**Get to Grips with Google Classroom**

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| **Course Outline**  The intent of this course is to develop your skills in the use of Google Classroom, which will enable you to support your child’s education at home.  This 5-week online course will introduce you to Google Classroom, functions available and the use of connected G Suite apps, including Google Meet, Google Drive and Google Docs.  This course is for adults only and is open for all generations (parents, grandparents, carers and extended family members such as aunts and uncles). |
| **What will I learn?**  At the end of the course you should be able to:   * Join an online class using Google Meet * Join and navigate a Google Classroom * Access material posted on a Google Classroom * Submit an assignment on Google Classroom * Create a new Google Doc and create file structures in Google Drive |
| **How will my work be assessed?**  This course will be delivered online and your work will be assessed using a variety of online tools such as quizzes, assignments and tasks. Progress of your work will be assessed throughout the course by your tutor and recorded on your Individual Learning Plan (ILP). |
| **What experience or qualifications do I need to start this course?**  No formal qualifications are necessary but a basic understanding of English is required. You will need basic computer skills and access to the internet to be able to access the course. |
| **Is there anything I need to bring? Are there any other costs?**    Please bring your passport (if you have one), proof of address and evidence that you have lived in the UK or another EU country for the last 3 years (or proof that you are the dependent of a UK or EU citizen who has lived in the EU for the last 3 years). |
| **Can I get extra help?**  Yes. If you think you might need some additional support with your learning, please ask your tutor for more information about our learning support offer. |
| **After the course…**  You might be interested to take another family learning course or progress into a digital skills course in one of our adult learning centres.  Please speak to your tutor regarding progression opportunities following the course and please see our brochure or contact us directly at one of our centres. |
| **What job opportunities could this lead to?**  This course will support the development of your digital skills for everyday life and to support your family. If you are interested in developing your digital skills for employment, please speak to your tutor about other courses that could lead to improved voluntary and paid employment prospects. |
| **How will I be able to give my views on the course?**  We welcome views from our learners in a number of ways. You can give your views through your ILP, course evaluation forms, on-line questionnaires and our Compliments, Comments and Complaints forms which can be found in Centre offices. You may also choose to become a course representative for your class, which your tutor will discuss with the class at the start of your course. |
| **Safe Learning**  We want you to enjoy your learning experience and feel safe, equal and respected. If you have any concerns about any of these things please report it to a member of staff as soon as possible. |
| Please note – the course will only go ahead subject to sufficient enrolments. Please see our brochure or ask your tutor for details of our Course Viability policy.  Attendance and punctuality are vital to your progress and success in your learning. Therefore, you are expected to be punctual and attend 100% of this course.  All classes are asked to complete the Emotional Health and Wellbeing survey at the beginning of their course. This enables us to see whether learning has a positive impact on wellbeing and it also enables us to identify and help people who need support. |

