“How To” Videos for G-Suite

Lanark Grammar School

May 2020

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All pages are colour coded.

Teacher perspective using a Laptop/PC

Teacher perspective using the app on a smartphone/tablet

Pupil perspective using a Laptop/PC

Pupil perspective using the app on a smartphone/tablet

How a teacher can access Google Classroom on a Laptop/PC

This video will demonstrate how a teacher or pupil can;

- Find GLOW
- Sign into GLOW
- Bookmark GLOW to their web browser
- Save their username and password in their browser for more efficient logging in
- Add Google Classroom, Google Drive to their Launch Pad within Glow

Click here for link to the "How To" video

How a teacher can setup a basic Google Classroom on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create a Google Classroom
- Give it a name
- Locate the class code
- Choose a theme
- Add pupils and teachers via email invitation

Click here for link to the "How To" video

How a teacher can post in multiple Google Classrooms at once on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create an assignment, announcement or other post
- Send it to more than one class at a time

Click here for link to the "How To" video

How a teacher can schedule an announcement or assignment in Google Classroom on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create an assignment, announcement or other post
- Set it to post by itself at a time of your choosing

Click here for link to the "How To" video

How a teacher can access/create a shared drive and add files to a shared drive on a Laptop/PC

- This video will demonstrate how a teacher can;

- Find the Shared Drive section within Google Drive
- Create/access an existing Shared Drive
- Add other teachers to a Shared Drive
- Add files to a Shared Drive

Click here for link to the "How To" video

How a teacher can keep Google Drive tidy with folders, colour codes, search and star on a Laptop/PC

- This video will demonstrate how a teacher can;

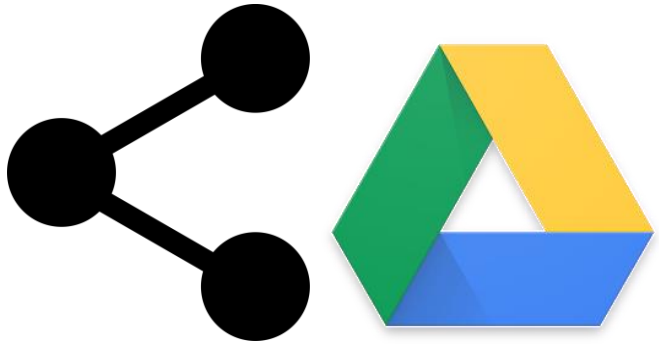
- Access Google Drive
- Create folders
- Colour code folders
- Use search to find specific files
- Star files to highlight them as important

Click here for link to the "How To" video

How a teacher can share documents with others on a Laptop/PC

- This video will demonstrate how a teacher can;

- Change the file settings so that it can become sharable with others
- Share a file with other staff through Google Drive
- Get a link to the file and send it via email



Click here for link to the "How To" video

How a teacher can upload files to Google Drive & convert from Microsoft to Google on a Laptop/PC

- This video will demonstrate how a teacher can;

- Upload an existing resource from their laptop/PC to Google Drive
- Transform a Microsoft based document to a Google based document

Click here for link to the "How To" video

How a teacher can create a basic Google Doc on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create a blank Google Doc
- Title the document
- Save the document
- Use some of the basic functions of Google Docs

Click here for link to the "How To" video

How a teacher can create a basic Google Form on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create a blank Google Form
- Title the document
- Save the document
- Some of the basic functions of Google Form

Click here for link to the "How To" video

How a teacher can create a basic Google Sheet on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create a blank Google Sheet
- Title the document
- Save the document
- Some of the basic functions of Google Sheet

Click here for link to the "How To" video

How a teacher can create a basic Google Slide on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create a blank Google Slide
- Title the document
- Save the document
- Some of the basic functions of Google Slide

Click here for link to the "How To" video

How a teacher can post an assignment in Google Classroom on a Laptop/PC

- This video will demonstrate how a teacher can;

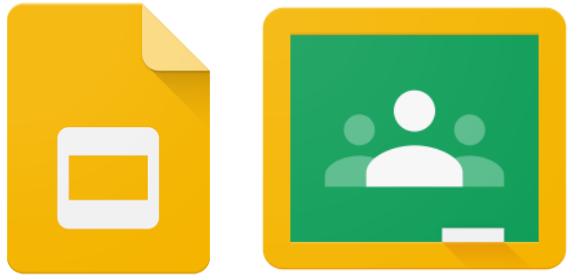
- Create an assignment post
- Give it a title and instructions
- Add a due date and time
- Sort the assignment under a topic
- Attach a file
- Send to all pupils or a selection
- Alter the pupil privileges of the assignment

Click here for link to the "How To" video

How a teacher can create a Google Slides assignment on a Laptop/PC

- This video will demonstrate how a teacher can;

- Create an assignment post in Google Classroom
- Add a pre-made Google Slides assignment to the post
- Alter the pupil privileges of the assignment



Click here for link to the "How To" video

How a teacher can grade pupil work, use a comment bank and return the work to the pupil on a Laptop/PC

- This video will demonstrate how a teacher can;

- Use suggestion mode
- Add comments to work
- Use the comment bank
- Add to the comment bank
- Provide a score for the work
- Return work to pupil

Click here for link to the "How To" video

How a teacher can access Google Classroom using the app on a smartphone/tablet

This video will demonstrate how a teacher or pupil can;

- Download the Google Classroom App
- Log in to the App
- Save their username and password in the App

Click here for link to the "How To" video

How a teacher can create a Google Docs assignment using the app on a smartphone/tablet

- This video will demonstrate how a teacher can;

- Create an assignment post in Google Classroom
- Add a pre-made Google Docs assignment to the post
- Alter the pupil privileges of the assignment

Click here for link to the "How To" video

How a teacher can post a Google Slides assignment using the app on a smartphone/tablet

- This video will demonstrate how a teacher can;

- Create an assignment post in Google Classroom
- Add a pre-made Google Slides assignment to the post
- Alter the pupil privileges of the assignment

Click here for link to the "How To" video

How a teacher can grade and mark an assignment using the app on a smartphone/tablet

- This video will demonstrate how a teacher can;

- Find pupils completed assignments
- Add feedback
- Provide a score on the work
- Return the work to the pupil

Click here for link to the "How To" video

How a pupil can access Google Classroom from a Laptop/PC

This video will demonstrate how a teacher or pupil can;

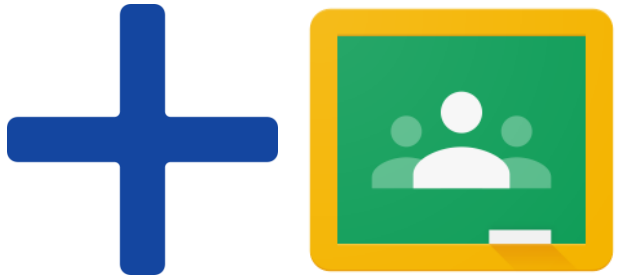
- Find GLOW
- Sign into GLOW
- Bookmark GLOW to their web browser
- Save their username and password in their browser for more efficient logging in
- Add Google Classroom, Google Drive to their Launch Pad within Glow

Click here for link to the "How To" video

How a pupil can join a Google Classroom using a class code their teacher has given them from a Laptop/PC

- This video will demonstrate how a pupil can;

- Access and join a specific Google Classroom using the class code given to them by the teacher

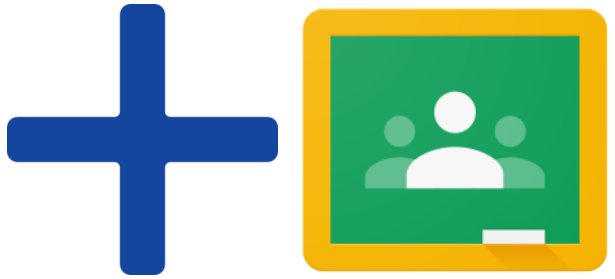


Click here for link to the "How To" video

How a pupil can join a Google Classroom when the teacher has invited them from a Laptop/PC

- This video will demonstrate how a pupil can;

- Access and join a specific Google Classroom after having been invited in by the teacher



Click here for link to the "How To" video

How a pupil can hand in a Google Doc from a Laptop/PC

- This video will demonstrate how a pupil can;

- Complete their assignment as a Google Doc
- Some of the basic functions of a Google Doc
- Hand their assignment in to the teacher after completing their work

Click here for link to the "How To" video

How a pupil can hand in a Google Slide assignment from a Laptop/PC

- This video will demonstrate how a pupil can;

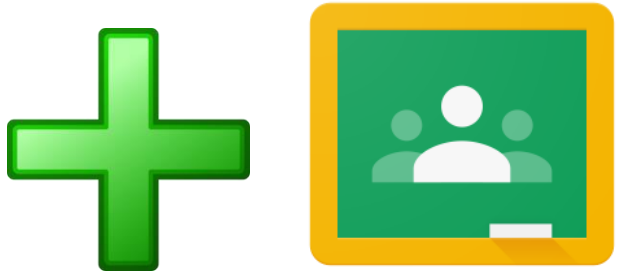
- Complete their assignment as a Google Slides
- Some of the basic functions of a Google Doc
- Hand their assignment in to the teacher after completing their work

Click here for link to the "How To" video

How a pupil can add an extra resource when submitting an assignment from a Laptop/PC

- This video will demonstrate how a pupil can;

- Add an attachment alongside their assignment when submitting
- This could include a picture, another document, a website link etc



Click here for link to the "How To" video

How a pupil can access feedback on an assignment from a Laptop/PC

- This video will demonstrate how a pupil can;

- Find feedback on an assignment
- See comments, scores and amendments which the teacher has suggested on their assignment

Click here for link to the "How To" video

How a pupil can access Google Classroom using the app on a smartphone/tablet

This video will demonstrate how a teacher or pupil can;

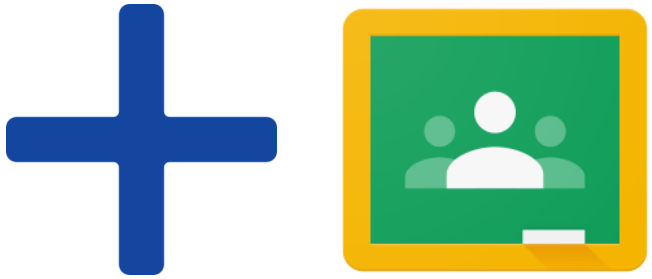
- Download the Google Classroom App
- Log in to the App
- Save their username and password in the App

Click here for link to the "How To" video

How a pupil can join a Google Classroom via invitation by the teacher using the app on a smartphone/tablet

- This video will demonstrate how a pupil can;

- Access and join a specific Google Classroom after having been invited in by the teacher



Click here for link to the "How To" video

How a pupil can join a Google Classroom using a class code using the app on a smartphone/tablet

- This video will demonstrate how a pupil can;

- Access and join a specific Google Classroom using the class code given to them by the teacher

Click here for link to the "How To" video

How a pupil can complete a Google Doc assignment using the app on a smartphone/tablet

- This video will demonstrate how a pupil can;

- Find the Google Doc assignment in the Google Classroom app
- Complete the Google Doc assignment using the Google Doc app
- Some of the basic functions of the Google Docs app
- Hand in the Google Doc as an assignment

Click here for link to the "How To" video

How a pupil can access and complete a Google Slides assignment using the app on a smartphone/tablet

- This video will demonstrate how pupils can;

- Find the slides assignment in Google Classroom using the app on a smartphone or tablet
- Complete the slides assignment using the slides app
- Some of the basic functions of the Google Slides app
- Hand in the slides assignment

Click here for link to the "How To" video

How a pupil can access feedback on their assignments using the app on a smartphone/tablet

- This video will demonstrate how a pupil can;

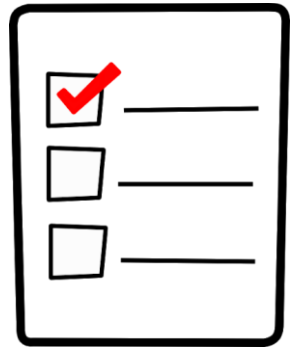
- Find feedback on an assignment
- See comments, scores and amendments which the teacher has suggested on their assignment

Click here for link to the "How To" video

How a pupil can see their “To Do” list in Google Classroom in the app

- This video will demonstrate how a pupil can;

- View their “To Do” list on the Google Classroom app
- See all class assignments which are due from all of their classes
- Order the assignments due by date for priority



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