



## How to submit work assignments using Google Classroom

Click on the 'Classwork' tab to see all your current classwork. This will tell you work that is assigned that you still need to complete and also you can see which work you have handed in.

	Stre	am Classwork	People	
Q Viev	v your work	<b>.</b>	Google Calendar	Class Drive folder
•	Year Two English Friday 15th J	anuary		No due date
(	Phonics Friday 15th January			No due date
<b>()</b>	Year Two English Thursday 141	h January		No due date
(	Y1/2 PSHE-Road safety Thurso	lay 14th Janua		No due date
•	Phonics Thursday 14th Januar	у		No due date

Select the assignment that you want to do and click 'View Assignment' to see the full details.



Some of the assignments may contain instructions or links for the lesson that day. If you are not sure what you are meant to do, you can ask in the class comments (everyone in your class can see these) or you can ask your teacher for help.

	8	Y1/2 History Wednesday 13th January 2021 V Estcourt • 13 Jan	:	Your work Assigned	
Class		Paragent Changed Y1 2 History How Has Transp PowerPoint		Mark as Done	Private
for everyone to see		Class comments	Private comments		for your teachers





You can complete the work online or on paper at home, whichever you are able to do. To complete the work online you can use the Google tools to do so.

Y1/2 History Wednesday 13th VEStcourt + 13 Jan	January 2021 : Your	work Assigne
Reve Nos	The second se	Test Pupil Copy of X Google Slides
PowerPoint		+ Add or create
Class commonte		Google Drive
Class comments	•	Link
Add class comment		File
	Create	e new
		Docs
		Slides
/	- E	Sheets
	8	Drawings

If you click 'Add or Create', you will be given the option to submit either a file from Google Drive, a link or a File.

If you are adding a file that you have made using Google Docs, or the other Google tools, these will all be saved on your Google Drive. You can select Google Drive and then find the file you would like to add. You then click 'Insert' to add the file to your assignment.

	Class comments Class comments Insert files using Google Drive Q Search in Drive RECENT UPLOAD MY DRIVE STARRED	Private comments	
Select the file(s) you want to submit	Independent of the second	HELKY	Click 'Insert' to add the selected file(s)

If you want to send a file, such as a scanned document or photograph of your work, that is saved on your device. Select to add a 'File' and you will then be able to browse your device, find the file and add it to your assignment.

> Click to browse and submit files on your device







When you have added the files you want to submit for your assignment, you can click 'Hand in' to send your completed work to your teachers.

Y1/2 History Wednesday 13th January 2021 V Estcourt • 13 Jan	1	Your work Assigned	
Y12 History How Has Transp PowerPoint		testpupil2 hedgeh × Google Docs + Add or create Hand in	
Add class comment.		Private comments       Add private comment.	

If you try to hand in an assignment with no work attached, you will get a pop up message asking if you would like to 'Mark as Done'.



Please submit your work through Google Classroom unless it is impossible to do so.

You should not send any work to your teacher using the 'Email your Teacher' option in the People tab, as we cannot guarantee they will see these messages.

If you need any further assistance, please get in touch with the school office at: <u>ghpsoffice@maidenerleghtrust.org</u> and they will do their best to help you.