



Google Classroom



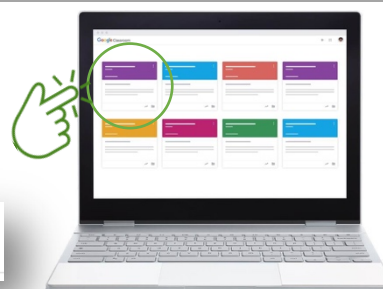
4. Completing Classwork on Google Classroom

Open your Google Classroom (GC).

- 1 *If you need assistance to do this please read the Quick Reference Guide entitled "Google Classroom 1. Accessing Google Classroom"*

Click on the individual GC you want to work with.

- 2 If there is work to be completed on a GC it will appear in the Classwork Tab. At the top of you GC click on 'Classwork'.



After navigating to the 'Classwork' tab any work requiring completion will be listed in order of their due date.

- 3

You can click on each individual activity on your 'Classwork' list for more information.

- 4

Once your work has been completed, either by using the attached resources or by creating your own documents separately you will need to submit your work.

Instructions for 'Turning In' your work will be covered in Step 5 overleaf.

To begin click on the relevant task (Step 3), then on 'View assignment' (Step 4).

4. Completing Classwork on Google Classroom

Once you have selected the assignment you want to complete and then clicked 'View assignment' a new page will open giving you additional options. See below for an example.

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The screenshot shows the 'Assignment 1' page in Google Classroom. It includes a header with 'Test Class Teacher', a due date of 'Mar 20, 2:30 PM', and the assignment title 'Assignment 1'. Below the title is the teacher's name and a description: 'This is how the assignment is to be done.' There is a 'Class comments' section with an 'Add class comment...' input field. On the right, there is a 'Your work' section with an 'Assigned' status, a list of attachments (e.g., 'Your Name Assi... Google Docs'), an '+ Add or create' button, and a 'Turn in' button. Below that is a 'Private comments' section with an 'Add private comment...' input field.

Instructions for the activity given by the teacher will appear here.

Here are the attachments that you will send as part of your assignment. If the task had some individualised documents for you to use, they will appear automatically. If you created additional documents you want to submit, click 'Add or create'.

If enabled, comments can be posted here that the whole GC will see.

Once you've added/completed the documents you need to you can submit your work by clicking "Turn in" here.

Students can put an individual comment here that only the teacher will see.

Once you have gathered all the necessary documents and completed any work to submit (see Step 5) and attached them you can select 'Turn in'. You will then be presented with a prompt to confirm the files that will be attached and to finalise the turn in process. See below.

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The screenshot shows a confirmation popup titled 'Turn in your work?'. It states '1 attachment will be submitted for "Assignment 1".' Below this, there is a list of attachments: 'Your Name - Assignment 1'. At the bottom right, there are two buttons: 'Cancel' and 'Turn in'.

The popup will indicate the files that you intend to submit. Confirm that these are correct and complete.

Once confirmed, click 'Turn in'. Your work will not be marked as complete and be ready for checking unless you complete this step.

If you have any trouble completing assignments, you should contact your teacher. You could send them a message through Google Classroom (as shown in Step 5) or email them directly.