



A Parent Guide to Using the Comment Functions in Google Classroom

Parents and Pupils can communicate directly with class teachers using the comment functions. These comments functions should be used for enhancing the learning experience of the class, for asking questions about an assignment and for discussion of the work that has been set. Please support your child to use the comment function appropriately; it should not be used for just chatter!

Teachers will always try to respond promptly but please bear in mind that if a teacher is doing an online Google Meet or teaching Critical Worker children and vulnerable pupils in school they may not be able to respond straight away.

Using the Comments Functions (Computers and Lap Tops)

To ask questions or discuss an assignment:

- Click on the 'Class Work' at the top of the page
 - Click on the an assignment, then 'View assignment' at the bottom
 - Underneath the assignment you will see a '**Class Comments**' box
 - Anything entered in this box will be seen by the whole class so use this box to type in questions, queries or ideas relevant to the assignment. The whole class will benefit from these and be able to respond.
 - To ask a question only of the teacher use the '**Private Comment**' box on the right hand side of the page.
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Using the Comments Functions (Mobile Devices - Android or iOS)

To ask questions or discuss an assignment:

- Tap on 'Classwork' (at the bottom) to see an assignment
- Tap on the assignment
- Tap on **Class Comment** (near the top of the screen) to read the class comments
- Tap 'Add Class Comment', to enter a comment, type your question or response
- Tap the blue arrow to submit
- Anything entered in this box will be seen by the whole class so use this box to type in questions, queries or ideas relevant to the assignment. The whole class will benefit from these and be able to respond.
- To ask a question only of the teacher tap the '**Private Comment**' box at the bottom of the screen.
- Tap 'Add Private Comment' and type in your question
- Tap the blue arrow to submit

