



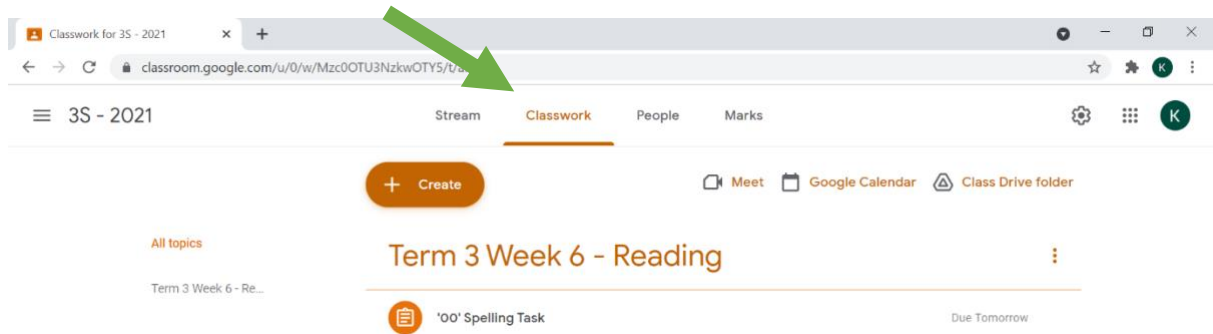
# Google Classroom

## Using Google Classroom and Submitting Work

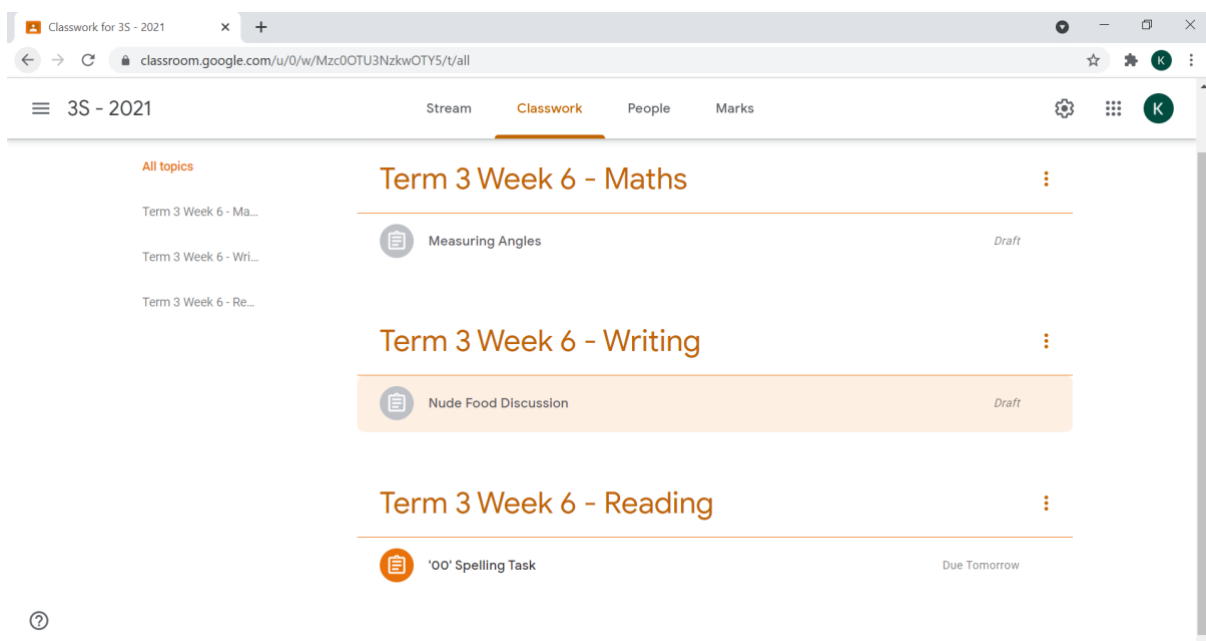


Google Classroom

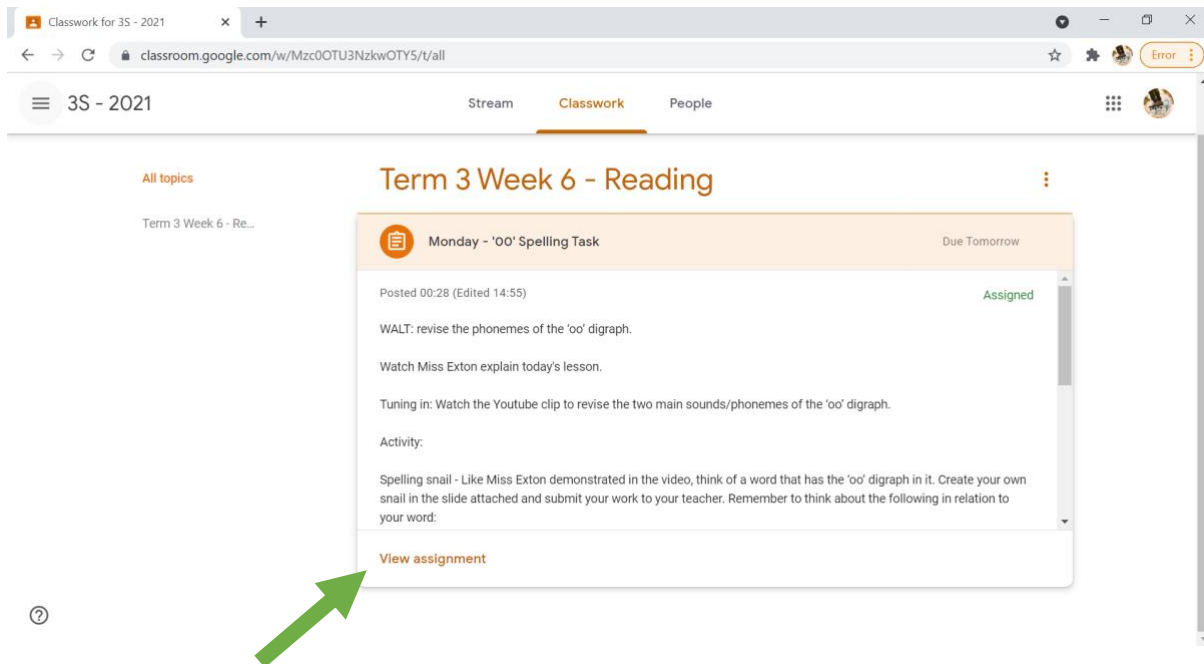
**STEP 1: Click on the 'Classwork' tab at the top of the page to see all set tasks.**



**Step 2: All set tasks will be listed by week and topic here. You will also be able to see when they are due to be completed.**

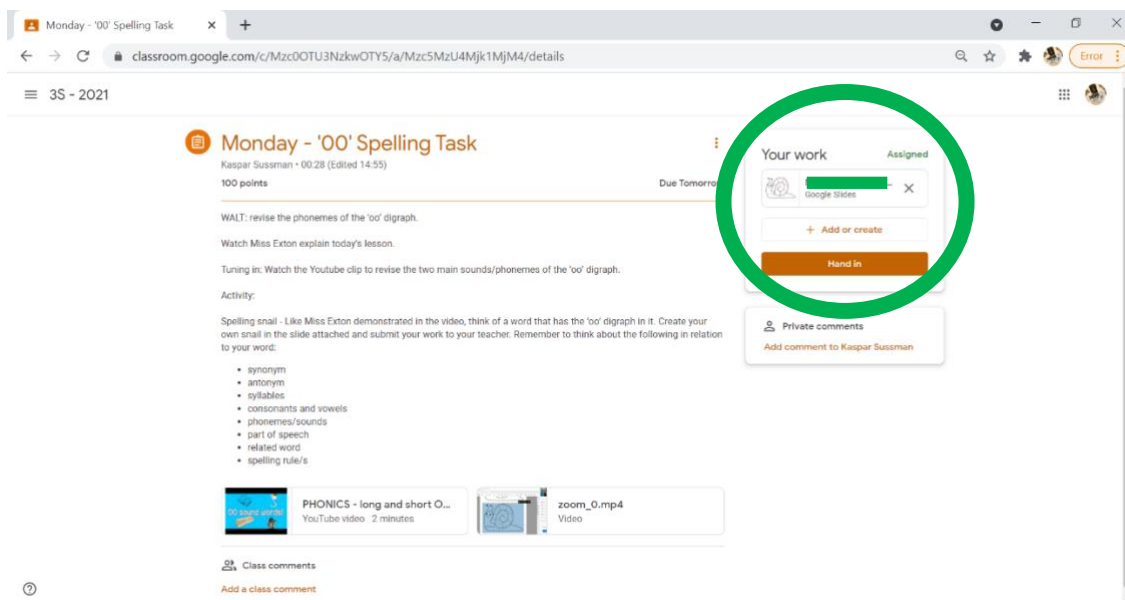


**Step 3: Click on the name of the task to expand for more details. Select 'view assignment' .**



The screenshot shows a Google Classroom interface for a class named '3S - 2021'. The 'Classwork' tab is selected, and the current topic is 'Term 3 Week 6 - Reading'. A task titled 'Monday - 'OO' Spelling Task' is expanded, showing details such as 'Posted 00:28 (Edited 14:55)', 'Assigned', and instructions for a spelling task. A green arrow points to the 'View assignment' link at the bottom of the task details.

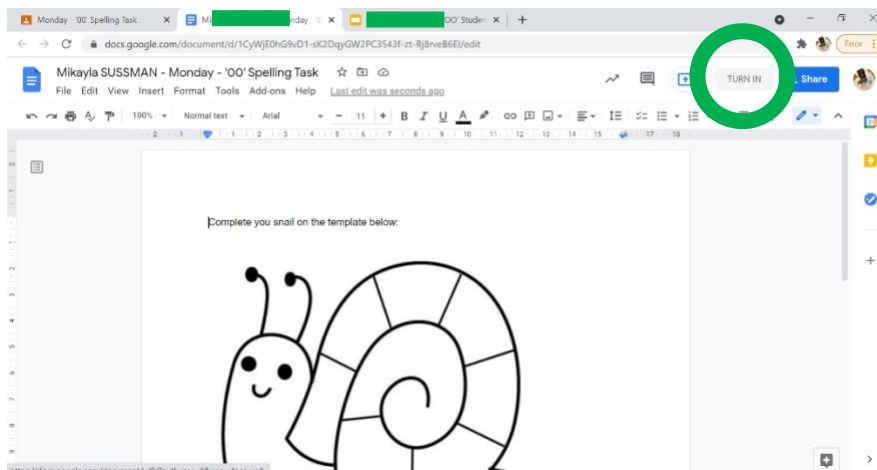
**Step 4: Additional information including all resources that are required to complete the task will be found here. In the top right hand corner of the page you will find a section called 'My Work' where you will find any activities that require you to complete and submit. Please note that documents will open in a new tab and changes will be saved automatically.**



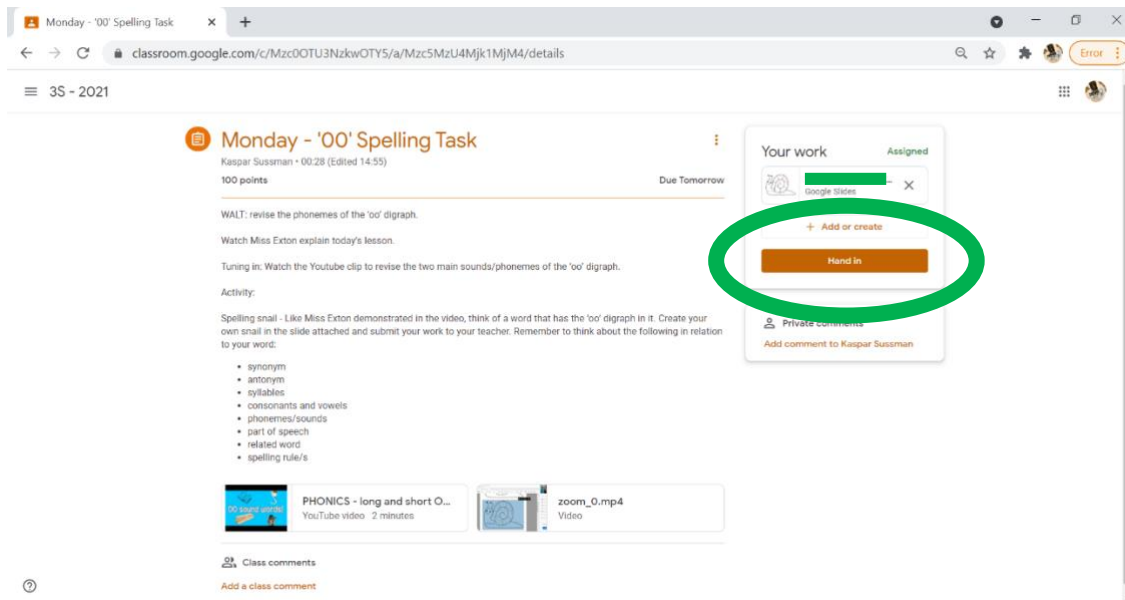
The screenshot shows the 'Monday - 'OO' Spelling Task' page in Google Classroom. The 'Your work' section is highlighted with a green circle, showing a 'Google Slides' document that has been submitted. Below the 'Your work' section, there are options to 'Add or create' a new document, 'Hand in', and 'Private comments'. The task details, including instructions and resources, are visible on the left side of the page.

**Step 5: If your activity is complete on Google Docs you will be able to complete the task and then click on 'Turn In' to return your work to your teacher. If your work is completed on Google Slides close your document when you have finished and click 'Hand In' on the task page.**

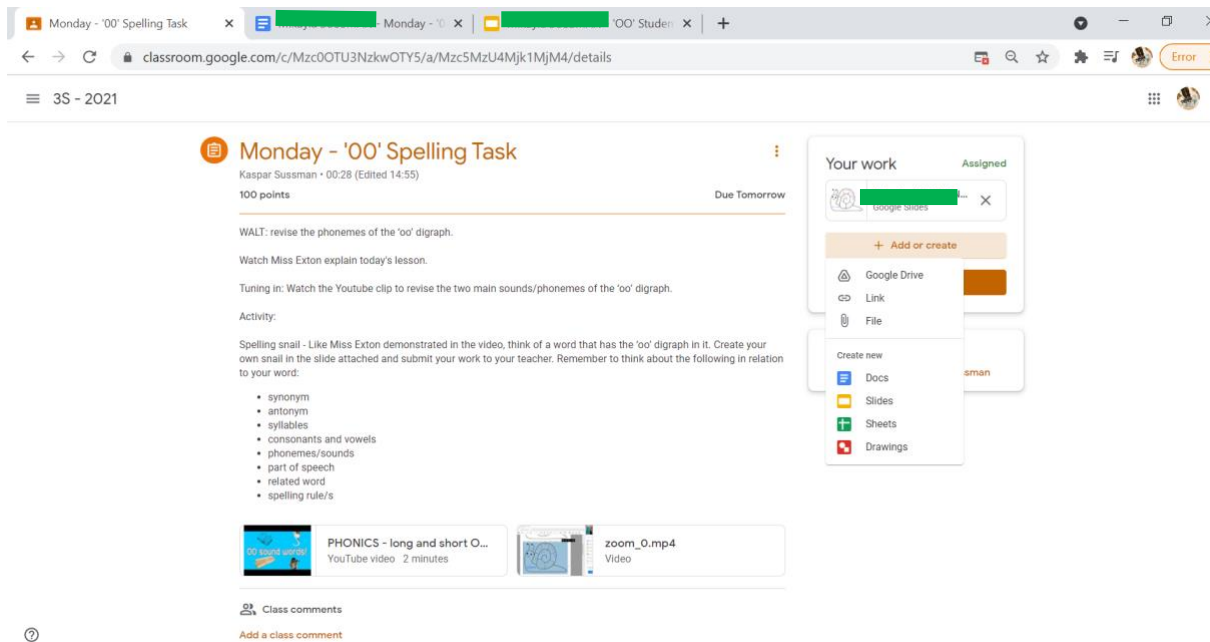
### Google Docs Example:



### Google Slides Example:

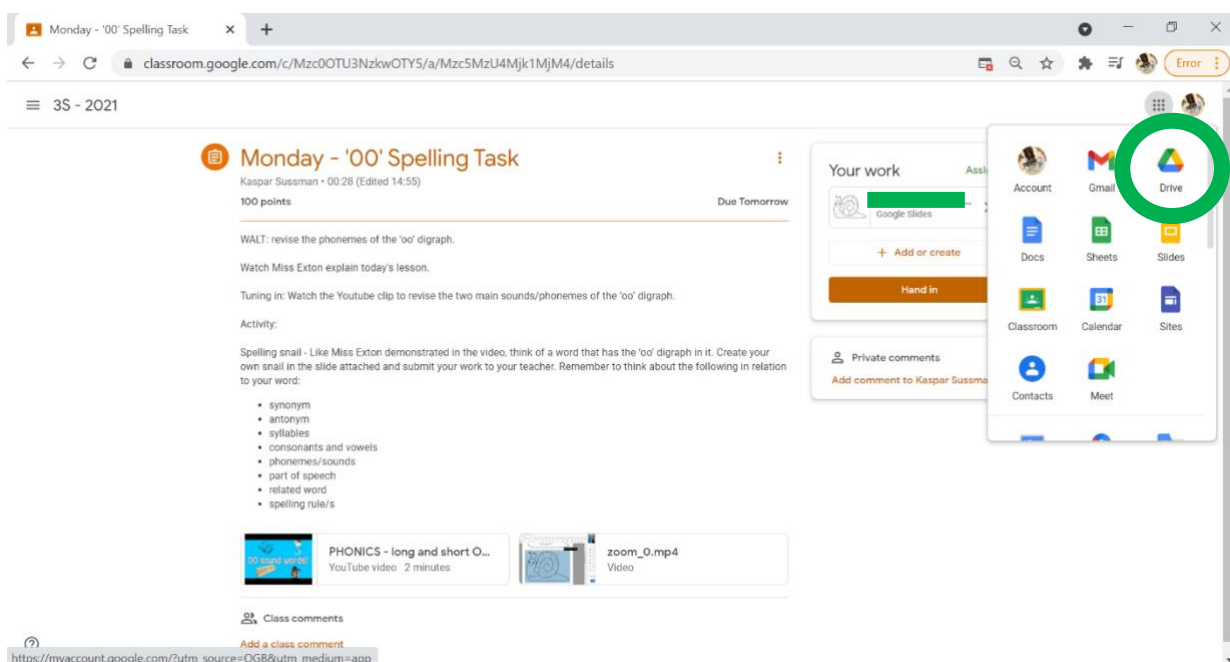


**Step 6: You are able to create you own documents to return to your teacher. To do this click on the button '+ Add or Create.' This will allow you to attach files from your Google Drive, a file from your computer or any of the Google Documents.**



The screenshot shows a Google Classroom assignment page titled "Monday - 'OO' Spelling Task" by Kaspar Sussman. The page includes instructions, a list of activity points, and a list of spelling rules. On the right side, the "Your work" section is open, showing a "Google Slides" file and a "+ Add or create" button. A dropdown menu is visible, listing options: "Google Drive", "Link", "File", "Create new" (with sub-options for Docs, Slides, Sheets, and Drawings).

**Step 7: If you are looking for any completed work, it is all saved automatically on your own Google Drive. To access this, you can click on the 9 buttons in the top right-hand corner of the page.**



The screenshot shows the same Google Classroom assignment page as in Step 6. In the top right corner, a menu is open, displaying various Google services: Account, Gmail, Drive (circled in green), Docs, Sheets, Slides, Classroom, Calendar, Sites, Contacts, and Meet. The "Drive" icon is highlighted with a green circle, indicating where to click to access completed work.