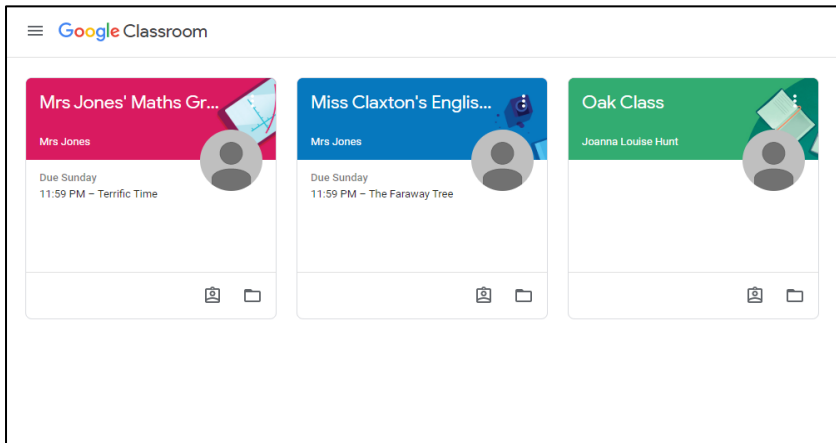


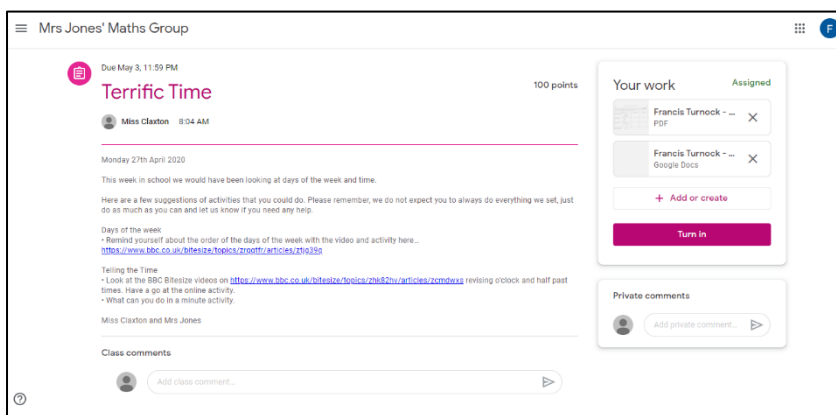
Instructions for doing work in your Google Classroom



Step 1:

When you enter your 'Classroom' page you will see the classrooms where you are a member. If there is a blue 'join' button then you need to click on that before you can do any work.

In the white box under each classroom you can see the work set. You can click on these tasks.



Step 2:

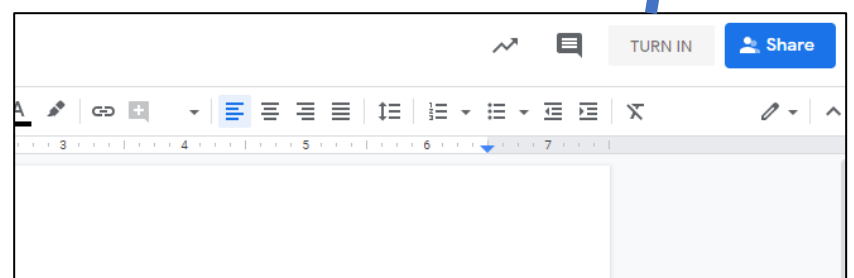
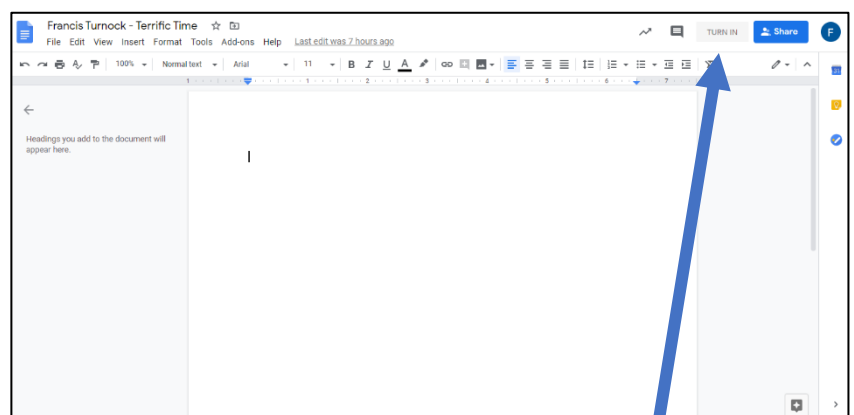
When you click on the task you will see something similar to this. The instructions are on the left and the activity, 'Your work', is on the right. Here there are two choices – one is a PDF and one is a Google Doc (this is the Google version of Word). If there is no Google Doc go to step 3b. There is also a Private Comments box below where you can leave a message for your teacher.

Step 3a:

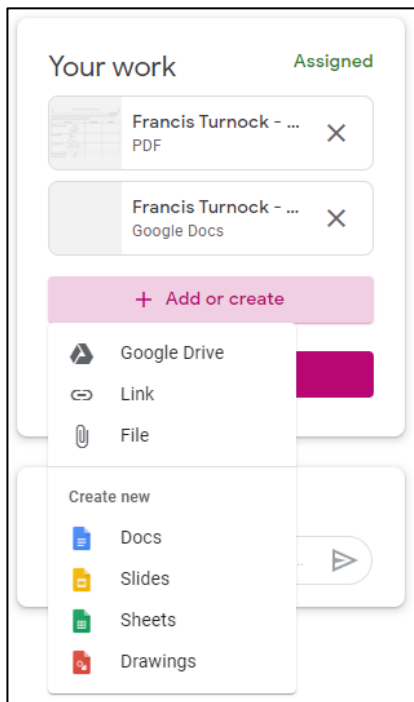
If you click on the Google Doc you will notice it is similar to Microsoft Word. You can type, add photos (click on the ) , add tables etc...

Once you have finished you have two choices. You can turn it in (top right corner) or, if you want to carry on editing it another day just close it as it saves itself.

Turning it in tells your teacher you have finished and means you can't change anything. Your teacher can return it to you.



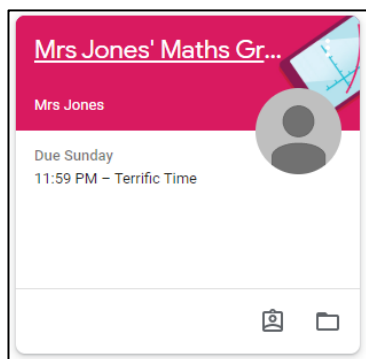
Instructions for doing work in your Google Classroom



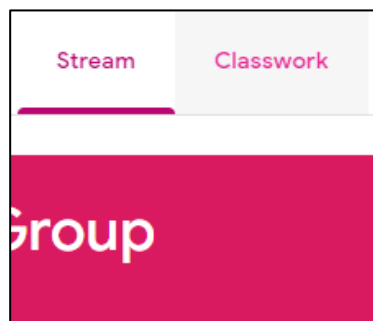
Step 3b:

Under your work is a pink button +Add or create. Here is where you can choose to make your own work either by uploading a photo, making a slide show (Slides is Google's version of Powerpoint) or something else.

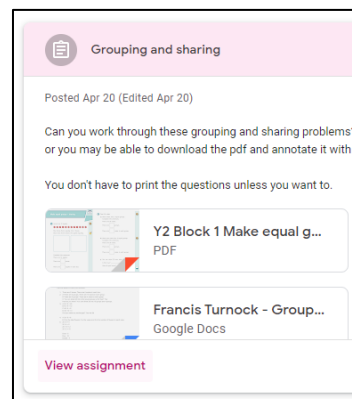
Click on the three horizontal lines in the top left corner brings up the option menu. Here you can click on Classes and it will take you back to your classroom menu.



1



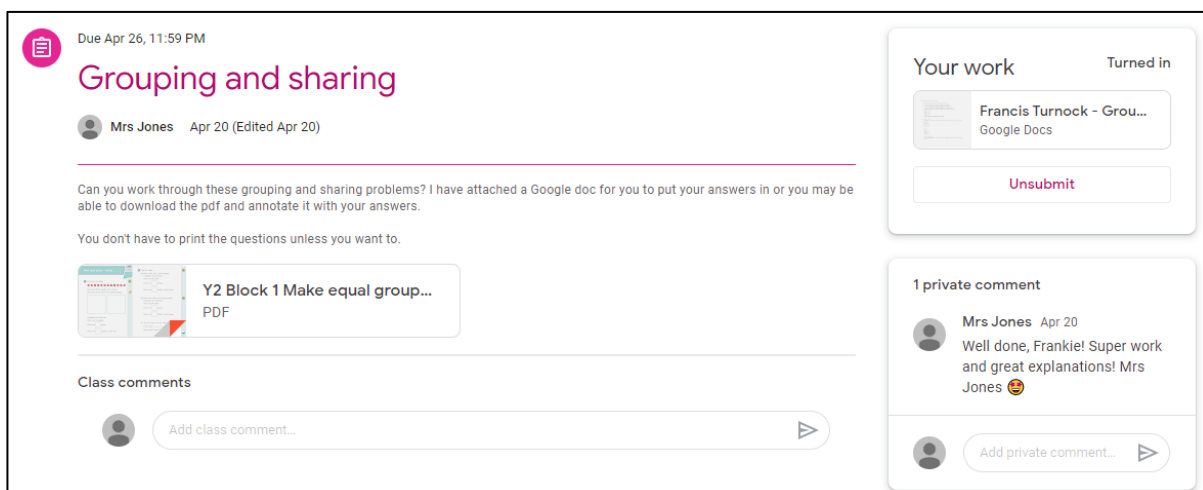
2



3

Step 4:

Looking back at old work shows you the comments from your teachers. Your older work can be found by clicking on the classroom (1), then on the tab at the top that says classwork (2) and then view the assignment you want to see (3).



Instructions for doing work in your Google Classroom