

Guidance for Pupils

Over the next few days you will be expected to work from home. We will be using **Google Classroom** alongside your usual homework platform (**SMHW**) to ensure that this minimises the impact on your learning.

You will be expected to log on to Google Classroom during the normal school day hours.

A reminder to all students that Google Classroom is a school platform for setting and sharing work and therefore falls under the remit of our ICT Policy – it is not a social media platform and as such comments / work will be monitored by staff and sanctions will be issued to students who misuse the platform.

How to log into Google Classroom (details also on SMHW)

1. Go to classroom.google.com and click **“Go to Classroom”**
2. Enter your username and click Next. For example *Asmi2018@maidenerleghschools.co.uk*
3. Enter your password and click Next.
4. If there is a welcome message, read it and click Accept.
5. Click **“I’m A Student”**, then click **“Get Started”**.
6. Using the codes provided (SMHW) join the appropriate classes for your year group.

If you cannot log into google classroom for any reason, please email

MECEGC@maidenerleghchilternedge.co.uk

How to check your assignments

Assignments are tasks that your teacher has set. An assignment could be a quiz, a comprehension task, watching a video, or even answering exam questions. You can see a list of all your work on the **Your work** page. To check your assignments, complete the following steps:-

1. Click on the relevant class
2. Click on **Classwork**
3. Click on **View Your Work**.
4. To see attachments, comments, or additional details for an assignment or question, click the title of the work and then **View details**.

Your teacher will be available during school hours through email - please contact them if you have any questions. Some teachers will be online during the times of your timetabled lessons to provide ‘live’ support and feedback.

How to send your work to your teacher.

Most of the assignments that your teachers set will be able to be completed online and either emailed to them or uploaded into Google Classroom. However, you may be required to send photos of your work to your teacher. You can take a photo using a device such as a phone. If the photos are too big to send, please use a photo to pdf converter app such as *Scanbot*.

Using the Google Classroom App.

Google classrooms also has a mobile app for Android and IOS. Please feel free to download and use this to access your assignments on Google Classroom.