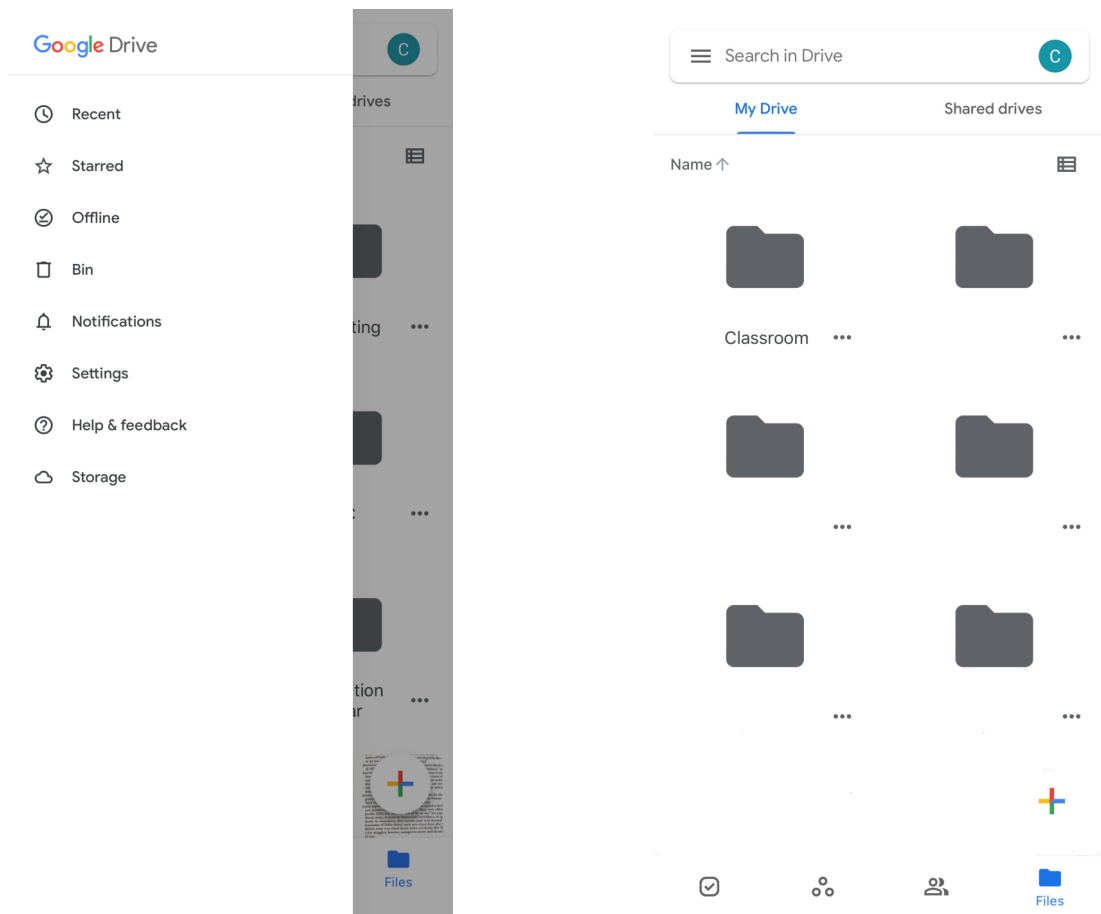
13. **Settings** - Clicking on this button will bring you to your settings to do with your Google Drive account.

14. **Other Applications** - This '9 dot' button when clicked, will give you links to your other G-Suite Education Account applications, such as Google Classroom, Google Meet etc.

15. **Sign out** - The circle button with your initials and the De La Salle College Logo is the button that you will click when you wish to sign out of your account.

16. **Activity** - This corner button when clicked, will showcase all of your activity within your Google Drive account, such as when you edited files, uploaded and deleted files etc.

When using a phone/tablet, the homepage layout is very similar when you click to open the Google Drive application and can be seen below this text:



Viewing files from Google Classroom work uploaded

Google Classroom automatically saves all of your classwork files to your Google Drive account and categorises them into folders based on the subject, so that you don't have to. Accessing these files is a very simple process when following the steps below:

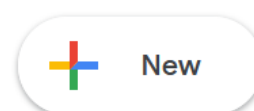
1. Open Google Drive on your laptop/PC or as the application on your phone/tablet.
2. Go to the section called 'My Drive'.
3. Find the folder called 'Classroom'. Click on this folder, which will bring you to a list of folders that match the name of your class groups on Google Classroom, e.g. 1st Year Science, 1st Year French, 1st Year History etc.
4. You are now able to view all the work you have uploaded to work due in each specific class.

Uploading important classwork files

You may wish to upload certain files of work that you have completed, e.g. CBA work/important projects/homework etc, to ensure they are not lost and remain safe for future reference. Google Drive is cloud based storage, so you can login at any time, on any device and access these files. They will not get lost if your device gets damaged etc.

To upload files/folders from your devices onto your Google Drive Account, look at the following steps:

1. Open Google Drive on any of your devices.
2. Click the 'New' button - This will give you the option to upload files or full folders to your account.
3. Select the file(s)/folder(s) that you wish to upload and allow the files to upload.
4. You will get a small notification once the file(s)/folder(s) have been uploaded and saved on your Google Drive Account.



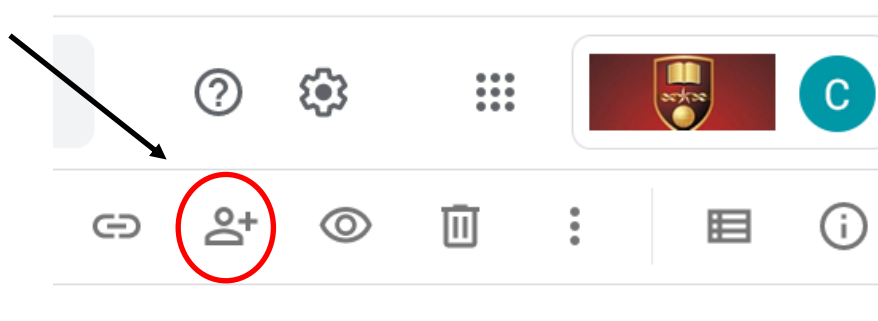
The files have now been saved to your account and you won't have to worry about losing them ever again, as Google Drive can protect the work you have completed over time.

Sharing files/folders with others

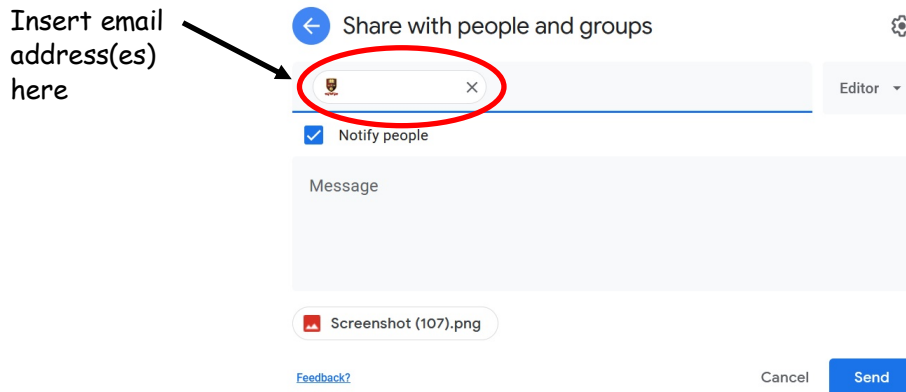
The feature of sharing files/folders with other people through Google Drive is particularly useful for you if you need to share something with your teachers to review/correct, or if you are in a pair/group working on putting together a project, it can be beneficial to share files and collaborate and edit documents/presentations together, without the need for paper waste.

To share and collaborate on files, follow these steps below:

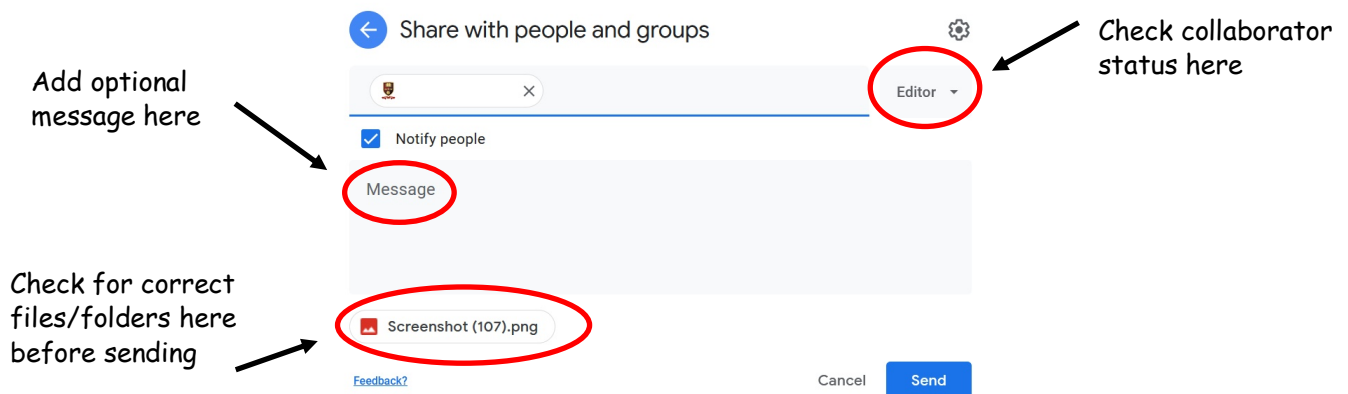
1. Open Google Drive on any of your devices.
2. Find the file(s)/folder(s) that you wish to share with others.
3. Click on the file(s)/folder(s) once to highlight them for sharing.
4. Click on the 'Share with people' symbol to share with others that is located in the top right-hand corner of the screen.



5. Type in the email address(es) of the people you wish to add as collaborators.

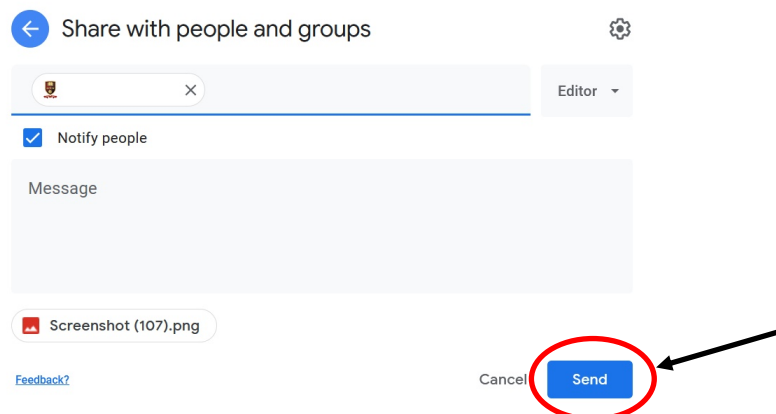


6. Check that they have been classified correctly as either an editor or a viewer and that you have added the correct files for sharing.



7. Add a message if you wish, to explain the sharing of file(s)/folder(s) to the recipient(s).

8. Click the 'Send' button to share everything you have selected with the intended people.



The files have now been shared and you will be able to collaborate with others and they can collaborate with you.

Extra Information

Links to Google G-Suite Education Applications

- Laptop/PC access via websites

Gmail - <https://mail.google.com>

Google Classroom - <https://classroom.google.com>

Google Meet - <https://meet.google.com>

Google Docs - <https://docs.google.com>

Google Calendar - <https://calendar.google.com>

Google Drive - <https://drive.google.com/drive/my-drive>

Google Forms - <https://docs.google.com/forms/>

- Apple iPhone/iPad download from Apple App Store

Gmail - <https://apps.apple.com/us/app/gmail-email-by-google/id422689480>

Google Classroom - <https://apps.apple.com/us/app/google-classroom/id924620788>

Google Meet - <https://apps.apple.com/us/app/google-meet/id1013231476>

Google Docs - <https://apps.apple.com/us/app/google-docs-sync-edit-share/id842842640>

Google Calendar - <https://apps.apple.com/ky/app/google-calendar/id909319292>

Google Drive - <https://apps.apple.com/us/app/google-drive/id507874739>

- Android phone/tablet download from Google Play Store

Gmail - https://play.google.com/store/apps/details?id=com.google.android.gm&hl=en_IE

Google Classroom - <https://play.google.com/store/apps/details?id=com.google.android.apps.classroom>

Google Meet - <https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>

Google Docs - <https://play.google.com/store/apps/details?id=com.google.android.apps.docs.editors.docs>

Google Calendar - <https://play.google.com/store/apps/details?id=com.google.android.calendar>

Google Drive - <https://play.google.com/store/apps/details?id=com.google.android.apps.docs>

Note - Unlike all other Google Educational applications, Google Forms does not have a downloadable app for devices, and so must be accessed on a laptop/PC or web browser on your phone/tablet/iPad.

Extra support links to aid your use of online learning platforms

Gmail

- <https://support.google.com/>
- https://support.google.com/a/users/answer/9259748?p=gmail_training&visit_id=1595762653242-7963064963538324806&rd=1
- https://support.google.com/a/users/answer/9259748?visit_id=1595762653242-7963064963538324806&hl=en&rd=1
- https://support.google.com/a/users/answer/9282663?hl=en&ref_topic=9349456
- <https://support.google.com/mail#topic=7065107>
- <https://support.google.com/a/users/answer/9297685?hl=en>

Google Classroom

- <https://support.google.com/edu/classroom/?hl=en&authuser=0#topic=6020277>
- <https://youtu.be/qSxNLaWm74g>
- <https://youtu.be/o4JeCTfhvnl>
- <https://youtu.be/VOOnCwWZxX4>
- <http://www.santeesd.net/cms/lib/CA01000468/Centricity/Domain/289/Student%20Quick%20Guide%20to%20Google%20Classroom.pdf>

Google Meet

- <https://support.google.com/a/users/answer/9282720?hl=en&authuser=0>
- <https://support.google.com/a/answer/9784550?hl=en>
- <https://youtu.be/xjq8SDHnKbY>
- <https://youtu.be/MUXbgDOfrfY>

Google Drive

- <https://support.google.com/drive/?hl=en&authuser=0#topic=14940>
- https://youtu.be/ln8x_dfdwks

Google Calendar

- <https://support.google.com/calendar/?hl=en#topic=3417969>
- <https://youtu.be/4QSIItLK8Roc>

Google Docs

- https://support.google.com/docs/answer/7068618?visit_id=1597855231929-5514021301678491004&hl=en&rd=3
- https://youtu.be/84oqNE_MZN0
- <https://support.google.com/docs/?hl=en&authuser=0#topic=1382883>

My password doesn't work/ I can't sign into my school account/ I need help

If you need help with any of these issues, please get in touch with your class tutor or Year Head as soon as these issues arise to allow them to rectified as soon as possible.

Your Year Head will be able to advise on the best solution to arrive at and get in touch with relevant IT support for whatever issue you may have.

The 'Student Guide to Online Learning Platforms' booklet has now come to an end. Thank you for taking the time to read and fully understand how you can use all of your G-Suite Educational Account features for your benefit while working and learning online.

As with all things technology, there will always be more than one way to complete something, so don't worry if you aren't familiar with every procedure in this booklet, you may already have different pathways leading to the same end result, which is a great start! Trial and error is a big part of learning how to use all of these platforms and it will show you where you are going wrong and how to go back and alter your steps. Don't ever be afraid to ask questions if you get stuck, its very normal and will only improve your knowledge, we all have had to start somewhere!

After some time using these platforms and reading this guide, it is hoped that you would feel comfortable to use any of the aforementioned systems, namely Gmail, Google Classroom, Google Meet, Google Drive etc. and feel confident in carrying out all of the necessary essential tasks. It is important to note that all of these applications/websites update regularly with changes, so it is impossible to predict all new features ahead of time. However, all information and procedures contained in this booklet are correct at the time of creation and publication

Wishing you all the best in the way of academics and extra-curricular during this school year, in all capacities.

Best of luck to everyone!



De La Salle College Waterford

