

# Aston Academy



## Student Remote Learning Guide

### Google Classroom

### Google Meet

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**Make sure you are logged in with your Aston Academy G-suite account**

# 1. How to access Google Classroom

## Step 1

Download the 'Google Classroom' app for [iOS](#) or [Android](#) or go to [classroom.google.com](https://classroom.google.com) on a PC or Mac.

## Step 2

Log in to Google Classroom using your Aston Academy G-Suite login details.

Email: [yourschoollogin@aston.academy](mailto:yourschoollogin@aston.academy) (e.g. 14jbloggs@aston.academy)

Password: usualpassword

If you have forgotten your password complete this [form](#) or using the following QR code:



Your password will be reset to **Password123**. This may take 24 hours (excluding weekends).

## Important

**If you cannot access Google Classroom or Google Meet you may be logged in with your personal Google Account and not your Aston Academy G-Suite account.**

**Check which account you are logged in with by pressing the letter in the circle with the letter at the top right corner of.**

**You must be logged in with your Aston Academy G-Suite account.**



## Step 3

Open Google Classroom at the start of your timetabled lesson and choose the timetabled class. Classes can be identified by the code, for example **Sc** is science. Most classes have the name of your class teacher(s).

Some lessons will be 'live lessons' on Google Meet. If a Google Meet link does not appear in the stream by the start of your timetabled lesson then complete the work on Google Classroom. Your work will appear on the stream and in the 'Classwork' tab. Complete work as instructed for that lesson. If you cannot complete the work on a computer or laptop (e.g. if you are using a phone) then complete work on paper.

Stream

Classwork

**Work may appear on your 'to do' list for some subjects but is better to check the stream or Classwork tab for the timetabled lesson. This ensures you complete work according to your timetabled and allows you to ask your teacher questions if required.**

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## 2. How to access Google Meet for live lessons

### Step 1

Download the Google Meet app (on smartphones or tablets) and login using your Aston Academy G-Suite login details. If accessed on a computer the shared link should automatically log you in. If you are using an alternative device login using your Aston Academy G-Suite login details.



**Google Meet** 4.2  
Secure video meetings  
Google LLC  
#3 in Business  
★★★★★ 4.5 • 54.1K Ratings  
Free

### Step 2

At the start of your timetabled lesson access class on Google Classroom. If there is a live lesson running a link will appear in the stream. Press this link to take you to Google Meet. If you are using a different device (phone, tablet, games console, smart tv etc) you will need to login to Google Meet and enter the code which is a sequence of 10 letters (for example see red text) e.g. <https://meet.google.com/vax-rdzu-qaa?authuser=0>

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## 3. Accessing Google Meet / Google Classroom on alternative devices

PCs, Macs, laptops, tablets and smartphones can be used to access both Google Classroom and Google Meet and these are the best devices to use where possible.

There may be alternative ways to gain limited access to Google Classroom or Google Meet if you have compatible devices in your home such as some smart TVs and games consoles. Please see these links for further information (please note these access external web pages or videos):

The PS4 logo, which is the letters 'PS4' in a white, stylized font on a green background.

1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:  
Classroom: manage teaching and learning Google for Education - link below'  
<https://edu.google.com/products/classroom>
8. Select *Go to Classroom*. Then log in using student email and password.

The Xbox logo, which is a green 'X' inside a white circle, followed by the word 'XBOX' in green capital letters.

1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to *Apps*
4. Go to *Microsoft Edge* application
5. Type in a search for *Google Classroom*
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.

Chromecast Google Meet: [support.google.com/meet/answer/10023891?hl=en-GB](https://support.google.com/meet/answer/10023891?hl=en-GB)  
Mirroring device onto Smart TV: <https://www.youtube.com/watch?v=thPaxabvMzw>  
Google Classroom on Xbox <https://www.youtube.com/watch?v=3cFDgnACvCU>  
Google Classroom on Playstation 4: <https://www.youtube.com/watch?v=YOM4OZYsTR0>

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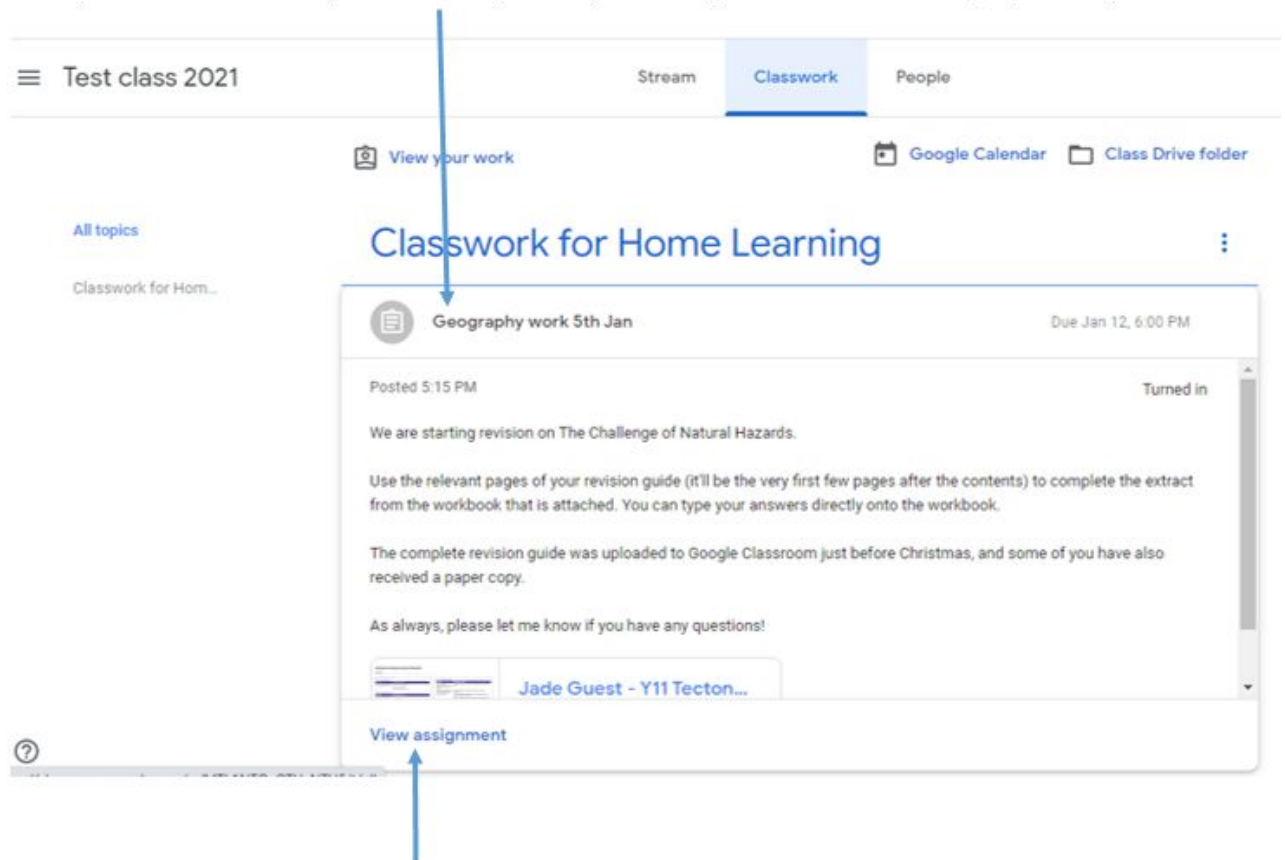
## 4. How to complete and submit work

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- 1) Open your class page (e.g. 8DHi1) – it should look like this
- 2) Click on the “Classwork” tab at the top



- 3) Click on the assignment to open it (it has a picture like in the grey circle)



- 4) Click “View assignment” to open it

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5) The document that you need to edit will be in the box called “your work”.

Click on the document to open it with Google Slides or Google Docs

The screenshot shows a Google Classroom assignment page. At the top, it says 'Test class 2021' and 'Geography work 5th Jan' by Kathryn Allcock. The assignment is due on Jan 12, 6:00 PM. The main text of the assignment is: 'We are starting revision on The Challenge of Natural Hazards. Use the relevant pages of your revision guide (it'll be the very first few pages after the contents) to complete the extract from the workbook that is attached. You can type your answers directly onto the workbook. The complete revision guide was uploaded to Google Classroom just before Christmas, and some of you have also received a paper copy. As always, please let me know if you have any questions!' Below this is a 'Class comments' section with an input field. On the right, there is a 'Your work' section with a list of assignments, including 'Jade Guest - Y11 T...' (Google Slides). There are '+ Add or create' and 'Turn in' buttons. Below that is a 'Private comments' section with an input field. A blue box with white text is overlaid on the bottom of the screenshot, containing the text: 'If you are working on paper: Click “add or create” to upload images or your own documents.'

6) Google Slides or Google Doc should then open –Google Slides looks like this

7) Click the box that you want to type in, just like you would on normal PowerPoint (the border will change to blue like this)

8) It saves automatically, so close the window when you have completed all of your work

The screenshot shows a Google Slides presentation. The title is 'Jade Guest - Y11 Tectonics revision 04.01.21'. The slide content includes a text box at the top: 'The Earth's crust (lithosphere) is broken up into a number of smaller sections called plates. The plates float on the mantle, and are always moving due to the process below.' Below this is a section titled 'THEORY CONVECTION CURRENTS' with a sub-section 'How it works'. To the right is a 'DIAGRAM' showing a cross-section of the Earth's crust with labels for 'subduction', 'mid-ocean ridge', and 'subduction'. Below the diagram is a 'Destructive margin' diagram. At the bottom, there are two questions: 'Q1. Why is the oceanic crust being forced (subducted) under the continental crust?' and 'Q2. What is the magma like at this margin and what type of volcano does it create?'. A blue text box is overlaid on the slide, containing the text: 'Click the “T” symbol if you want to add your own text box'. A blue arrow points from the text box to the 'T' symbol in the Google Slides toolbar.

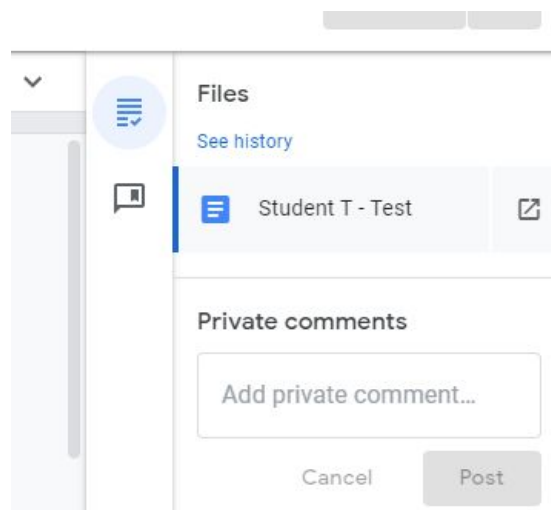
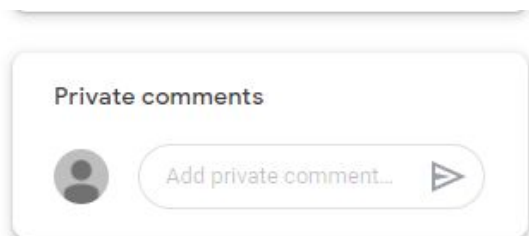
9) Once all of your work is completed, click the blue “Turn in” button, so that your teacher knows that you have completed it.

10) A box will appear asking you to turn in or cancel: click “Turn in” again. Your work has now been submitted.

This screenshot is identical to the first one, showing the Google Classroom assignment page for 'Geography work 5th Jan'. It highlights the 'Your work' section on the right, where the 'Turn in' button is visible. A blue arrow points from the 'Turn in' button in this screenshot to the 'Turn in' button in the first screenshot, indicating the next step in the process.

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## 5. How to contact your teacher for support



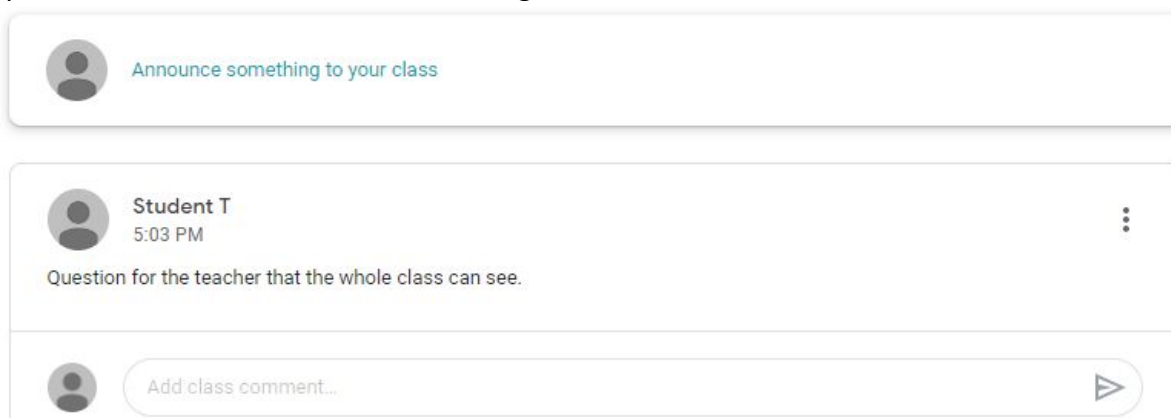
If your teacher has asked you to submit work that they will be checking or monitoring you can send them a private comment either on the work (right) or on the assignment (below). Your teacher may also be able to monitor your work as you write it and they may comment on it during the lesson.

If your teacher has set you work to do that is not to be 'turned in' or you want to ask a question that may be useful to the entire class you should usually be able to 'comment' on the work. This comment will be visible to the teacher and entire class.

### Class comments



If you wish to ask a question that is not about the work that has been set you can post on the stream **during the lesson** only. The teacher and other students will be able to see your question so it must be about the learning.



If you want to ask your teacher a question but it is not during the lesson you will need to email the teacher using your school email account. Type the teacher's last name and press search. **Please note all comments and emails are monitored but you may not get a reply if it is not during the timetabled lesson.**

For technical issues please email [remotelarning@astonacademy.org](mailto:remotelarning@astonacademy.org)

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