

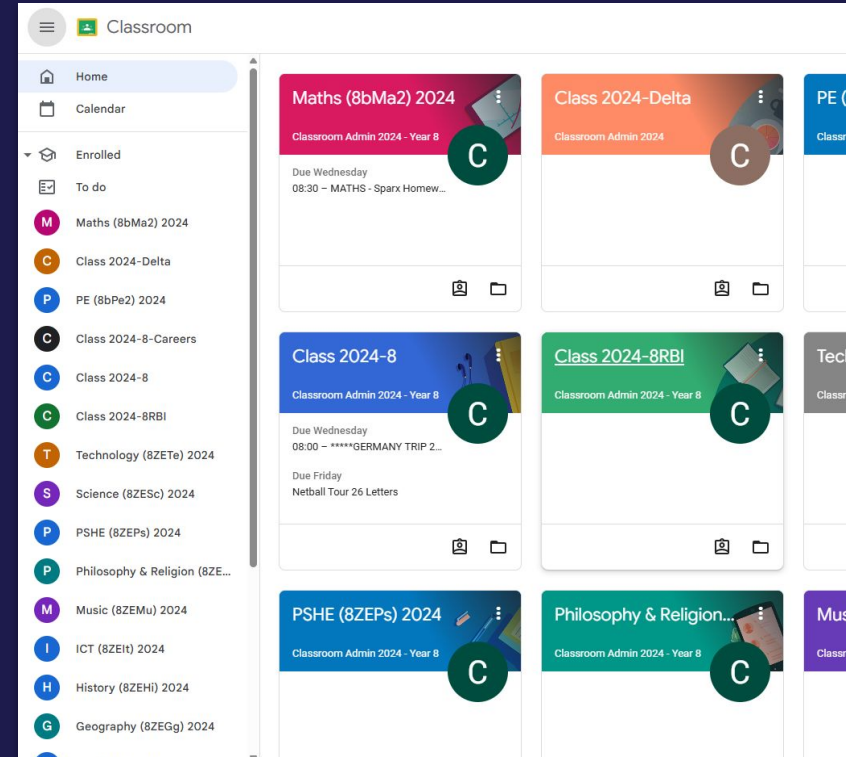
# Digital Platforms

Google Classroom  
Student and Parent  
Support Guide



# What is Google Classroom?

- Online communication platform for teachers and students
- Teachers share assignments, announcements, and resources
- Students complete and submit work digitally
- Integrates with Google Apps (Docs, Slides, Meet)
- Students log in with their school Google account



# How to Access Google Classroom

Students can use Google Classroom on various devices, including phones, tablets, and computers. To log in, you must use your school email address to access your courses and assignments.



Link to web browser app  
[\[CLICK HERE\]](#)



Link to web browser app  
[\[CLICK HERE\]](#)



Link to web browser app  
[\[CLICK HERE\]](#)

# How Can Parents Access

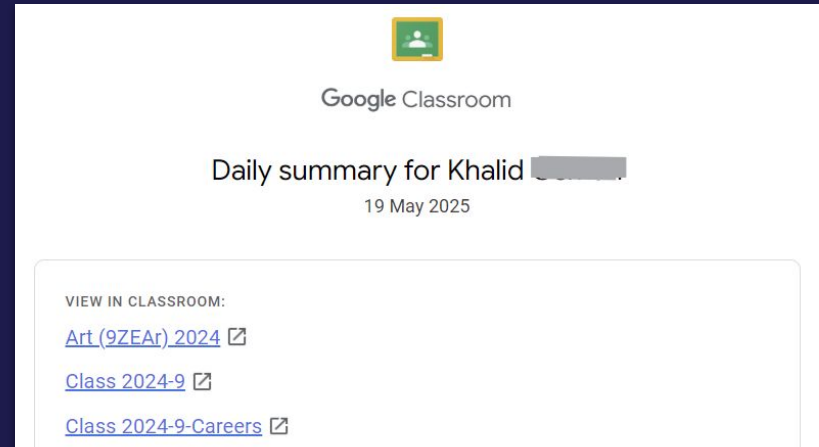
## Two ways to stay informed:

### 1. Guardian Email Summaries

- Get weekly or daily updates on:
  - Missing work
  - Upcoming assignments
  - Class announcements
  - Class activity
- You must accept invitation from school.
- You can also email:  
[GCSupport@cotham.bristol.sch.uk](mailto:GCSupport@cotham.bristol.sch.uk) to request access.

### 2. View with Your Child

- Sit with them while they log in
- Look at their classes together
- Please do not submit or comment



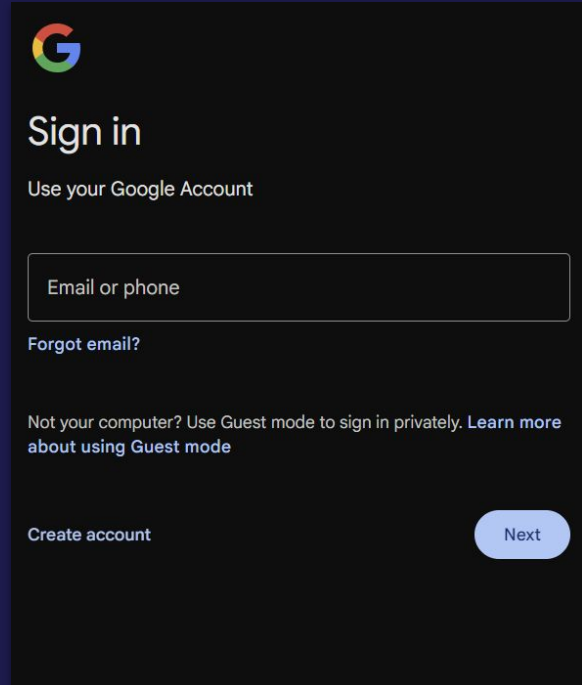
# Getting Started - Sign In

## Students:

- Use school email address
- Access via web browser or mobile app

## Parents:

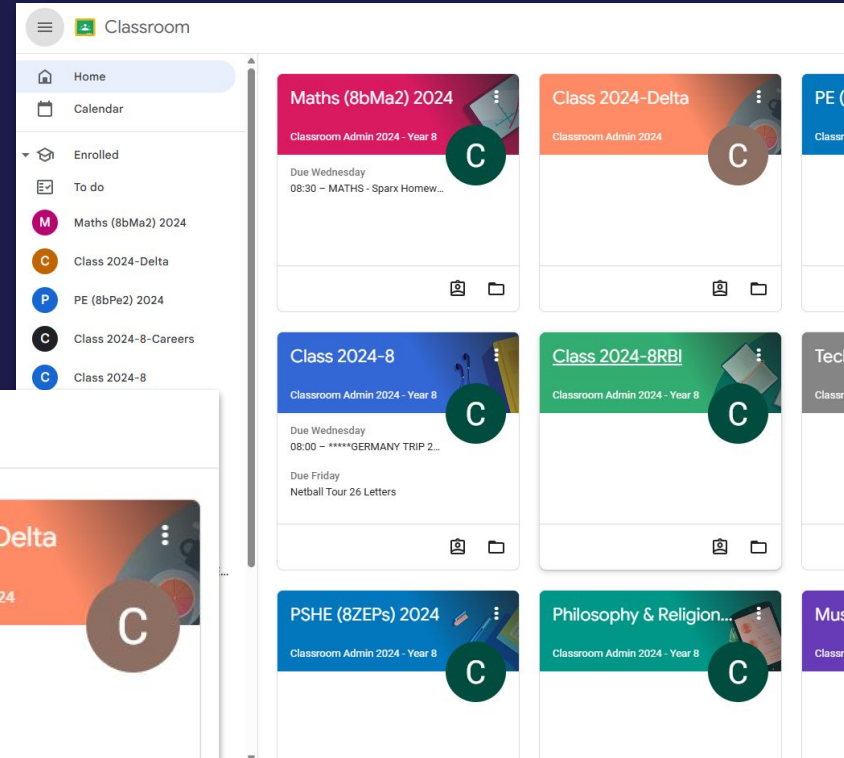
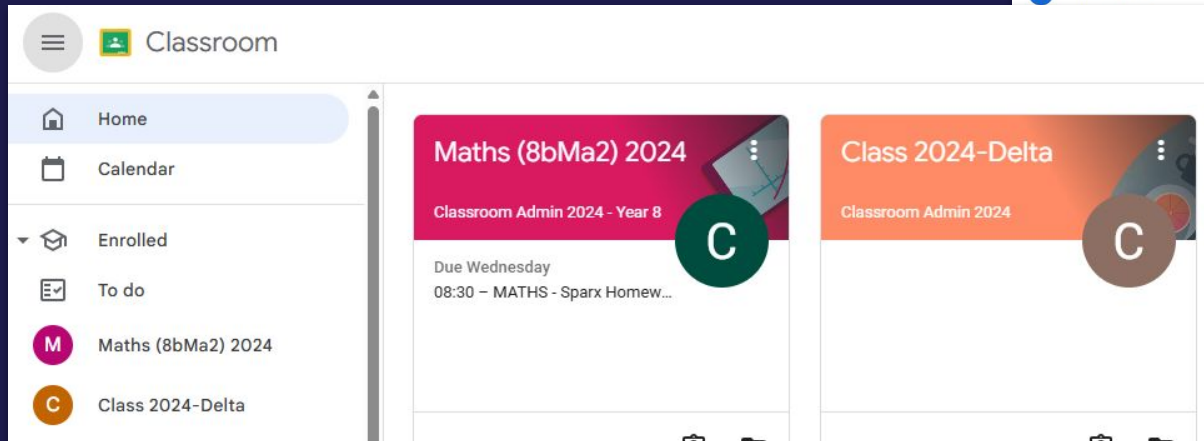
- Can't log in directly as a guardian
- Either receive email summaries OR view alongside child



The image shows a Google sign-in interface on a dark background. At the top left is the multi-colored Google 'G' logo. Below it, the text 'Sign in' is displayed in a large, white, sans-serif font. Underneath 'Sign in' is the text 'Use your Google Account' in a smaller, lighter font. A white rectangular input box with a thin border contains the placeholder text 'Email or phone'. Below the input box is the text 'Forgot email?'. Further down is a line of text: 'Not your computer? Use Guest mode to sign in privately. [Learn more about using Guest mode](#)'. At the bottom left is the text 'Create account'. At the bottom right is a rounded rectangular button with the text 'Next'.

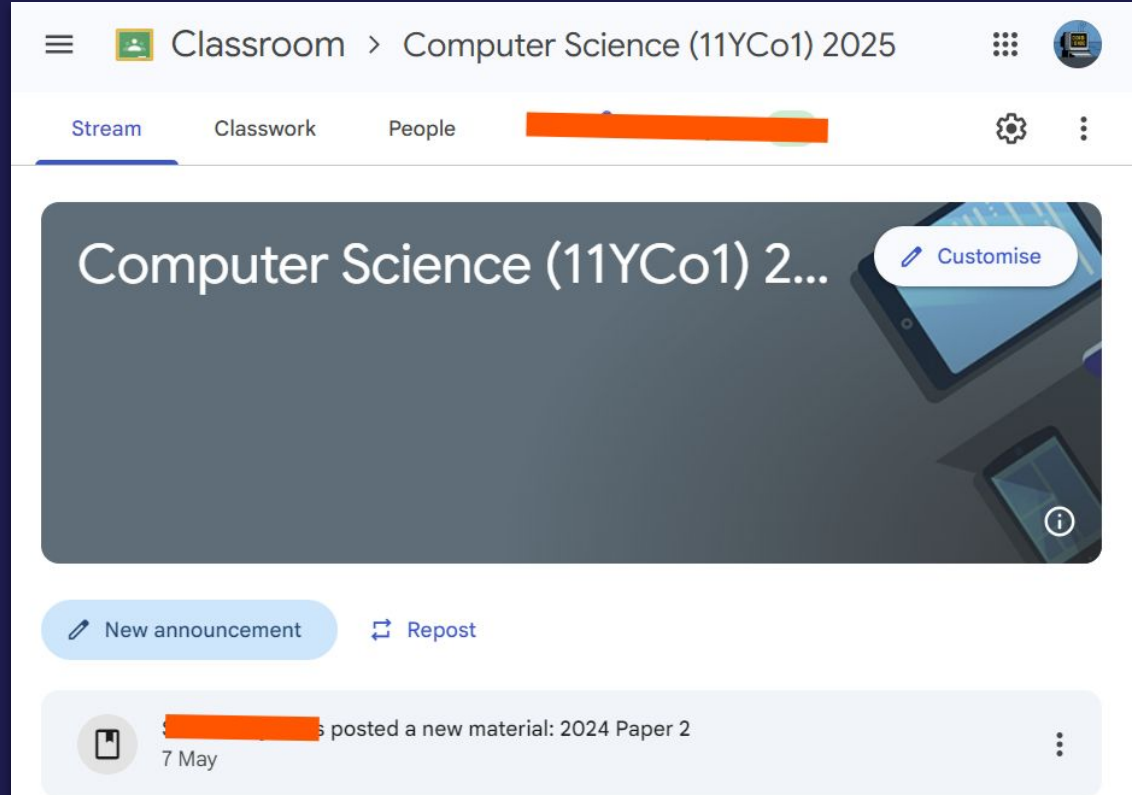
# Key Features - Home Page

- Central dashboard
- Shows all enrolled classes
- Each class appears as a tile
- See class name, teacher, recent activity
- Quick glance at upcoming due dates



# Key Features - Stream

- Like a news feed for each class
- Teachers post announcements and reminders
- Posts include attachments (documents, videos, links)
- Students can comment (if teacher allows)
- Click any post for full details



# Key Features - Stream

- You can then select the post in the Stream to get more information about the announcement or assignment.



## MATHS - Sparx Homework

Classroom Admin Math • 16 May

Due 21 May, 08:30

Your Maths homework this week will now be on Sparx Maths. You can log in using your usual Google school log in details. Complete the tasks, watching the short tutorial videos where you are stuck.

Reattempt any questions you get wrong - you should be aiming to get 100% because the video examples will show you what to do.

If you are able, try the XP Boost questions as well to really boost your progress. Later this year we will be giving out prizes for the most XP completed on Sparx Maths.

If you need any extra support, the Maths HW Club is every Mon and Wed 2:45-3:45 in room A209.

 Class comments

[Add a class comment](#)

Your work Assigned

[+ Add or create](#)

[Mark as Done](#)

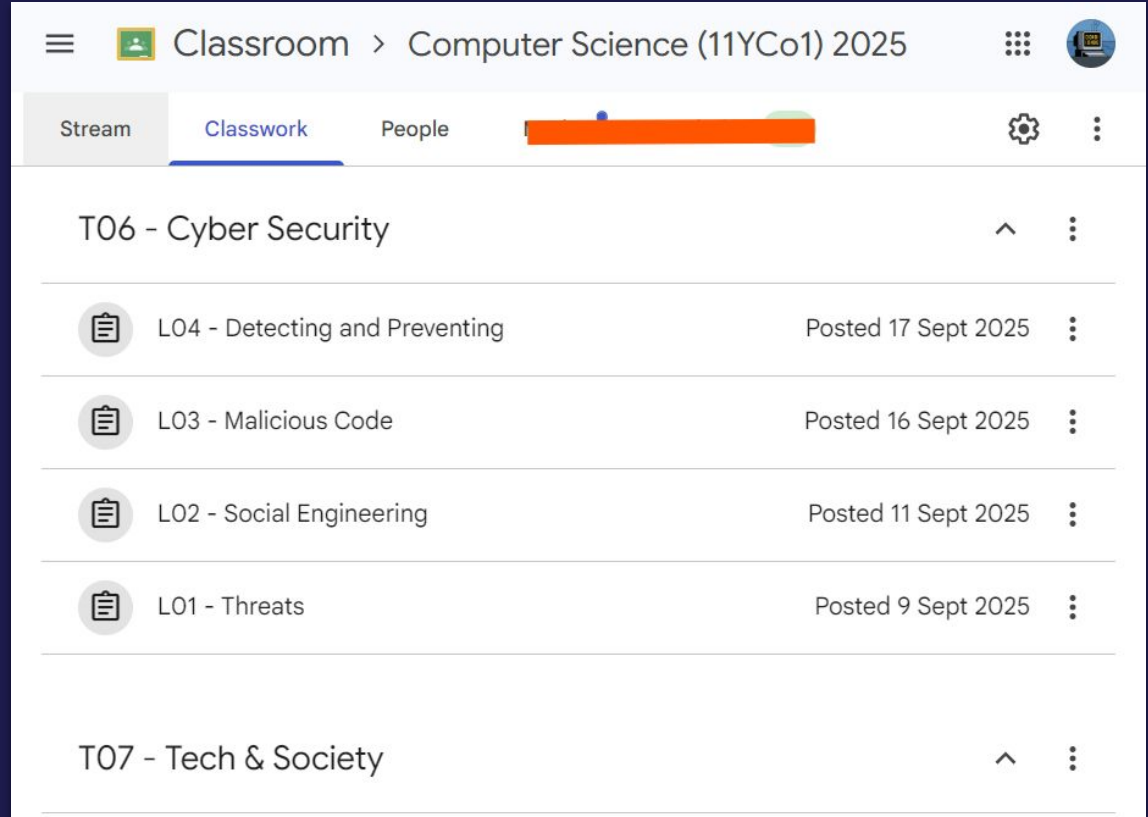
 Private comments

[Add comment to Classroom Admin Math](#)

# Key Features - Classwork

The Classwork tab (found by clicking a class tile) is where teachers organize assignments, quizzes, and materials.

It keeps class work structured and easy for students to find.



# Key Features - Classwork

In Google Classroom, teachers can create different types of assignments to support student learning. Here are the main options:

- **Assignment** – A standard task where students submit work like essays or projects. Teachers attach files, set due dates, and provide feedback.
- **Quiz Assignment** – A Google Form quiz that grades automatically, making assessments quick and efficient.
- **Question** – A single-question post for short answers or multiple-choice responses, ideal for quick discussions or reflections.
- **Material** – Used to share resources like readings, videos, or reference documents. No submission is required from students.

# Key Features - Classwork

Similar to the Stream, you can then select the post in the classroom to get more information about the announcement or assignment.



## Philosophy and Religion - 19/03/25 - work for today

Ben Saunders • 19 Mar

100 points

Due 19 Mar, 02:45

Create a poster showing what HUMANISM is and what Humanists believe. Use images and short statements to make the poster easy to understand and attractive to look at.

Prizes for the best 5 if you share your completed work on google Classroom.

You can edit the word document attached if you like.



**Card sort.docx**

Microsoft Word

### Your work

Missing



Hahnbeorht Jos - ...

Microsoft Word



+ Add or create

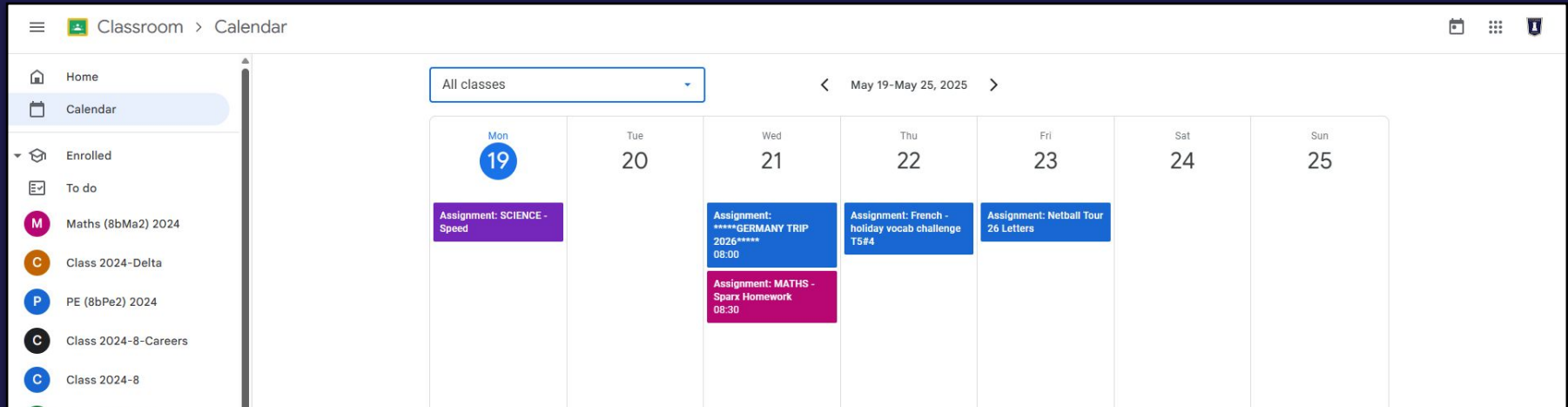
Hand in

 Private comments

[Add comment to Ben Saunders](#)

# Key Features - Calendar

- Shows all due dates automatically
- Teachers can add events (exams, study sessions)
- View upcoming tasks across all classes
- Integrates with Google Calendar
- Helps with planning and time management



The screenshot displays the Classroom Calendar interface. On the left, a sidebar contains navigation links: Home, Calendar (selected), Enrolled, To do, and a list of classes: Maths (8bMa2) 2024, Class 2024-Delta, PE (8bPe2) 2024, Class 2024-8-Careers, and Class 2024-8. The main area shows a calendar for May 19-25, 2025. A dropdown menu at the top of the calendar grid is set to 'All classes'. The calendar grid shows the following events:

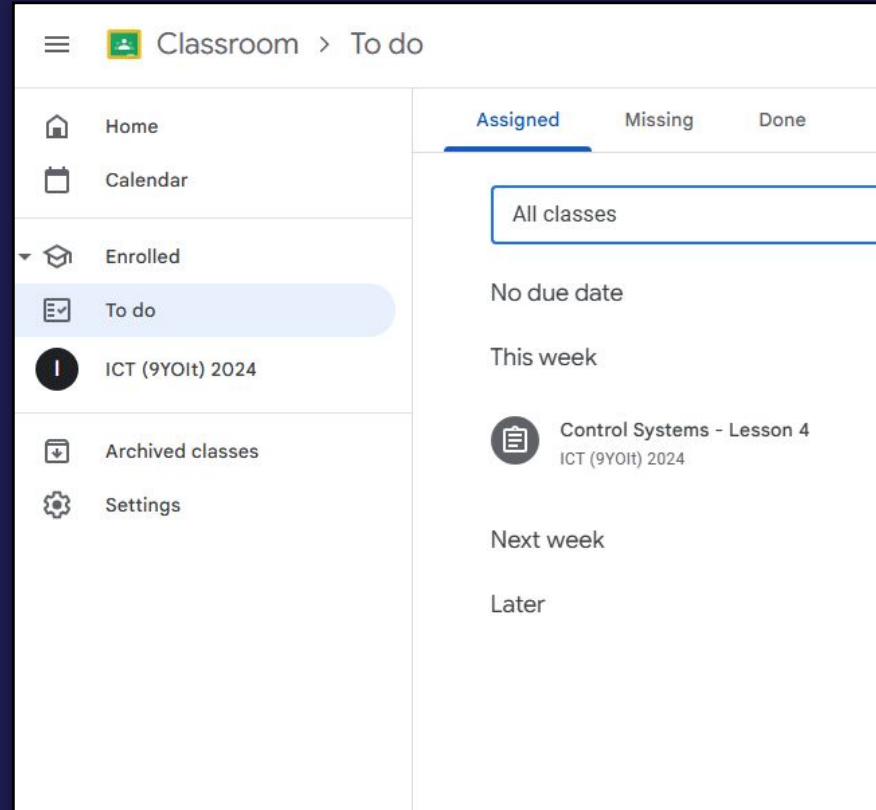
| Mon 19                      | Tue 20 | Wed 21                                                                                    | Thu 22                                            | Fri 23                              | Sat 24 | Sun 25 |
|-----------------------------|--------|-------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------|--------|--------|
| Assignment: SCIENCE - Speed |        | Assignment: *****GERMANY TRIP 2026***** 08:00<br>Assignment: MATHS - Spazz Homework 08:30 | Assignment: French - holiday vocab challenge T5#4 | Assignment: Netball Tour 26 Letters |        |        |

# Key Features - To-Do Tab

One place to see ALL assignments:

- **Upcoming** - Work due soon (prioritise!)
- **Missing** - Overdue assignments
- **Done** - Completed work (review past)

Check your To-Do list DAILY!



# How to Submit Work

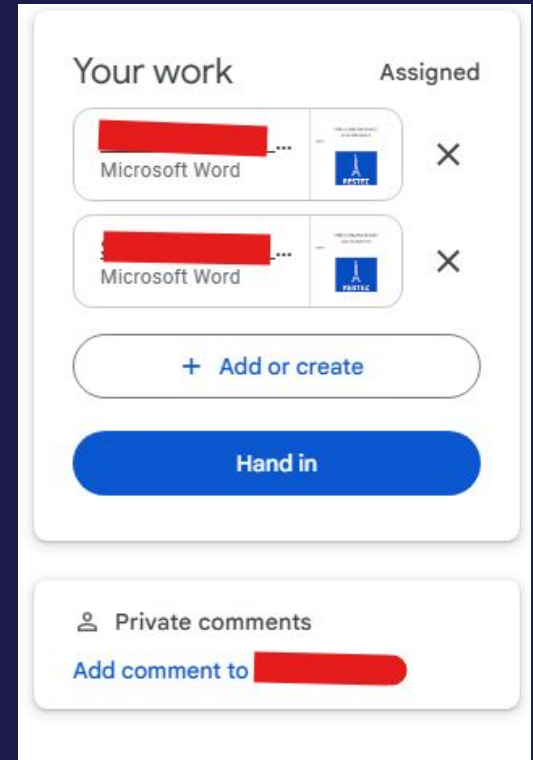
## For Google Docs/Slides/Sheets:

1. Open assignment in Classwork
2. Click "Add or create" → attach or create file
3. Click "Turn In" or "Hand in"

**For other files:** PDFs, images, etc. can also be uploaded

## Remember:

- Can edit and resubmit if needed
- Missed deadline? Ask teacher to reopen

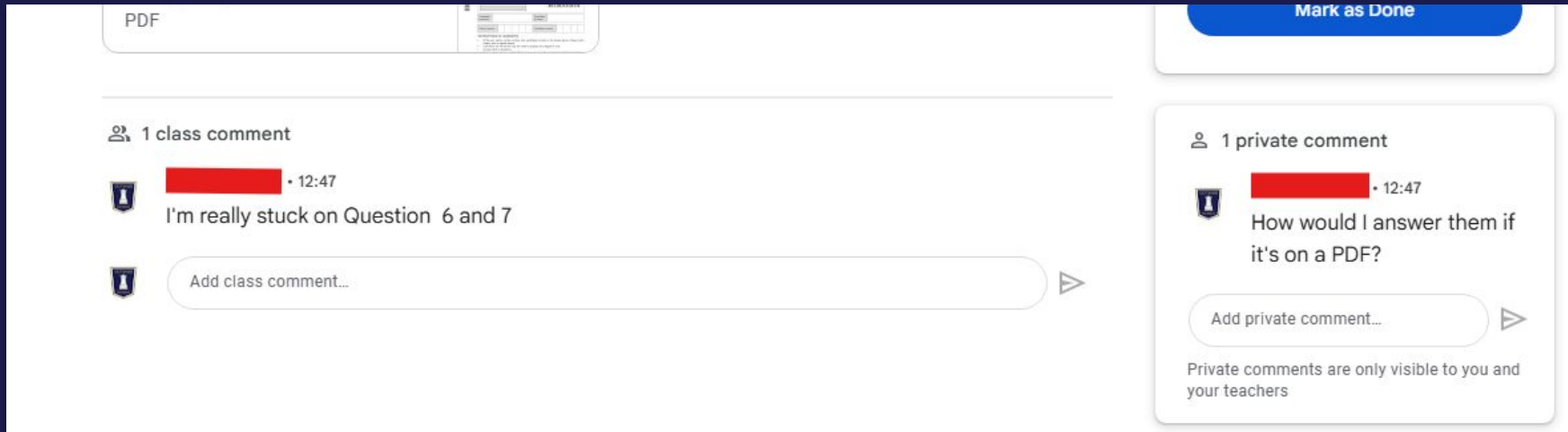


The screenshot shows a submission interface with two columns: "Your work" and "Assigned". Under "Your work", there are two entries, each consisting of a redacted filename, the text "Microsoft Word", and a small icon. To the right of each entry is a close button (X). Below these entries is a button labeled "+ Add or create". At the bottom of the "Your work" section is a large blue button labeled "Hand in". Below this section is a "Private comments" section with a header icon and the text "Private comments". Below the header is a text input field with the placeholder "Add comment to" followed by a redacted name.

# Communication Tips

## For Students:

- Class comments: Visible to everyone - be respectful!
- Private comments: Only you and your teacher see these
- Use private comments for questions or help



The screenshot displays a user interface for a learning management system. At the top left, there is a 'PDF' button and a small thumbnail of a document. To the right, a blue button labeled 'Mark as Done' is visible. The main content area is divided into two sections: '1 class comment' and '1 private comment'. The class comment section shows a user profile icon, a redacted name, and a timestamp of 12:47, followed by the text 'I'm really stuck on Question 6 and 7'. Below this is a text input field labeled 'Add class comment...' with a send button. The private comment section shows a similar user profile icon, redacted name, and timestamp, followed by the text 'How would I answer them if it's on a PDF?'. Below this is a text input field labeled 'Add private comment...' with a send button. At the bottom of the private comment section, a note states: 'Private comments are only visible to you and your teachers'.

PDF

Mark as Done

1 class comment

12:47

I'm really stuck on Question 6 and 7

Add class comment...

1 private comment

12:47

How would I answer them if it's on a PDF?

Add private comment...

Private comments are only visible to you and your teachers

# Communication Tips

## For Parents:

- Encourage children to communicate with teachers
- Discuss classwork openly rather than taking control
- Builds responsibility and independence

PDF

1 class comment

 [Redacted] • 12:47  
I'm really stuck on Question 6 and 7

 Add class comment... 

Mark as Done

1 private comment

 [Redacted] • 12:47  
How would I answer them if it's on a PDF?

 Add private comment... 

Private comments are only visible to you and your teachers

# Pro Tips

## For Students

- Check To-Do list daily - know what's coming
- Sync assignments to Google Calendar - better planning
- Organize Google Drive - folder for each class
- Ask for help early - use private comments before falling behind

## For Parents

- Check email summaries regularly - stay informed
- Encourage your child - help them take responsibility
- Avoid using child's account - their learning, their work
- Have open conversations - discuss work together
- Don't submit or comment - that's for students only

# FAQs

## **"Why haven't I received guardian emails?"**

- Check spam folder
- Confirm school has correct email
- Contact [GCSupport@cotham.bristol.sch.uk](mailto:GCSupport@cotham.bristol.sch.uk)

## **"Can't access Google Classroom?"**

- Student must use school Google account

## **"Can I change notification settings?"**

- Yes - navigate to settings to adjust preferences