

A Pupil's Guide to Submitting Work on Google Classroom

While you are learning at home, all of your tasks are organised on your Google Classroom. As you complete these tasks, you may send them into school using the software to submit them, so that teachers are able to review your learning against success criteria, monitor progress, tailor follow-on lessons to address areas of difficulty and mark pieces of work that will be returned to you with feedback, advice and merits.

How you submit work will be slightly different depending on the device you use to access the Google Classroom.

Using a PC/MAC laptop or computer

Using an internet browser (ideally Google Chrome as it supports all of the Classroom features) log onto the Classroom using the username and password provided by school. Go to the Classwork page as usual and view your tasks for the week and day. Scroll down to the task that you are ready to start, click to open it and click again to 'View Assignment'.

The screenshot shows the Google Classroom interface. On the left, there is a list of assignments for 'T3 Week 2: 11-15 January 2021'. On the right, the details for the 'Thursday T3 Science L2 Linnaean System' assignment are displayed. The assignment includes instructions to submit work using a Google doc, a 'WHAT' section about living things, and a 'Discuss' section. A red circle highlights the 'View assignment' button at the bottom of the assignment details.

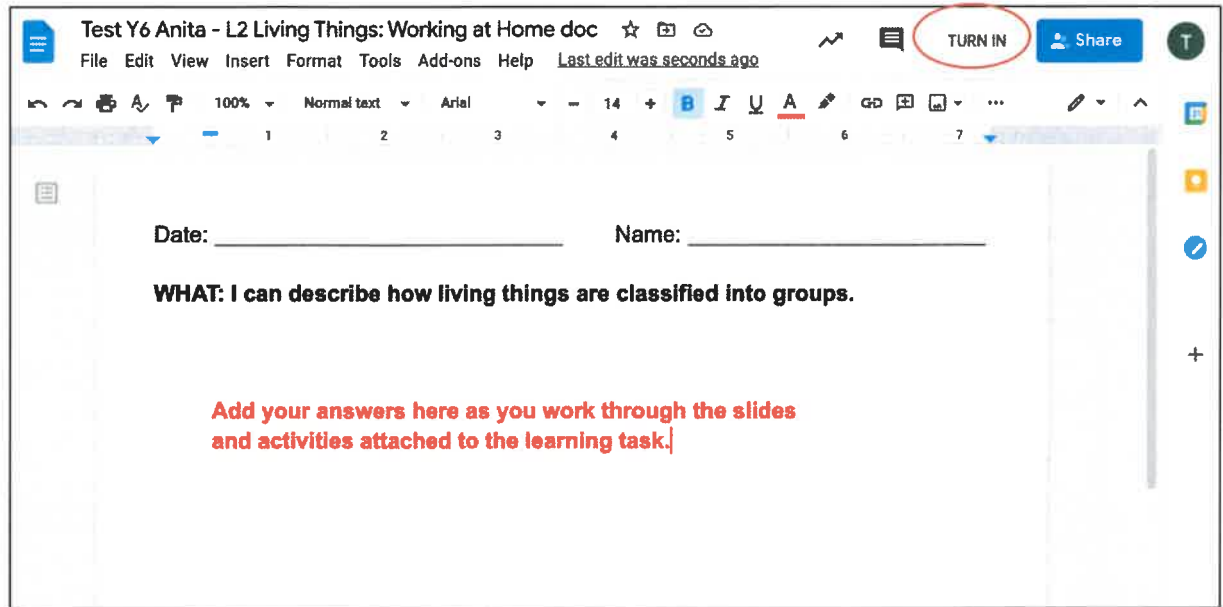
The task will then be displayed on-screen so that you can easily see the instructions and the files and links that are attached. Read the instructions and open the links and attached files as you are asked to just as we would in the school classroom.

The box on the right-hand side of the screen 'Your work' is very useful as this is where you can see if there is an editable Google doc attached that you can use to type in your answers.

This screenshot focuses on the 'Your work' section of the assignment. It shows the 'Turn in' button, which is highlighted with a red arrow. Below it, there is a 'Private comments' section with a 'Add private comment' button and a right-pointing arrow.

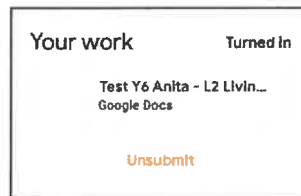
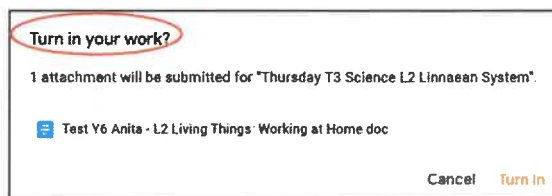
Click the link to open the document and if you are able to stay online, type in your answers as you work through the lesson. The document will open in another tab in your browser so that you can easily move between your slides and videos for learning, the questions and your answer document.

The Google doc will have the WHAT at the top and space for you to type in your name and the date. In case your answers are printed off, please type your first name and just the first letter of your surname (e.g., Anita D).



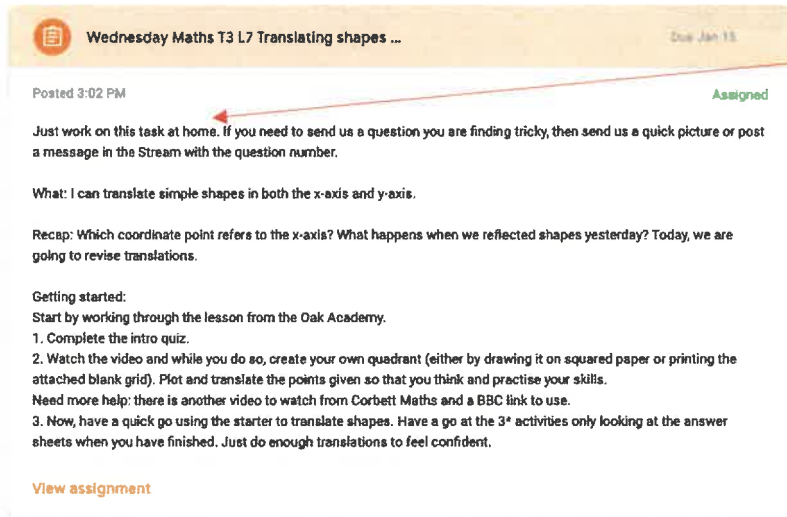
At the top of the screen, you will spot a 'Turn in' button. When you have completely finished entering your answers and marked them against any answers provided in the task, then you may click this button.

To ensure that you have completely finished, you will be presented with the following question, 'Turn in your work?'. Once you have clicked 'Turn in', you will be returned to the assignment view and you will see that the 'Your work' box now says, 'Turned in'. At this point, you still have time to 'Unsubmit' and add more to your document. Once your teacher has accessed the document, you cannot change your answers.



Please do not use the private comments box on the task to get in touch with your teachers. These comments are only visible when marking, so an immediate response is not possible. You will get a quicker response if you add a post to the learning chat on Stream.

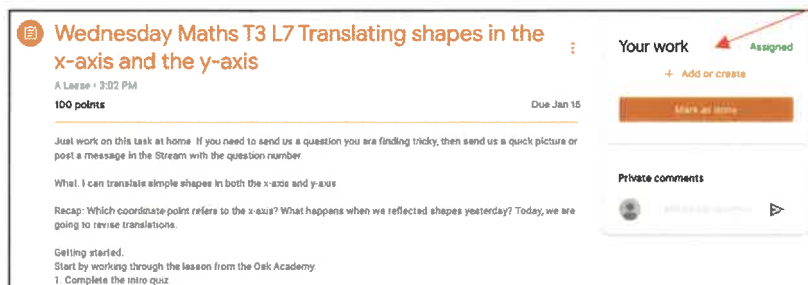
Some learning tasks do not have an editable answer document as the learning task is one that is better completed on paper at home. You may still submit these pieces of work and your teacher will tell you in the instructions for the task what they would like you to submit (if anything).



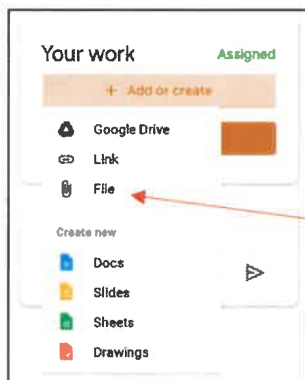
For example, this particular task does not need to be submitted.

However, it is very useful for your teachers to be able to see which tasks you have finished.

When you view tasks like this one, you will see a different message on the right-hand side of the screen.



This time, to tell your teachers you have completed this task, please click the 'Mark as done' button. If you have a question about the task, remember to post it in the Stream.



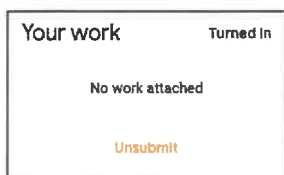
Now, you've worked hard on your task and you want to share it with your teacher as you are eager to earn a merit. Here is how...

Click '+ Add or create'.

This opens a menu and you may add a file from your hard drive – this might be a picture or a scan of the learning that you did on paper. (You might need an adult to help with this bit.)
Please make sure you do not link a file.

If the learning task asks you to create a picture or a presentation, you could also add a Google drawing or create a set of Google slides.

Once the file is attached or you have created a new document, the 'Turn in' button will appear, and you can continue to submit your work as described on the previous page.



If you do not need to send in your learning but are just letting your teacher know it is completed with the 'Mark as done' option, then you will see this message. It shows your work is 'Turned in'.

You may now close the task and have a break or move onto the next task.

Using a smartphone or tablet

Using a smartphone or tablet, whether it is Apple or Android is easy. In fact, if you have completed your learning on paper, this is actually the easiest way of taking a picture and submitting it.

Using an iPhone / iPad

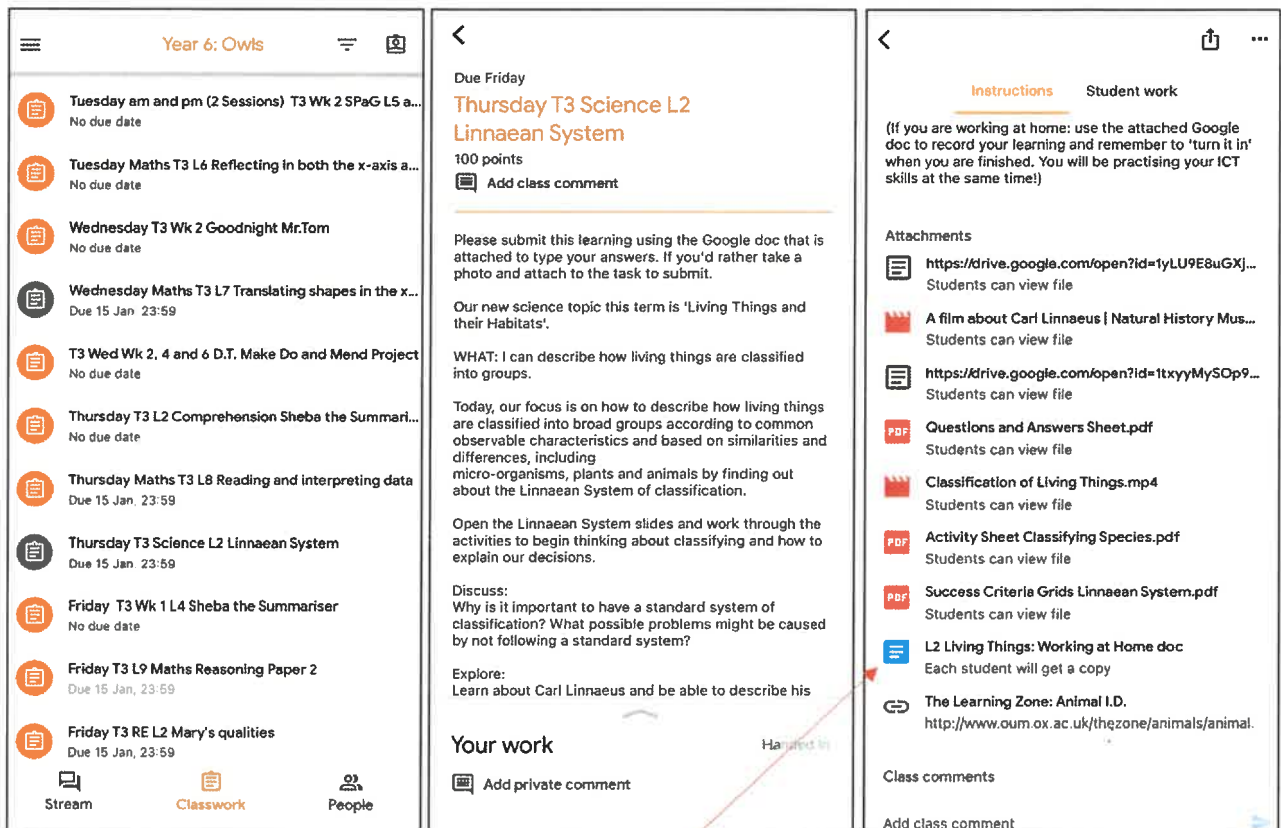
To use Classroom on your iPhone or iPad, download the Classroom app from the App Store. On your device, tap App Store. Find and install the Google Classroom app.

Using an Android device

To use Classroom on your Android device, download the Classroom app from Google Play. On your device, tap Google Play Store. Find and install the Google Classroom app.

Once the Google Classroom app has been downloaded to a phone or tablet, please also download the apps for Google docs and Google slides (you may find that you also need the Google Drive app for some tasks). Once these are installed, you can open the Google Classroom app and login with your school username and password. You will see an interface that looks very similar to the one on the whiteboard in school.

Go to your Classroom, then the Classwork page and scroll down to open the task you are focusing on. You will be able to read the instructions and see the attached links and files to support your learning.

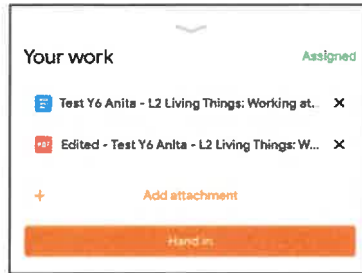


The lesson above has an editable answer document attached (the Google Doc). While this is easier to edit and submit on a PC or laptop, it is possible to do so on a smartphone or tablet.

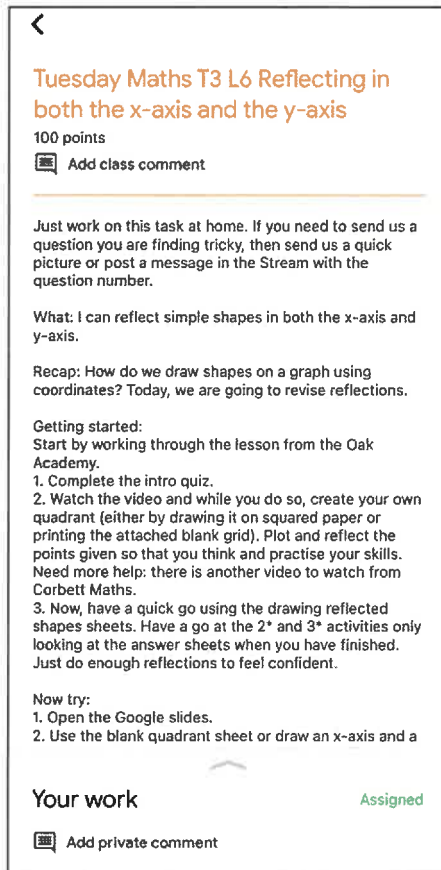


Open the Google doc and enter your answers.
Use the pencil icon on your phone or tablet to edit the text.

When you have completed entering your answers, click the Save button, which will create a PDF of your edited version. Then, choose 'Hand in' to submit to your teachers.

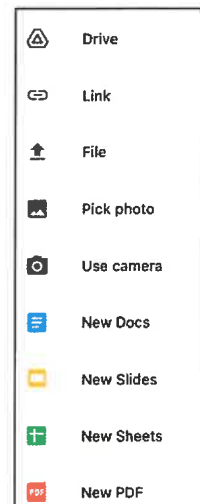
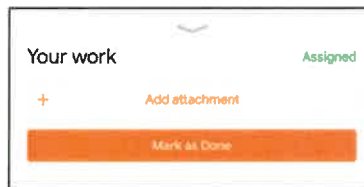


Other tasks do not include an editable document as you can more easily complete them on paper at home. These are very easy to submit on a smartphone or tablet.



When you have read the instructions and worked through the attached documents and links to complete your learning, click the up arrow at the bottom of the screen. All you need now is your phone or tablet and the written work you have completed during the lesson.

You will see the window shown below. Click the '+ Add attachment' option and a menu will appear.



The easiest option, is to 'Use camera' to take a photo or 'Pick photo' to choose one from the gallery. When you take photos, place your pages on a flat surface and take a straight, clear photo of each page. You can add more than one photo. Check you can see your work clearly and choose 'Use photo' to save it to your task.

You will then see the photo(s) listed and you can click 'Hand in' to send to your teachers.

A quick guide to this can also be watched on YouTube at <https://www.youtube.com/watch?v=fCIWMZDhRik>. (Please watch with an adult.)

Any questions, please email the office for further help.

