



ST CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL

Videos Tutorials for Online Learning

Last updated: Monday 16th March

General information

The school will be using Google as the platform for all of its online learning. SCIPS has provided you or your child with a log on and password. The first time you log on, it will ask you to change your password. Please do so and keep your new password safe, as the school will not have access to your new password. The email and password are then used to log on for all of the Google suite. If you have problems with your email address or password please contact Mr Kenneth.

[Logging on to the Google Platform for the first time](#) - this includes changing your password for the 1st time

[Logging on to more than one Google account](#)- helpful if you have more than one child

[Downloading required apps if using a phone/iPad](#) - you only need this if you will not be accessing the Google platform from a laptop or PC

Google Classroom

This is the platform where the teachers will post all learning. Please use the student log on provided by the school to use this. You can use this directly on a laptop or PC or download the app for use on a phone or iPad. The staff will post out optional tasks for the children to complete and the children will also see videos of them at the times specified by the school. This is the channel the teachers will use to communicate with the students. Here the students can check which tasks have been set and also ask questions of the teachers/classmates by typing them on to the stream. The teachers will answer these questions during school hours.

[Opening Google Classroom for the first time](#)

[Navigating Google Classroom](#)

[Asking and Answering questions in Google Classroom](#)

[Finding work \(assignments\), handing it in and including the work or evidence of it](#) - handing work in is how the teacher will know the student has completed a piece of work

[Accessing Google Meet via Google Classroom](#)

Expectations for using Google Classroom

- Anything posted on Google Classroom may not be shared or posted elsewhere. It is for the sole use of your children



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- Students/Parents may ask questions about learning on Google Classroom. Teachers will only be expected to answer these questions between 0800 and 1500
- Do not expect an immediate response as teachers may be occupied
- Teachers may 'mute' accounts temporarily if people do not adhere to the guidelines

Google Meet

This is the platform we will use for staff and students (or parents) to 'meet' each other online. It will be used for group meetings with students and also general timings that staff will be online to answer questions. Please use the student log on provided by the school to use this. You can use this directly on a laptop or PC or download the app for use on a phone or iPad. There are three ways to access Meet, via Google Classroom post, Gmail invitation or using a code provided by the teaching staff. Staff will only be virtually online to Meet at the timings specified by the school. As this is a forum with groups of people together online, please be mindful of others and allowing equal time for each other to speak. It is not a forum for grievances about online learning - these should be sent directly to Mr Lamb or Mr Towse. If you want to be seen or heard during the online meetings you will need to have a camera/microphone on your computer/laptop or get a webcam that you can plug into it.

[Troubleshooting some issues you may have with Google Meet](#)

[Accessing a Google Meet invitation via Gmail](#)

[Accessing Google Meet via Google Classroom](#)

Expectations for using Google Meet

- This is predominantly a place for feedback on learning and should be treated as such
- It should only be used for communication regarding learning
- Any other communication can be done through the normal email channels
- There may be several people on each 'meet'. Please be aware of this and respect other people in the 'meet' and allow time for all to ask questions
- Please leave the meet if requested to - you will be invited back in at another time
- The meet is designed for student participation above parents. Whilst we understand that parents will have questions to ask, please ensure your children have the chance to share their learning and talk to the teacher and their peers
- The meets will finish at the times stated above. It is important to adhere to this as the teachers need the other time to plan more tasks/activities for your children



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Gmail

This is the platform we will use to receive email invitations for Google Meet or for students to email teachers. Please note the settings on this mean the students (or parents) will only be able to email staff within the school. They will not be able to email each other or anybody else and only staff in the school will be able to email them. Please use the student log on provided by the school to use this. You can use this directly on a laptop or PC or download the app for use on a phone or iPad.

[Logging on to Gmail for the first time](#)