Seabrook Primary School

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Principal: Susan Lee

Dear Parents/Guardians,

In the case that your child cannot attend school, we would like to let you know how the classroom teachers will be communicating with you in the event that the situation changes. We are currently developing resources for students to complete at home using a computer, Ipad or tablet.

In Grade 3 all students have a Google Classroom Account, Mathletics and Reading Eggs. These platforms will become more important as we move forward. In the event that classroom teachers need to contact the parents or guardians we will be contacting you through Xuno, so please make sure that you are up to date with your passwords etc. If not please contact the office for support.

We will be communicating directly with your child through Google Classroom. Your children have been using this at school and are fairly familiar with how it works. As a precaution we would like you to be familiar with the platform if your child is stuck.

Finding/Connecting/Logging in to Google Classroom.

Google classroom will work on any device which is connected to the internet. You are also able to download a Google Classroom App to you phone, tablet or device, just follow the prompts in the App store to download.

Personal devices that have not been connected to the school system.

Firstly, open either Safari, Firefox or Google Chrome. (Google Chrome is the preferred App)

Search 'Google Classroom Log in',

Click 'Go to Classroom',

Enter email address (Students should have this in their homework book.) eg capital letters and possibly a number **@schools.vic.edu.au**

Then it will ask for the password. Password is an animal (Starts with a capital letter) followed by a full stop and four digits **eg**: **Magpie.5467**

It will then ask you to enter the same username and password for the Department of Education Safety Protocols.

Then enter your current classroom icon **eg: 3AS 2020**

You are now in google classroom.

Personal Devices that are connected to the school system

Firstly, go to the dock on a Macbook. You should see an App that is the Seabrook Primary Logo. If you do not have the App in your dock go into Launch pad (This is the grey rocket icon). Scroll until you find the Seabrook Primary App.

Once that is open click on the BOOKMARKS section. Left hand side of the screen.

You should see a number of App Icons, eg. Mathletics, Reading Eggs etc

Click Google Classroom. This is a yellow and green picture of a blackboard. This will take you to the login procedure for Google Classroom.

Enter email address (Students should have this in their homework book.) eg capital letters and possibly a number **@schools.vic.edu.au**

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How to maneuver around google classroom.

At the top of the screen you will see three words, Stream, Classwork and People. These are the main areas of Google Classroom.

On the right hand side, you will see nine grey boxes. This is where students can create new Word, PowerPoints and Excel documents and access their previous pieces of work.

The Stream
When you enter the classroom you will enter the **STREAM** Page. This is where students can share ideas, show each other things, post to the classroom. This is monitored by the classroom teacher. No one but students from their classroom can access this platform or any platform on Google Classroom.

Classwork
When teachers assign work the work will appear in the **CLASSWORK** section. This icon is at the top of the page, center. When students enter here they will see any assigned work. Students simply click on the work and a copy of the activity will be there for them to use. Google Classroom saves automatically. When a child is ready for their teacher to see their work they click on '**HAND IT IN'.** This will lock the document until the teacher has given feedback. In the event that your child does not hand it in, a teacher can access their documents manually.

People
Students here can email each other, but we advise against this at this point in time. However, if the child needs to talk to their teacher they can email the teacher. To email the teacher the child just needs to click on the envelope and then type their message.

If you notice anything of concern please screen shot the item by pressing COMMAND, SHIFT and 4. Then drag the curser over what you want to take a photo of. It should save to your desktop. Then message it through to your classroom teacher.

Using this platform will be the main way we communicate with students. We will also be assigning Mathletics and Reading Eggs tasks.

If you need any help or clarification, please message your classroom teacher through Xuno. This will be the most efficient way to contact a teacher.

If you do not have any access to Internet or a device, please make this known to the classroom teacher ASAP.

Thank you,

Grade 3 Team
Mr Smith, Ms Hone, Mr Harkins, Miss Martin, Miss Saliba, Ms Hallatsch, Ms Fan and Mrs Collyer