



# Ormiston Primary Google Update!



We are delighted to have been able to see your fabulous children online over the last two weeks. Each class from primary one to seven is being taught using learning posted in *Google Classroom* and directly from our adults in school. When we started creating our plan it was very adventurous and lots of our staff team were learning new skills rapidly to deliver exciting learning opportunities. We are so proud of how well everyone has picked up these new skills and we are so delighted to hear from lots of families about how much their children are enjoying learning in this way. We might find it tricky to get back to normal rather than doing our learning in our jammies while eating breakfast!

## Google Classroom

By now everyone is almost professional using *Google Classroom*! Impressive stuff! We have been learning lots too and have learned a couple of things that make things much simpler for everyone.

## What should I do when I have finished a task?

Handing in a task is really important because it tells your child's teacher the task has been finished. It is also the place your child should use to attach their task to so their teacher can find it easily. Adding completed tasks to the 'stream' part means that they can get lost in the stream easily and your child's teacher isn't always able to find them.

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Ormiston Primary  
Meadowbank  
Ormiston  
EH35 5LQ  
01875 610382

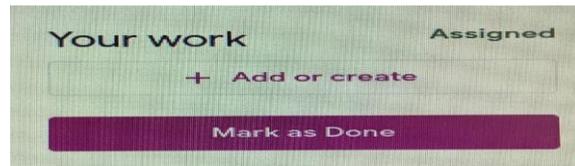
Have you been on our Twitter  
page recently?



@ormistonprimary  
@ormininjas

When you click on a task the teacher has posted, there will be a box on the right hand side for your child to either work on a template that has been given to them, to upload a photo or to add a Google Document. Once this has been attached please click **Mark as Done**.

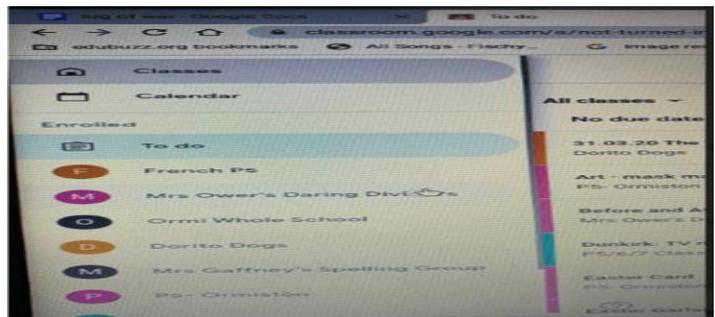
Sometimes this also say **Turn It In** knows the task is finished.



## To Do

A handy place to know about is the **To Do** part of Google Classroom. If your child is in different classrooms, as they all are, it can take a bit of organisation to keep track of what tasks are waiting to be done and when they should be finished. You will find this on the left the page. There will be a list of all the tasks still to be completed.

It might look something like this:



Some of the tasks your child has might need to be completed by a certain date and other might be open tasks. They will all be listed here. When your child selects '**Mark As Done**' it will no longer feature on the list.

They will also have lots of other things that don't require them to do anything. These might be posts from within the **Ormi Whole School** classroom. You might find it easier if you go into these posts and 'Mark as Done' even if there are no tasks attached to them and they will disappear from the **To Do** list.

## **Help!**

If you need some help with anything please get in touch using the school text number. We can access this remotely so we'll be able to get back in touch with you. It goes without saying that we can't access the school answer machine so please don't leave messages there.

Kind regards,

*Helen Gardyne*