



Digital Learning at Cuiken

Dear Parents / Carers,

As of Monday 30th March, we are asking pupils, if they are able to, to access home learning via Google Classroom. Each class now has a Google Classroom page set up and each pupil has been provided with their login details (included within their home learning packs). Going forward Pupils should log into Google Classroom to access their learning for the week; they should expect to see a weekly task grid with a range of learning activities to complete (similar to the Home Learning Grids). These tasks can be submitted to their teacher via the Google Classroom. Pupils can create word documents to share their learning and share via Google classroom. Teachers may also create tasks in word documents that pupils can edit and add to and send back. We have also provided a jotter and a pencil, should you wish your child to complete their learning in this manner.

Should there be any difficulties, your child should contact their teacher via Google Classroom. There is an option to contact teacher in the *People* section within the Classroom. Pupils can also comment in the stream section where everyone will be able to see their posts. Teachers will be checking Google Classrooms regularly but due to commitments with the Hub etc it may be that they are not back in contact right away.

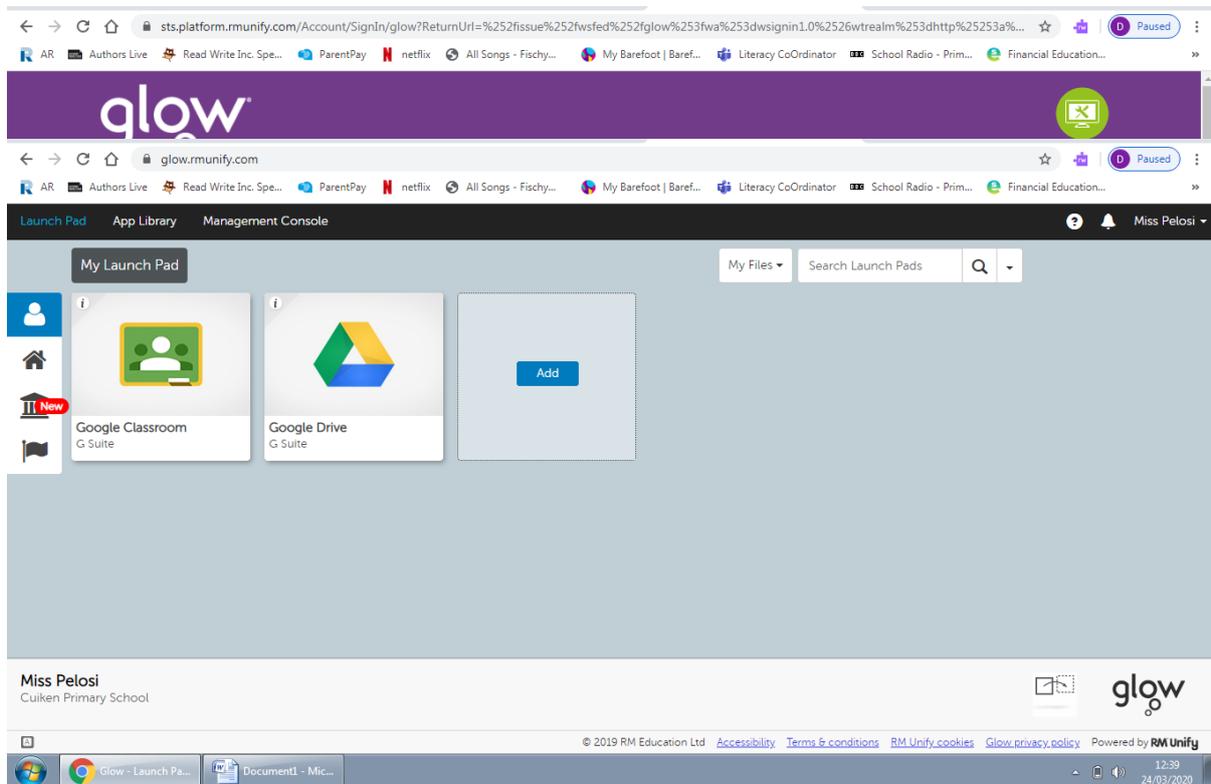
Below we have outlined a step by step guide, with visuals, for accessing Google Classroom and how to access and share work via Google Classroom.

How to get access to Google Classroom and Join your class

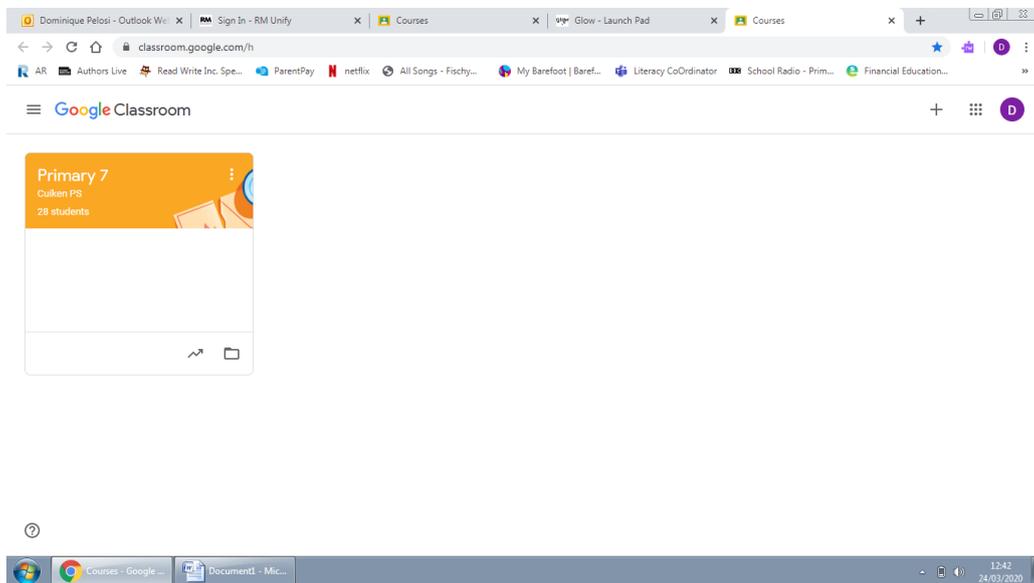
1. Search FOR Athena homepage using the URL – athena.mgfl.net
2. When the homepage below comes up click onto glow

The screenshot shows the Athena website homepage. At the top, there is a navigation bar with links for Home, Glow Rules, Email, Schools, Road Safety, Safer Internet, and Education Scotland. Below the navigation bar, there is a section for 'Urgent' news dated Mar 23, 2020, regarding a public health emergency. To the right, there is a 'Cookies' notice and a 'WORRIED ABOUT SOMETHING?' banner. Below these, there are 'Quick Links' for Email (Staff, Corporate, Student) and a 'CEOP REPORT' button. The footer shows the system tray with the date 24/03/2020 and time 12:35.

3. You will then see the screen below. Use log in details glued into the front of your jotter

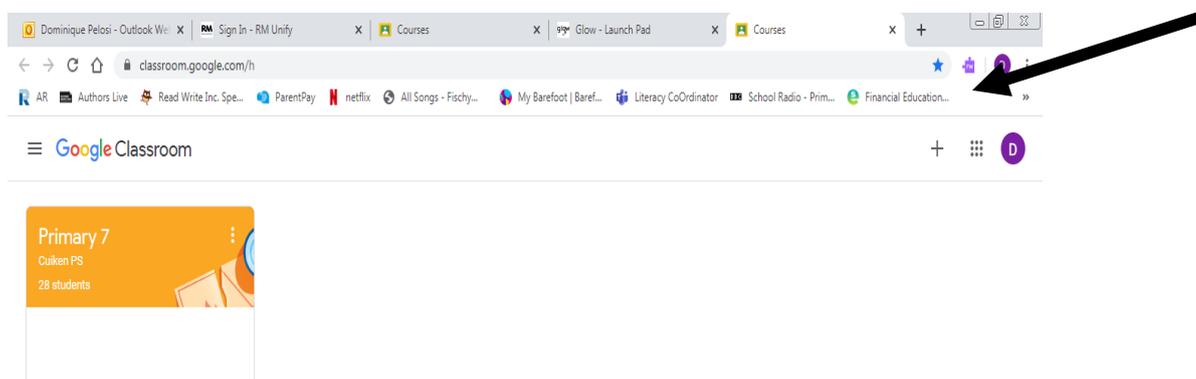


4. You will then see a launch pad appear in front of you. Down the left you will see 4 different tiles. Go onto each tile and when you find Google Classroom as below. Click into this.

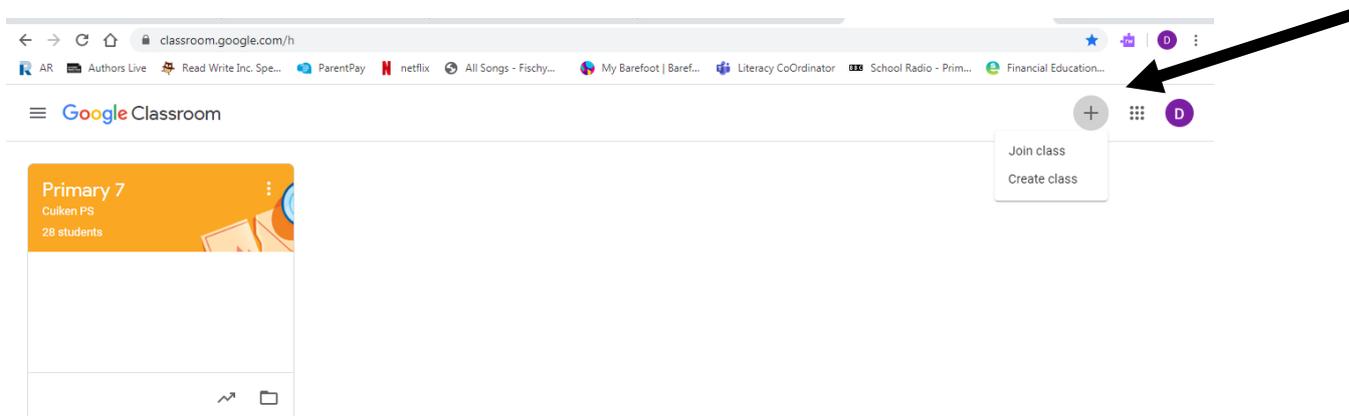


5. You should now have a screen showing you Google Classroom and this is where you will be notified with an invitation to join a class, or you will use the codes below to add yourself to the correct class.

- Families who have more than 1 child can repeat the process using each child's individual log in to ensure they have access to their own class.
- When onto Google classroom, if you can not see a class or invitation you want to click on the plus (+) button on top right hand side of screen.



- You should now be able to click 'join class'.



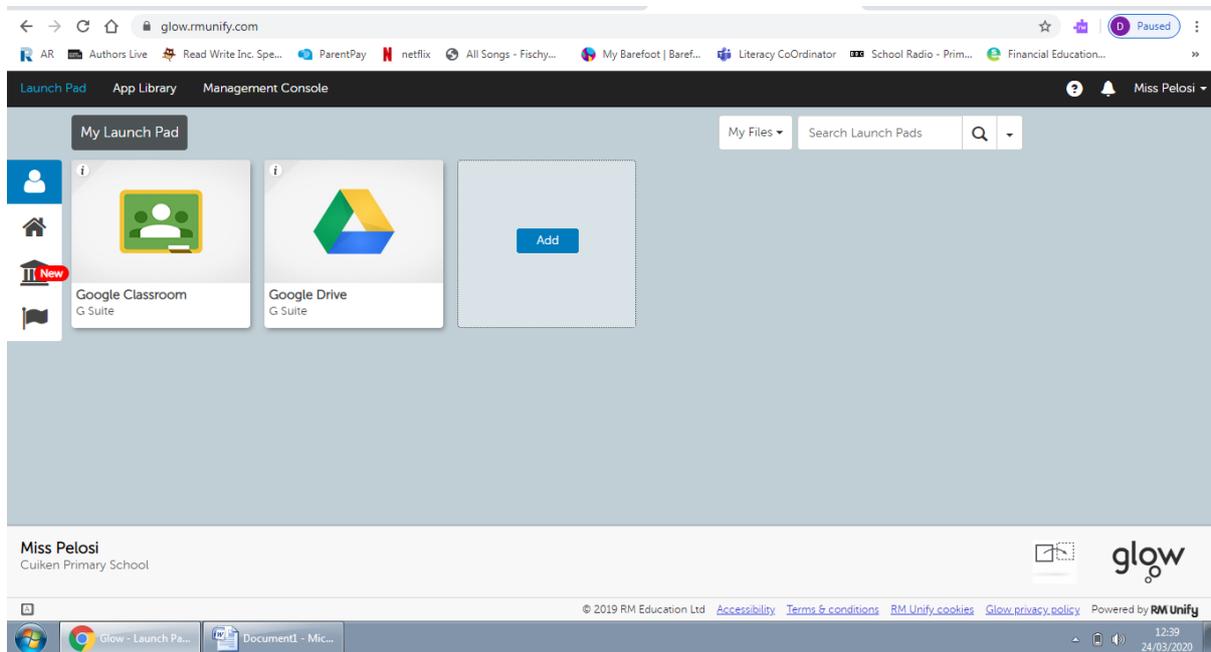
- Use codes attached to enter into class code box. You should then have access to your class and the teacher will be able to communicate with the pupils, upload work and give instructions.

NOTE -

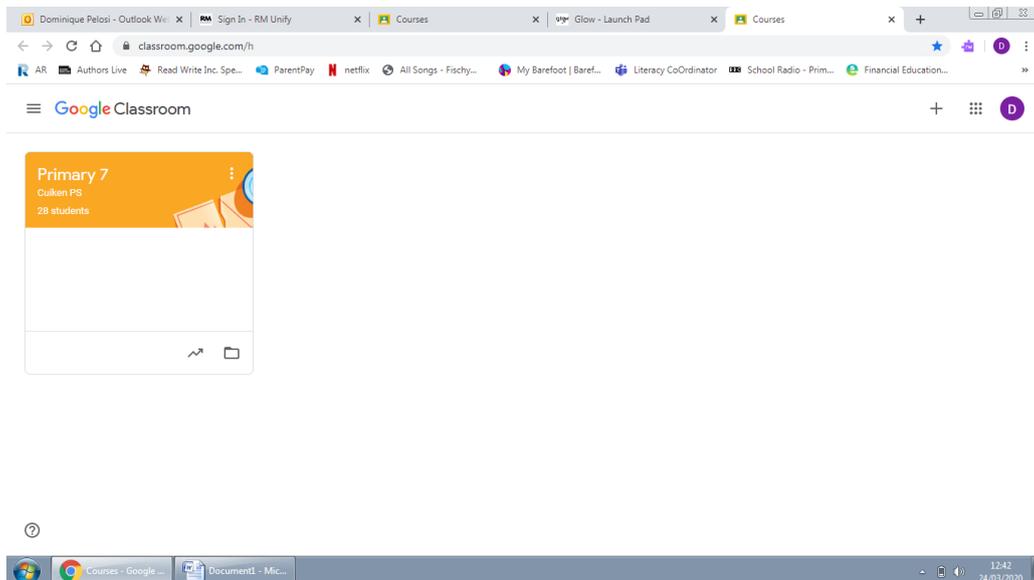
If for any reason you are downloading on a computer, tablet or other device and it asks for you to sign in with a Google account, you would use the following as your email.

GLOWUSERNAME@mc.glow.scot - It should then direct you to GLOW to sign in with details which are in your home learning jotter.

4. You will then see a launch pad appear in front of you. Down the left you will see 4 different tiles. Go onto each tile and when you find Google Classroom as below. Click into this.



5. Click into your classroom.



6. You should now be in the classroom and on the 'stream' tab at the top. Here you should be able to see that the teacher has assigned new tasks. If there is nothing new here you can click on the class work tab and check due dates of upcoming assignments or quizzes.

The screenshot shows the 'Stream' tab of a Google Classroom for 'Primary 7 Cuiken PS'. The class code is '75v46kc'. The 'Upcoming' section shows 'No work due in soon'. A notification from 'D Pelosi' states 'posted a new assignment: Test - Do not Use' at 12:10. There is a 'Share something with your class...' input field.

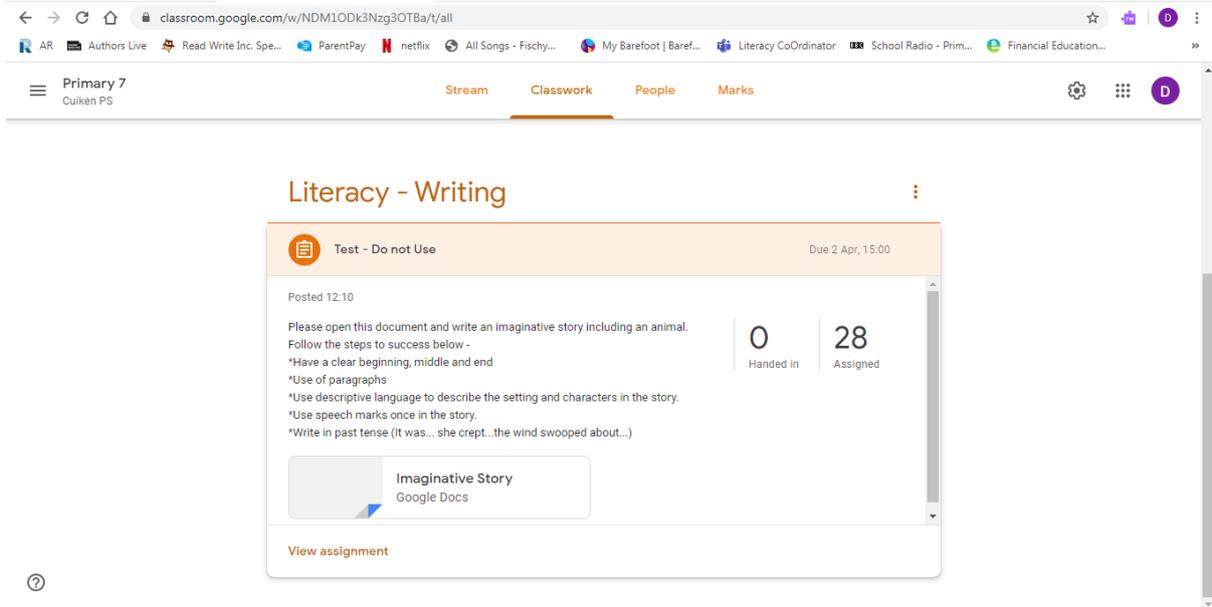
OR

The screenshot shows the 'Classwork' tab of the same Google Classroom. It lists several assignments under the 'Literacy - Writing' topic:

Assignment	Due Date
Imaginative Story - February Moderation 20...	Due 6 Feb
Personal Account Christmas	Edited 7 Jan
Christmas Story	Edited 21 Nov 2019
Holocaust Research	Posted 20 Nov 2019
Snack	Posted 13 Nov 2019

At the bottom, a 'Test - Do not Use' assignment is highlighted with a due date of 'Due 2 Apr, 15:00'.

7. You should then click into the work which has been assigned which you would like to complete. When you do this, you will be shown the instructions, due date of task and the necessary document attached. (See Below)



8. To begin this work you would click onto the assignment - the Google Docs/slides or other document or file will appear. You work on this file and it will automatically save. You should be given the option to submit your work and that will notify your teacher you have submitted your work.
9. The teacher can give feedback and leave comments for you to go back in and check!

Accessing Google Classroom

Google Classroom can be accessed via the Google Classroom App via GLOW.

- Login using pupil username - in home learning jotter
- Click on the relevant class name
- To view class work, click on *Classwork* at the top centre of the page
- Click on *View Assignment*
- Go to the *Your Work* section and click *+ Add or Create*
- Depending on what the assignment consists of, your child may be asked to create a word based document or slide presentation. If it is simply a word based document, click on *Create new Docs*. This will open a new blank document. If a

presentation is required, click on *Create new Slides* and a new blank presentation will open.

- Once the task is complete, in the *Your Work* section, pupils must **Submit** their work to their teacher, by pressing the 'Hand in' button.
- If they would like to add more information into their document, pupils can **Unsubmit** their work and this will allow them to edit before submitting again.
- Pupils will receive feedback or marks through this avenue if appropriate.
- If the teacher has already attached a file to the assignment, pupils should use this.

Please NOTE - There are 'How To' guides which can be used to help your child get access to the correct classroom and to access work assigned by the teacher. Use the above information as well as these step by step guides to help you manage Google Classroom.

Digital Acceptable Use Policy

At Cuiken Primary School we aim to ensure that everyone is safe, kind and aiming high!

We will continue to expect high standards of behaviour from all of our pupils. When using *Google Classroom*, communication should include kind and relevant words only. Should this not be the case, and your child experiences any form of negative language, they should contact their teacher and this will be dealt with in the same way that it would be at school (i.e. parents of children involved will be called). We appreciate that pupils will need support to access this learning, and would encourage them to share their learning with you, but please remember this is a pupil forum and should you wish to contact the school please do so in the usual way of e-mailing Claire Bond.

Staying Safe

Staying safe online is vital during this time. Please ensure you follow the same rules as you normally would.

- Remind your child not to give out their personal information to anyone online, never sharing login details or their name and contact details.
- Should your child experience anything that makes them feel uncomfortable they should report this immediately to a trusted adult.
- Please supervise your child online and check in with what they are accessing.

- If you have any concerns over anything they are experiencing please forward your concerns to the school by e-mailing Claire Bond - c.bond@mgfl.net who will pass this on to the relevant member of staff.

We hope this forum will provide relevant/progressive tasks which will allow your child's learning to progress during this time. Should you wish to discuss things concerning your child's learning please feel free to get in touch as you normally would.

Follow this link for support with digital/distance learning

<https://sites.google.com/mc.glow.scot/distancelearning-parentcarer/>

We hope you have found this document useful. We are on hand to help and support in any way we can. Our staff are working hard to support learning from home and also in our Hub, if we don't get back to you right away please bear with us and we will get back to you as soon as we can.

Any questions please ask - Thank you for your support.