FALCONER SCHOOL
ACHIEVING THE EXTRAORDINARY TOGETHER

Falconer Learning Platform (FLP)

Student Guide



Google Classroom

FALCONER SCHOOL
ACHIEVING THE EXTRAORDINARY TOGETHER

Falconer Learning Platform (FLP)

Contents

(click on the blue links to be taken to that page. To return to this page, click the home button)

The Basics

Pg 1: Introduction

Pg 2: Logging on

Google Classroom

P4: How to view your work

P5: How to open documents

P6: How to turn in assignments

P7: Commenting and asking questions

P8: How to view marked work

The Basics: Introduction

Welcome to the Falconer Learning Platform (FLP).

Using Google Classrooms we are able to offer online work for you to complete in all of your subjects.

Staff are able to support you with your studies on here as well as in school in

lessons.

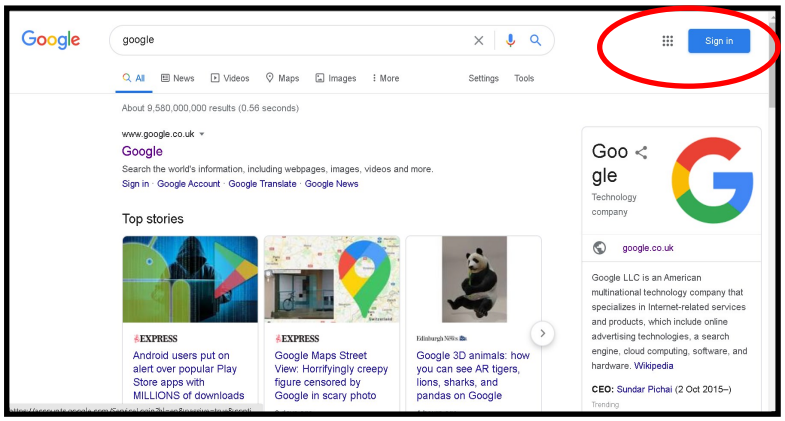
This guide will show you how to use the FLP and maximise your learning here at Falconer School.

Some things to remember

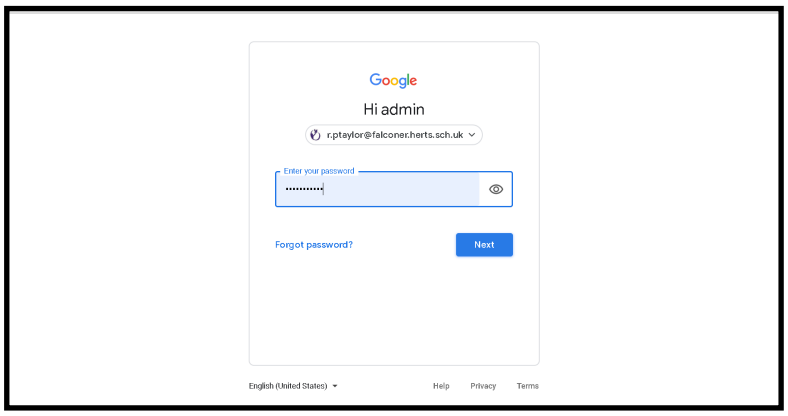
- Always keep yourself safe when online
- Use the commenting features to ask questions or speak to staff about your work only
- Make sure you are using appropriate language when making any comments.
- Ask for more work if you want it- staff are happy to provide this for you.
- Comment on any post if you need technical support and Admin will respond when they can
- Staff will only be available during working hours to respond to comments so you may have to wait until the next day.
- The Admin team can see everything that is done on the FLP.

Most of all, enjoy using the FLP!

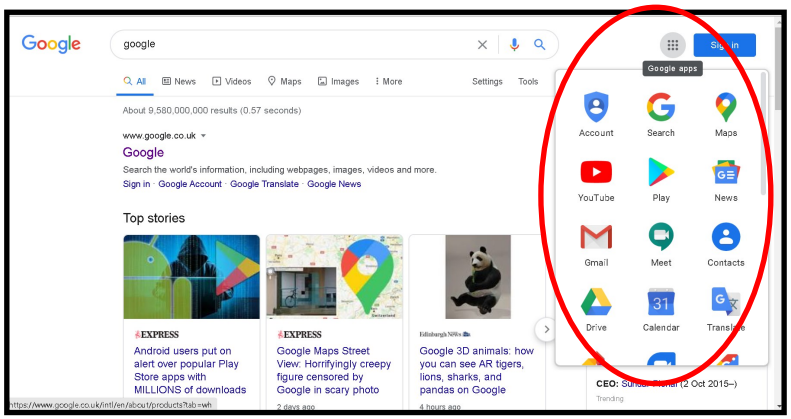
The Basics: Logging On



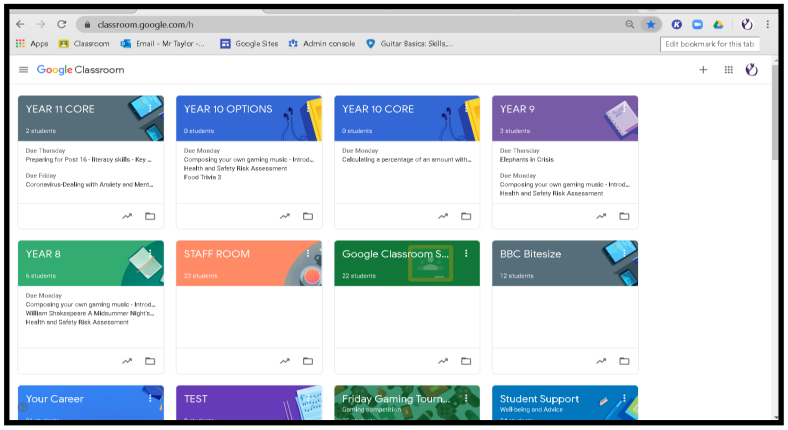
1 Open the google search engine on Chrome and click 'Sign In' in the top right corner. (Blue Box)



2 Input your school email address and password. (if this is the first time logging in you will be prompted to change this straight away). YOU MUST SIGN OUT OF ANY PERSONAL GMAIL FIRST!

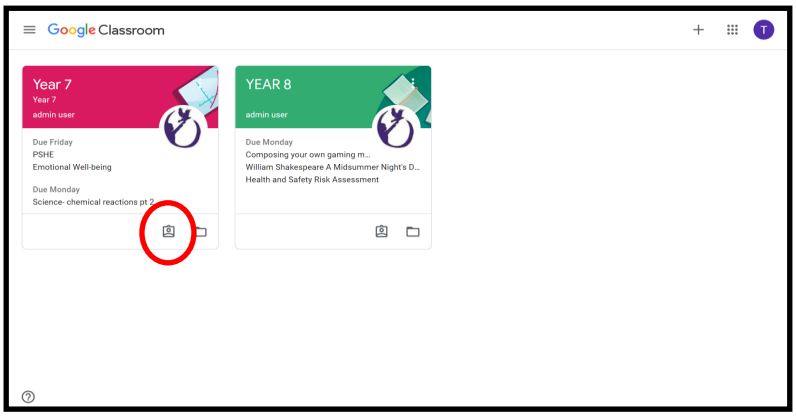


3 Click on the grid of 9 dots on the top right hand corner and you will see all the Google Apps such as: Classroom, Drive, Meet and Sites.

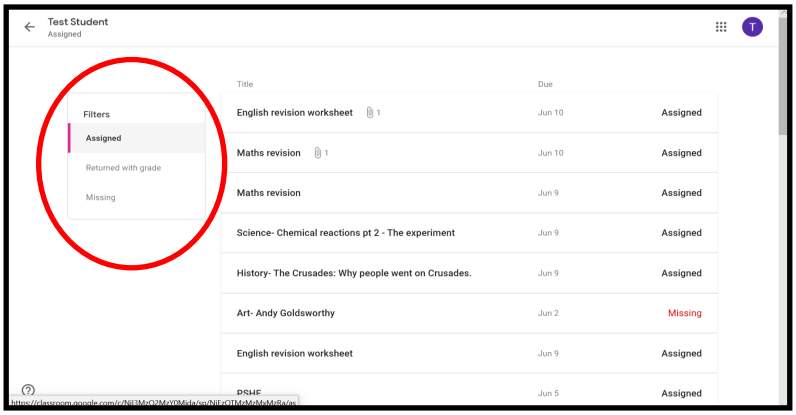


4 Once you have opened, click on the star next to the website address to add Classroom to your bookmarks. This tab is underneath the website now and easier to access from now on.

Google Classroom: How to view your work



1 Once you have logged in to your account, this is your homepage with all your classes. Click on the 'view your work' button (circled) to see you work for that class.

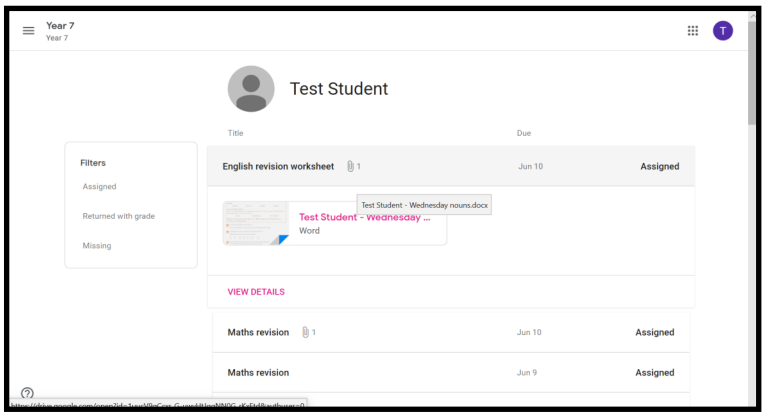


2 Use the filters on the left to find the work you have been assigned and should complete.

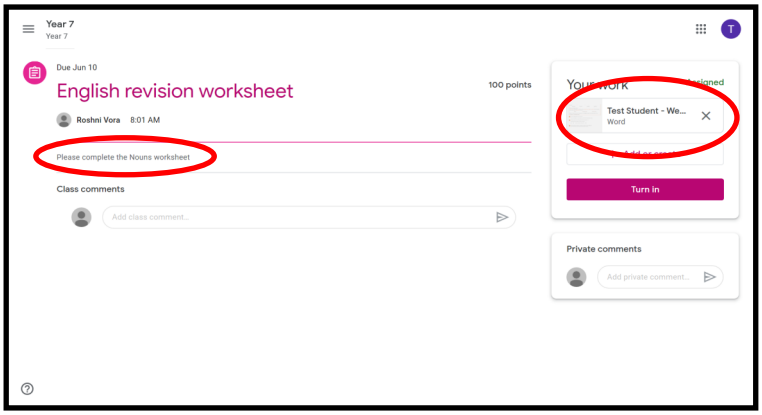


3 To see the work that has been marked, click on the tab 'Returned with grade'. Here you will be to see the scores and marks and click on pieces of work to see staff comments.

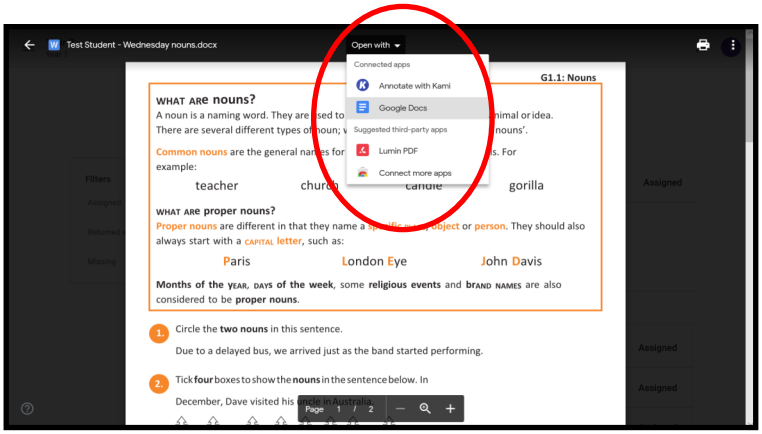
Google Classroom: How to open documents



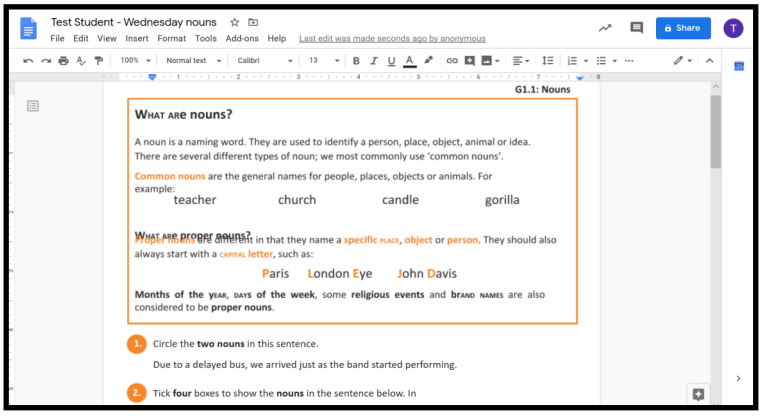
1 Click on one of your assignments and then click on the 'View Details'



2 Read the instructions on the left hand side and when you are ready click on the file to start the work.

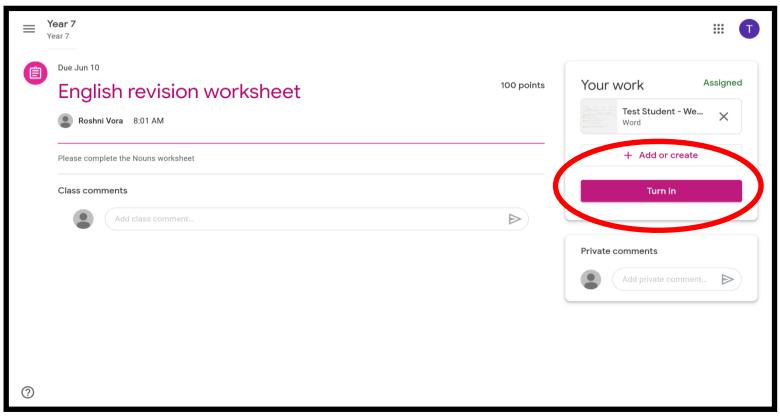


3 At the top of the page, click on 'Open With' and select 'Google Docs' to edit the worksheet.

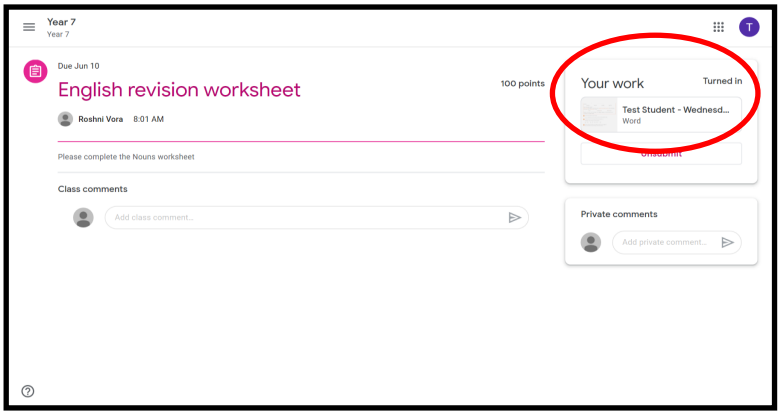


4 You can now edit your work. All changes will be saved automatically. Once you have finished your work, you can close the page.

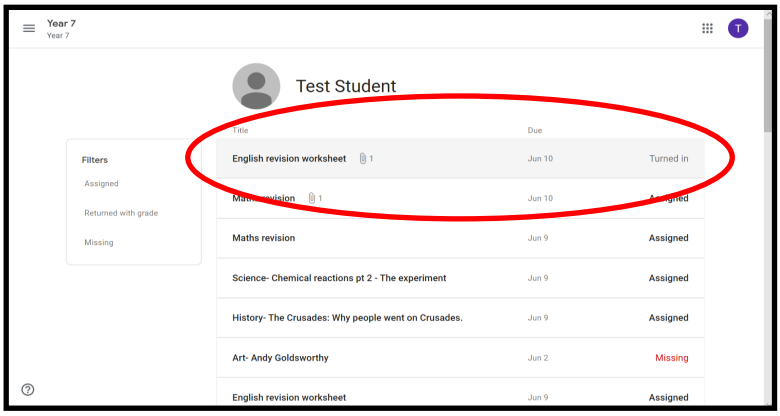
Google Classroom: How to turn in assignments



1 When you have completed the task, click 'Turn in' to send your work to your teacher.

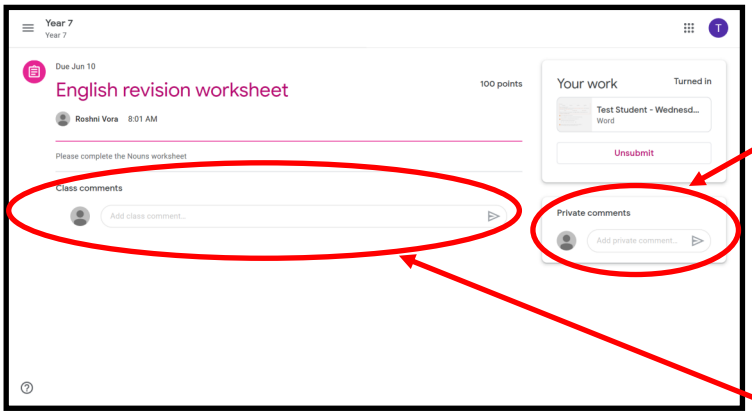


2 You have now successfully turned in your work. You can now use the back button to return to the previous page.



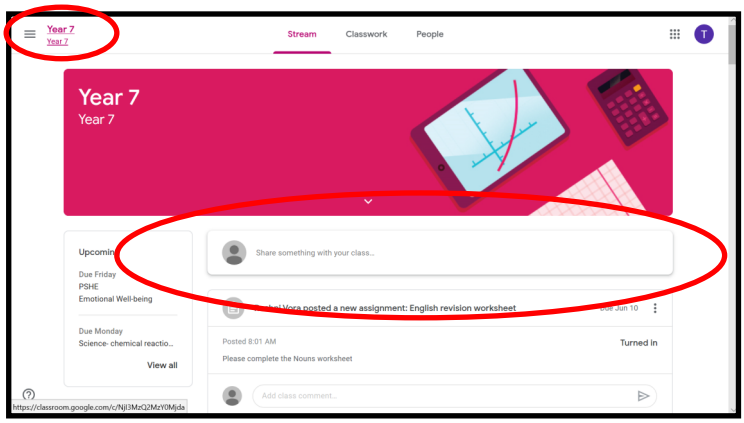
3 You will see your work you have just completed as 'turned in' and you are now ready for the next task.

Google Classroom: Commenting and asking questions



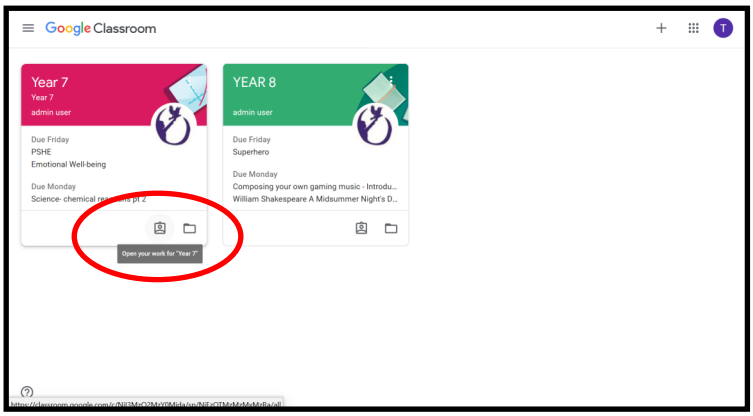
1 Private Comments To make a comment to a teacher, use this box. No other students see this message but all teachers in the class can view the message.

2 Class comments To make a comment to the teacher which you are okay other students reading, use this box.

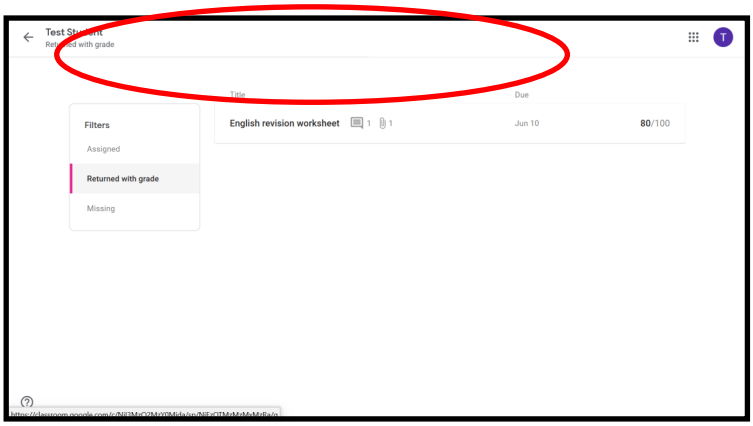


3 Commenting on the 'stream' Click on Your Class in the top left corner and you can share something with your class and teachers.

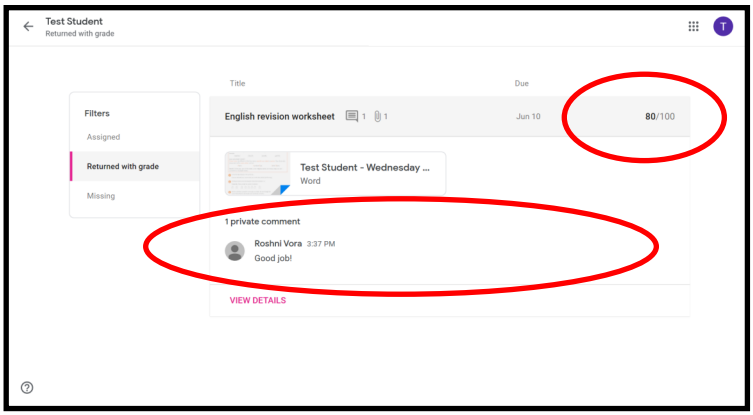
Google Classroom: How to view marked work



1 From your Homepage, click on 'view your work'



2 Use the filter on the left and choose 'Returned with grade'



3 Click on the work to view your grade and any comments the teacher has made.