

Google Classroom Parents Guide

Google Classroom is a free online communication platform where teachers can share assignments, announcements, and resources with students.

What is Google Classroom?	1
How Parents Can Access Google Classroom	2
Accepting Guardian Invitations	2
Guardian Email Summaries	4
How to View Your Child's Google Classroom	5
Mobile App vs. Web Browser	5
Key Features Parents Should Know	6
Home Page	6
Stream (Announcements)	7
Classwork	8
Calendar	10
To Do Tab	11
How to Support Your Child	12
Parent FAQs	12
Useful Links	12

What is Google Classroom?

Google Classroom is an online learning platform designed to help teachers and students manage coursework efficiently. It offers various tools to simplify classroom activities, including assignment management, where teachers can create, distribute, and grade assignments digitally. The platform also promotes collaboration, allowing students to interact through comments, discussions, and shared documents.

Google Classroom integrates seamlessly with Google Apps, such as Docs, Slides, and Meet, ensuring a connected and organized learning experience. With automated organization, students can keep track of deadlines using to-do lists and reminders, helping them stay on top of their assignments. Additionally, the platform includes accessibility features, such as offline learning options and digital submission of paper-based homework, making it more flexible for different learning needs.

To use Google Classroom, students first sign in with their School Google account. Students will be assigned to classes based on their school timetable. Students can also join extracurricular classes using a class code generated by teachers.

How Parents Can Access Google Classroom

Parents can view their child's Google Classroom to stay informed about assignments and updates, but they cannot join the class directly or interact like students do. At Cotham School we have enabled the guardian email feature. Parents can receive guardian email summaries, which provide insights into their child's progress, upcoming tasks, and missed assignments. To receive these summaries, you must accept the invitation that has been sent to the email address (registered parent emails on our school system). This will allow you to access regular updates on your child's Google Classroom assignments.

Accepting Guardian Invitations

We have enabled Google Classroom email summaries for parents and carers. If you would like to receive the email summaries for your child please email us on GCSupport@cotham.bristol.sch.uk with the name of your child and their tutor group and we will send the invitation to you. Once you have received the email invitation, Click "Accept invite" in the email.



See what Khalid is doing in Google Classroom



Accept this invitation to get weekly email summaries and to view Khalid's upcoming and missing work in Google Classroom.

Accept invite

[I'm not their guardian](#)

When you click on “Accept invite” in the email. This window will open in your browser or app. You will need to confirm your email by clicking on “ACCEPT”.

Receive Classroom email summaries


You've been invited to receive email summaries. You're signed in as 
()


SWITCH ACCOUNTACCEPT


Then choose how often to receive summaries (daily or weekly).


Frequency

How often would you like to receive an email summary of your student's activity?



Khalid 

@cotham.bristol.sch.uk



Frequency

Weekly

Time zone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

Time zones

(GMT+00:00) Dublin



Guardian Email Summaries

Parents receive updates on:

- Missing work – Late or upcoming assignments.
- Upcoming work – Deadlines for quizzes, projects, etc.
- Class announcements – Teacher posts.
- Class activity – General participation.

You will receive an email that looks like the below image. This will summarise all activities on your child's Google Classroom account.



Google Classroom

Daily summary for Khalid [REDACTED]

19 May 2025

VIEW IN CLASSROOM:

[Art \(9ZEA\) 2024](#)

[Class 2024-9](#)

[Class 2024-9-Careers](#)

[REDACTED]

[Drama \(9ZED\) 2024](#)

[English \(9ZFE\) 2024](#)

How to View Your Child's Google Classroom

Students can use Google Classroom on various devices, including phones, tablets, and computers. To log in, they must use their school email address to access their courses and assignments. While parents do not have direct access to Google Classroom, you can log in with your child's email to view set lesson activities.



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



Google Play Store
 Download
[\[CLICK HERE\]](#)



Apple App Store Download
[\[CLICK HERE\]](#)

Mobile App vs. Web Browser

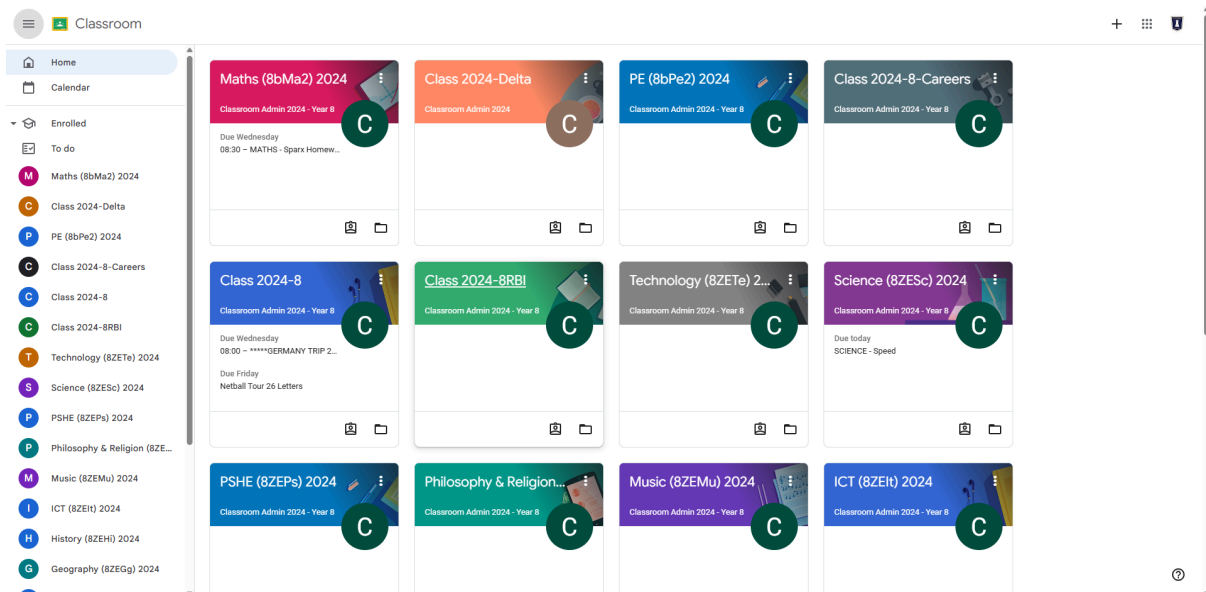
Parents can download the Google Classroom app, but guardian features are limited unless signed in as the student.

Platform	Pros	Cons
Mobile (iOS/Android)	<ul style="list-style-type: none"> + Quick access to notifications and announcements + Easy to check upcoming assignments and due dates + Convenient for submitting work on the go + Works well for communication via comments 	<ul style="list-style-type: none"> + Limited features for managing and organizing classwork + Harder to view full assignments with multiple attachments + Editing documents is less efficient on smaller screens + Parent/guardian access is restricted unless logged in as the student
Web Browser (Chrome recommended)	<ul style="list-style-type: none"> - Full view of assignments, instructions, and attached files - Easier to organize class materials and navigate - Works better for submitting detailed work, such as essays or presentations - More robust grading and feedback options for teachers 	<ul style="list-style-type: none"> - Requires a stable internet connection - No built-in push notifications like the mobile app - Less convenient for quick task-checking on the move

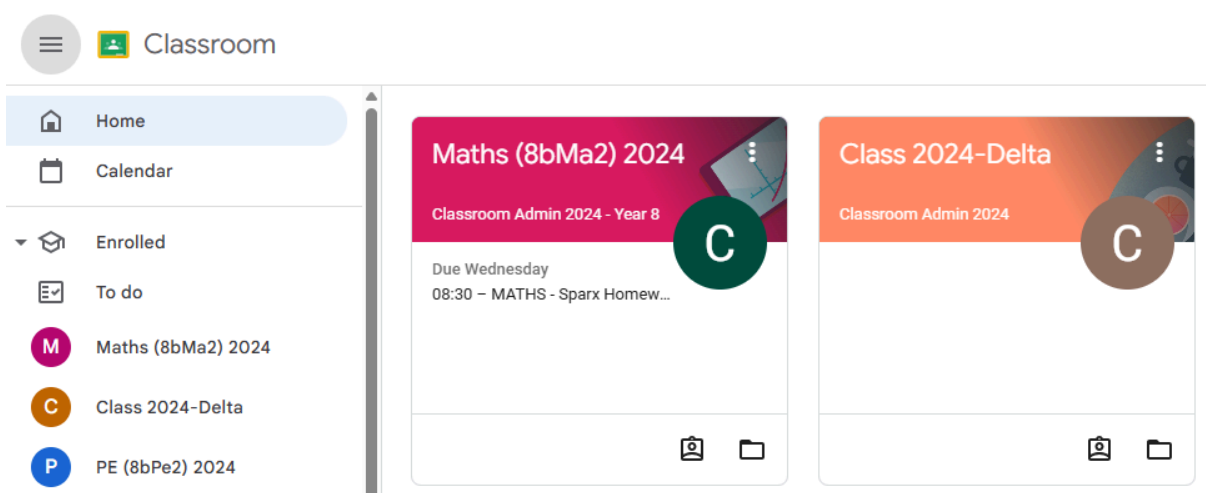
Key Features Parents Should Know

Home Page

The Home Page of Google Classroom is the central hub where students can access their classes and assignments. When you log in, you'll see a dashboard displaying all the classes your child is enrolled in. Each class appears as a tile, showing the class name, teacher, and recent activity.




From the Home Page, users can enter a class by clicking on its tile to view assignments, announcements, and discussions. Users can also check upcoming work with a quick glance at due dates displayed on the class tiles.

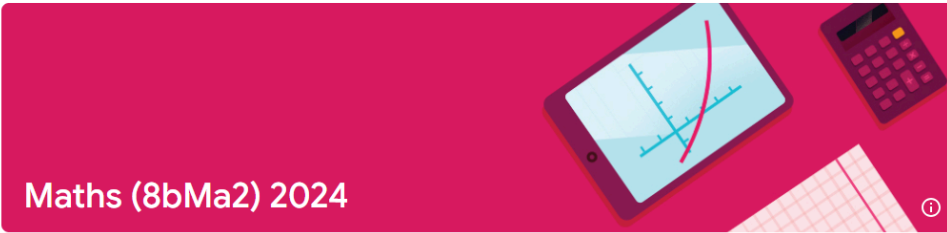


Stream (Announcements)

When you select a class tile on the home page, you will access the class. The “Stream” in the classroom acts as the central communication hub for teachers and students. It functions like a news feed, where teachers can post important announcements, reminders, and instructions. Students can interact by commenting (if enabled). Posts can also include attachments like documents, videos, or links to external resources.



Stream Classwork People





Maths (8bMa2) 2024


Upcoming


Due Wednesday
08:30 – MATHS - Sparx H...


[View all](#)


 Announce something to your class

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
16 May


 Classroom Admin Math posted a new assignment: MATHS - Reminder - Sparx Homework d...
12 May

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
2 May

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
25 Apr

 Classroom Admin Math posted a new assignment: MATHS - Sparx Homework
3 Apr

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](#)

Classwork

Another feature you can access when you select a class tile on the home page is the “Classwork” tab. The Classwork tab in Google Classroom is where teachers organize and manage assignments, quizzes, and learning materials. It helps keep coursework structured and accessible for students.




Stream **Classwork** People

[View your work](#)

All topics

- Philosophy and Religion - preparation fo... Due 15 Jan, 08:45
- PR HW1: Abrahamic Religions: Self Testin... Due 2 Oct 2024, 14:45
- Philosophy and Religion - 19/03/25 - work for t...
- Philosophy and Religion - 19/03/25 - wor... Due 19 Mar, 02:45
- P and R Revision. EXAM 14th March
- P and R Revision. EXAM 14th March Due 14 Mar, 13:45
- P+R Exam Date: 14th March
- P+R Exam Date: 14th March Due 14 Mar, 13:45

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

[Class comments](#)

[Add a class comment](#)

Your work Missing



Hahnbeorht Jos - ...

Microsoft Word

[+ Add or create](#)

[Hand in](#)

[Private comments](#)

[Add comment to Ben Saunders](#)



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, such as essays or projects. Teachers can attach files, set due dates, and provide feedback.
- **Quiz Assignment** – Includes a Google Form quiz that can be automatically graded, making it useful for assessments.
- **Question** – A single-question post where students respond with short answers or multiple-choice selections, ideal for quick discussions or reflections.
- **Material** – Used to share resources like readings, videos, or reference documents without requiring student submissions.

Unit_2_Programming



Question? 3

Posted 17 Jan 2024



2_Text_Adventure_Subroutines

Due 12 Dec 2023, 13:45



1_Text_Adventure_Planning

Due 20 Nov 2023



1_Droids_game_File

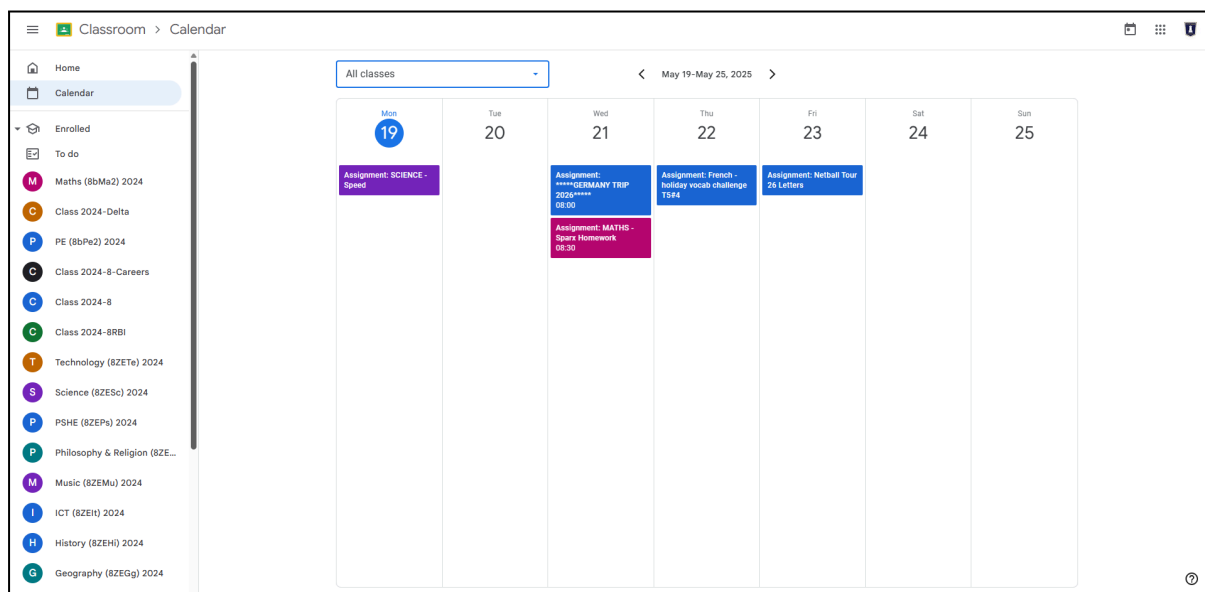
Posted 15 Nov 2023



Calendar

The Calendar in Google Classroom helps students and teachers keep track of important dates and deadlines. It automatically displays due dates for assignments, quizzes, and other class activities, ensuring that students stay organized.

Teachers can also add events, such as exam dates or study sessions, to the calendar, making it a useful tool for planning ahead. This is used at the discretion of the classroom teacher. Students can view upcoming tasks across all their classes in one place, helping them manage their workload efficiently. The calendar integrates with Google Calendar, allowing users to access their schedule outside of Classroom as well.

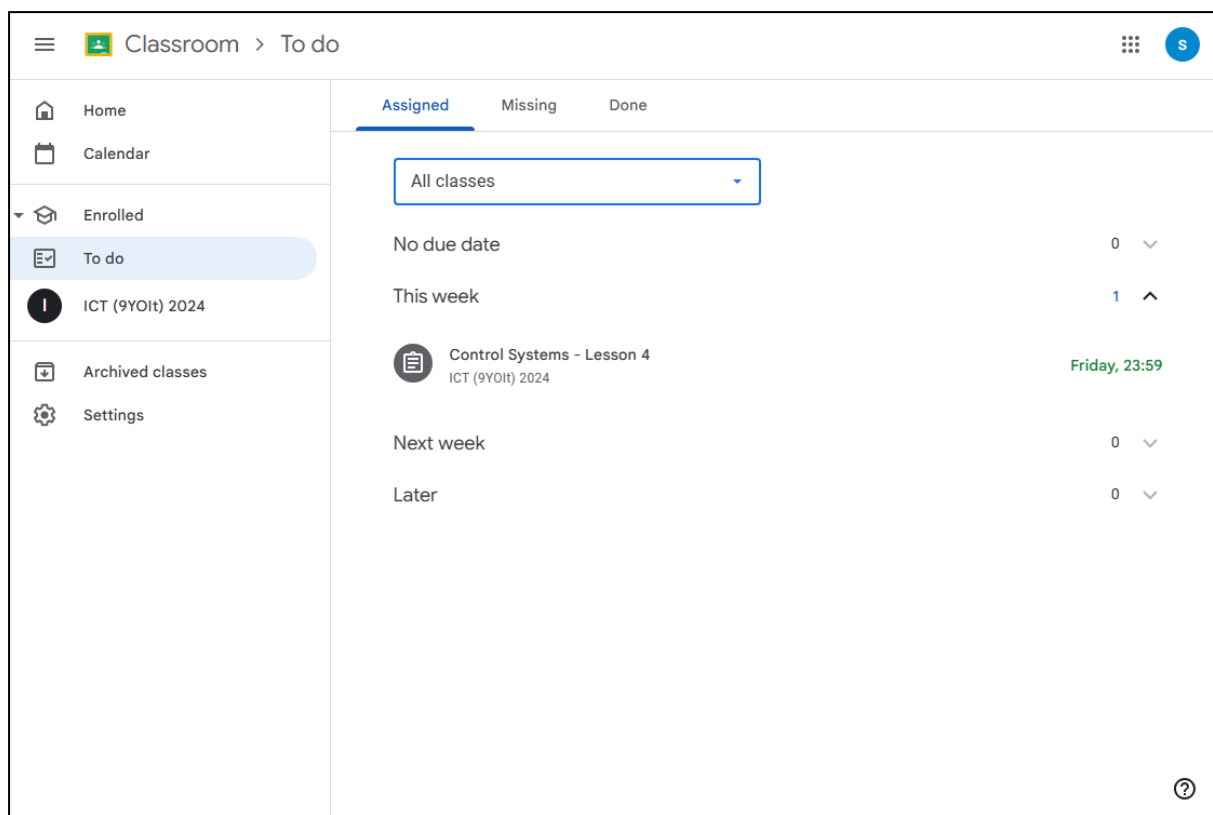


To Do Tab

The To-Do tab in Google Classroom helps students keep track of their assignments across all their classes. It provides a list of upcoming, missing, and completed tasks, making it easier to stay organized.

Here's what the To-Do tab displays:

- Upcoming Assignments – Shows work that is due soon, helping students prioritize tasks.
- Missing Work – Lists overdue assignments that haven't been submitted yet.
- Completed Tasks – Displays assignments that have been turned in, allowing students to review past work.





How to Support Your Child

- ✓ Check email summaries regularly for updates – Stay informed about upcoming assignments, missed work, and teacher announcements.
- ✓ Encourage your child to communicate with teachers – If something is unclear, help them feel confident in reaching out for clarification and support.
- ✓ Encourage students to organise their Classroom using the "To-Do" list – This helps them keep track of upcoming tasks and deadlines effectively.
- ✓ Avoid using the child's account – Guardian access is read-only for privacy, ensuring that students manage their own learning experience.
- ✓ Have open conversations about classwork, rather than taking control – Instead of requiring your child to give you direct access to their Google Classroom, encourage open discussions about the work being set. Allowing them to independently manage their assignments helps develop crucial skills for higher education and personal responsibility.

Note: Google Classroom is a communication tool, not a gradebook. Parents should not submit work or post comments using their child's account

Parent FAQs

- ? Why have I not received a guardian emails?
 - Check your spam folder.
 - Confirm the school has the correct parent email.
 - Contact GCSupport@cotham.bristol.sch.uk to resend the invitation.
- ? It says I do not have access to the Google Classroom?
 - Students must use their school-provided Google account.
- ? Can I change notification setting on Google Classroom?
 - Yes. Navigate to settings to adjust notifications and preferences.

Useful Links

Parents' Ultimate Guide to Google Classroom:

<https://www.commonsemmedia.org/articles/parents-ultimate-guide-to-google-classroom#whatis>