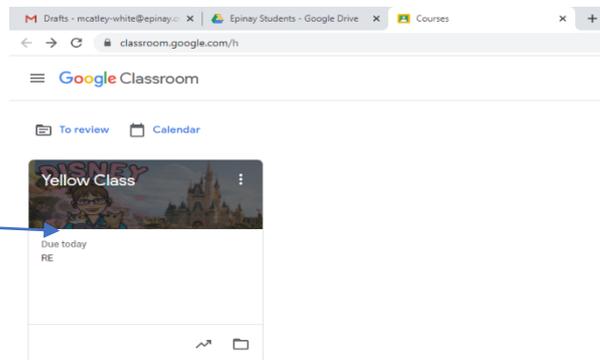
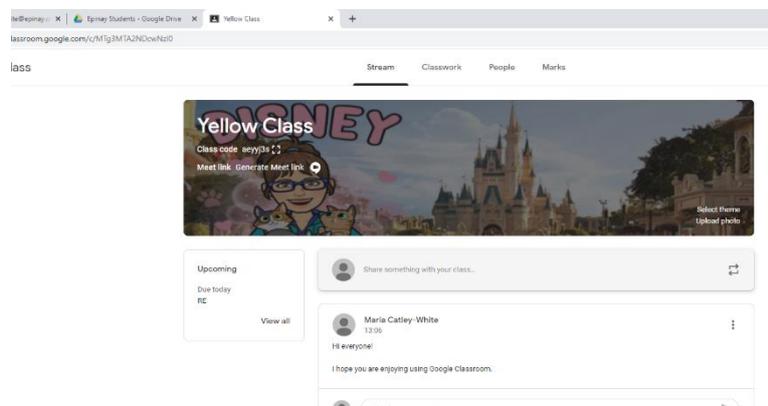


Completing work on Google Classroom

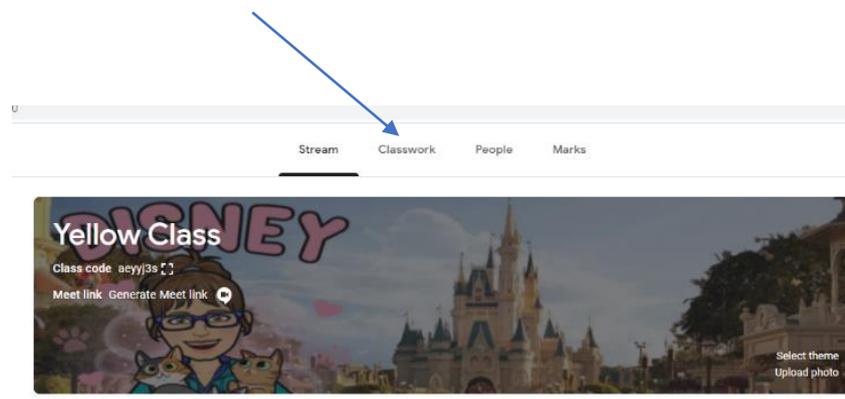
1. Log in to Google Classroom.
2. Choose the class you wish to join by clicking on the name.



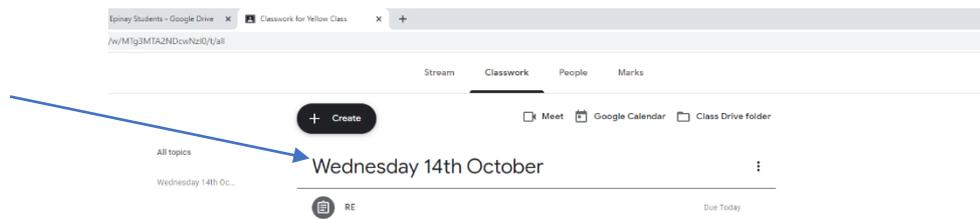
3. When you first go into the classroom, you will see the stream. This is where you can post messages to your teachers in that class and the other children in the class. You can also see other questions that people might have posted.



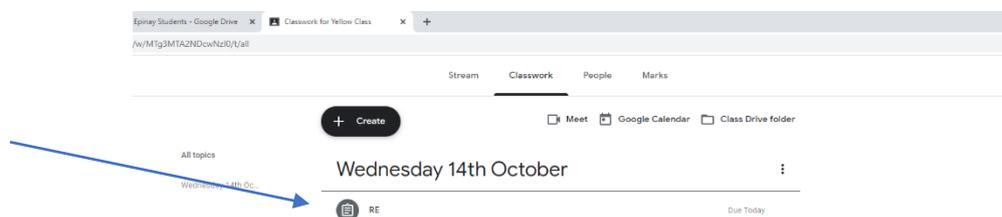
4. To access the work that has been set, click on 'classwork' on the top bar.



5. Look for the heading with today's date on.



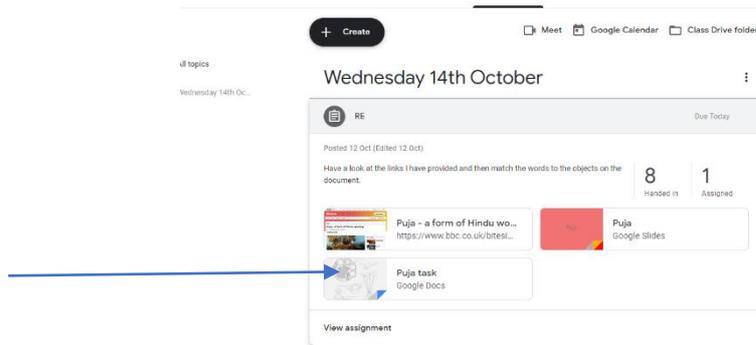
6. Find the subject you are doing at the time and click on it to open it.



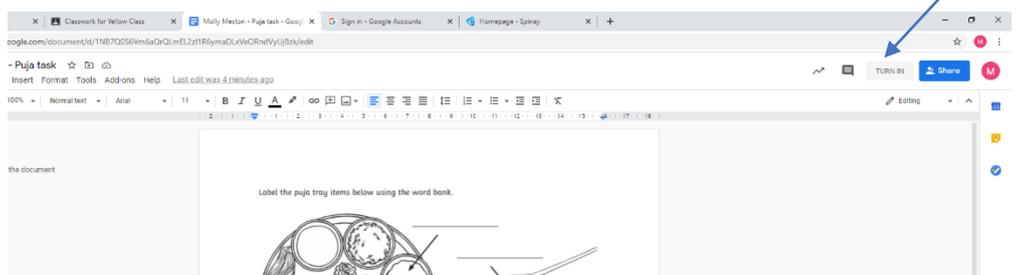
7. When you have opened it you could see a number of different things depending on what your teacher has added for that lesson. Click on each box to open them.

A screenshot of a Google Classroom assignment page. The heading is 'Wednesday 14th October'. Below it is a document icon labeled 'RE'. The assignment text says 'Posted 12 Oct (Edited 12 Oct)' and 'Have a look at the links I have provided and then match the words to the objects on the document.' To the right of the text are two boxes: '8 Handed in' and '1 Assigned'. Below the text are three assignment items: 'Puja - a form of Hindu wo... https://www.bbc.co.uk/bifesi...', 'Puja Google Slides', and 'Puja task Google Docs'. At the bottom, there is a 'View assignment' button. There are four callout boxes with arrows pointing to specific elements: 1. A box pointing to the 'Puja - a form of Hindu wo...' link with the text 'A website for you to look at or a video link for you to watch.' 2. A box pointing to the 'Puja Google Slides' item with the text 'Google slides - this is the slideshow your teacher would normally show you in the lesson.' 3. A box pointing to the 'Puja task Google Docs' item with the text 'The task that your teacher would like you to complete.' 4. A box pointing to the 'RE' document icon with the text 'Your teacher will put the instructions here. These will tell you how to complete the task.'

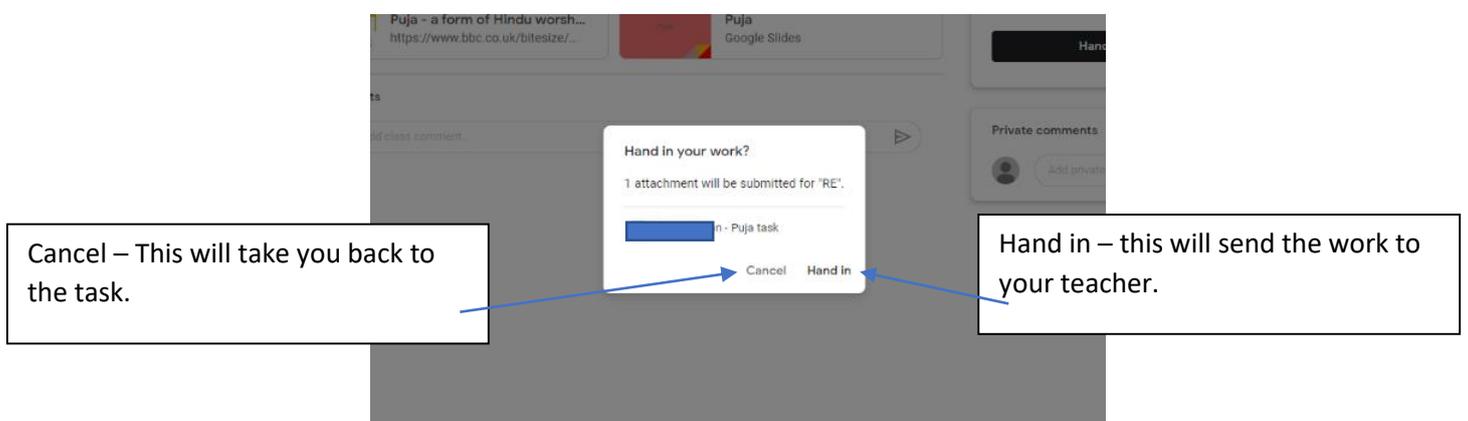
8. When you have watched the videos or read the slides, you can complete the task your teacher has set. Click on the task to open it.



9. When you have completed the task, click 'turn in'. Your work will save automatically.



10. After you click 'turn in', a box will appear to check you want to hand your work in. If you do, click 'turn in'. If you have pressed this by mistake you can click cancel to go back to the task.



11. When you have completed your work it will move from the task box to the 'your work' box on the side.

The screenshot shows a task interface for a lesson titled 'RE' by Maria Catley-White, dated 12 Oct (Edited 13:46). The task is due tomorrow. The main instruction is: 'Have a look at the links I have provided and then match the words to the objects on the document.' Below this, there are two columns of content. The left column contains a link to 'Puja - a form of Hindu worsh...' with the URL 'https://www.bbc.co.uk/bitesize/...'. The right column contains a 'Puja' Google Slides presentation. Below the content is a 'Class comments' section with an 'Add class comment...' input field. On the right side, there is a 'Your work' box labeled 'Handed in' which contains a task card for 'Puja task' by 'Google Docs' and an 'Unsubmit' button. A blue arrow points from the 'Unsubmit' button to the 'Your work' box.

12. You can add a private comment that only you and your teacher will see. Use this to tell them if you found the work difficult or if you needed extra help.

This screenshot is identical to the one above, showing the same task interface for 'RE'. However, a blue arrow points from the 'Add private comment...' input field in the 'Private comments' section to the right side of the interface, highlighting the feature for adding private feedback.