

Parent tutorial –How to support your child in submitting work on google classroom

Delivered by Mrs Singh DHT 22.01.2021

Time: 6:00-7:00

Thank
you!

The image features the words "Thank you!" in a highly decorative, hand-drawn style. The letters are thick and outlined in black, with various internal patterns and colors. The word "Thank" is in the top row, and "you!" is in the bottom row. The letters are surrounded by several colorful flowers and a small blue oval shape at the bottom right. The overall style is whimsical and artistic.

Aims

- Learn how to support your child to submit work on google classroom**
- Understand that work can be submitted in two ways**

Submitting work using Google classroom

- Learning can be complete and submitted in two ways:**
- Pupils can complete their learning task on a variety of Google apps, such as Docs, Drawings, Forms and Slides.**
- If a pupil is unable to do this, they can take a photo, video or audio of their learning and submit it as a file attachment instead.**

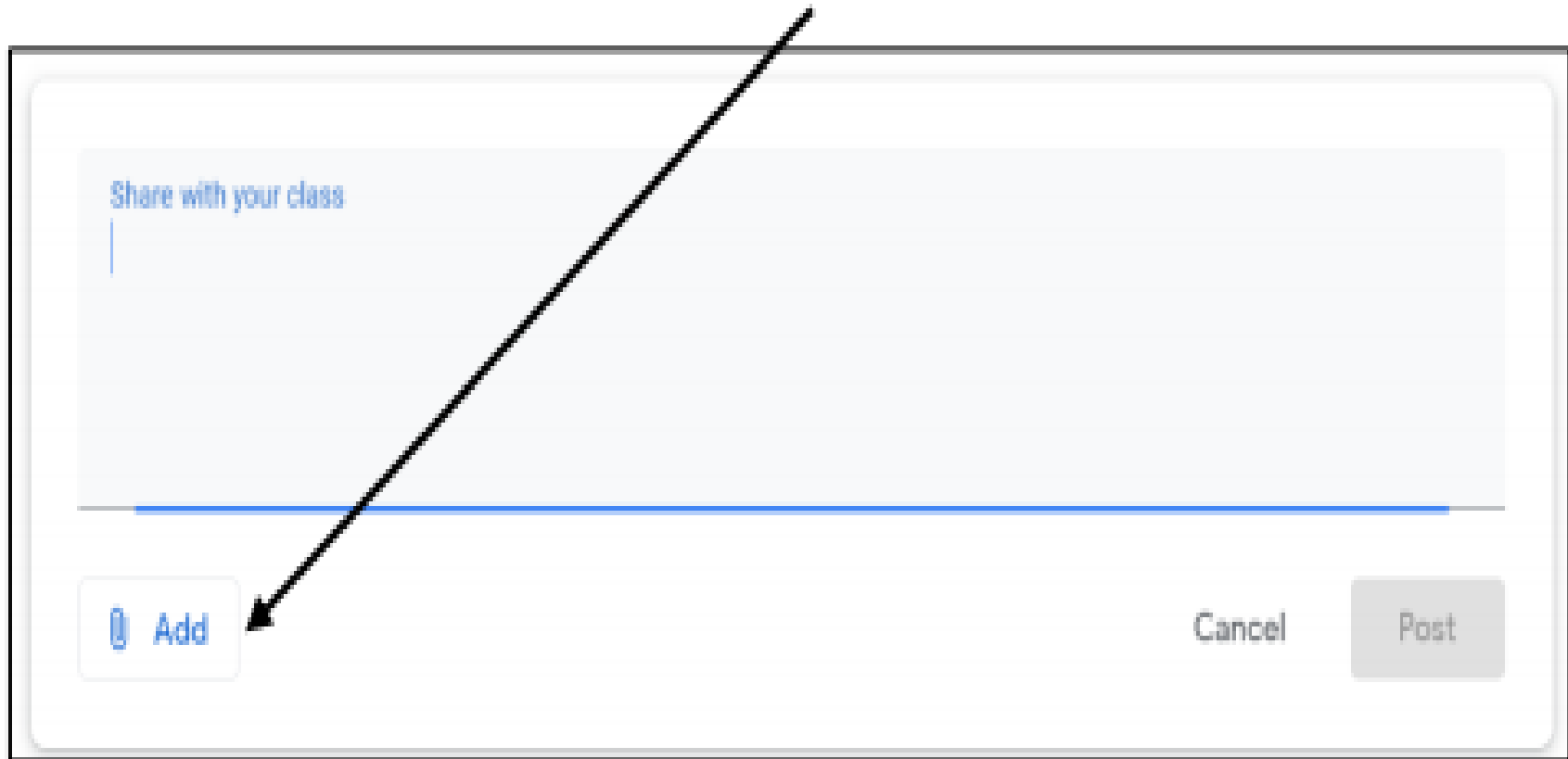
Step 1

Step 1 – Sign in to Google Classroom, on the stream tab click on 'share something with your class'.



Step 2

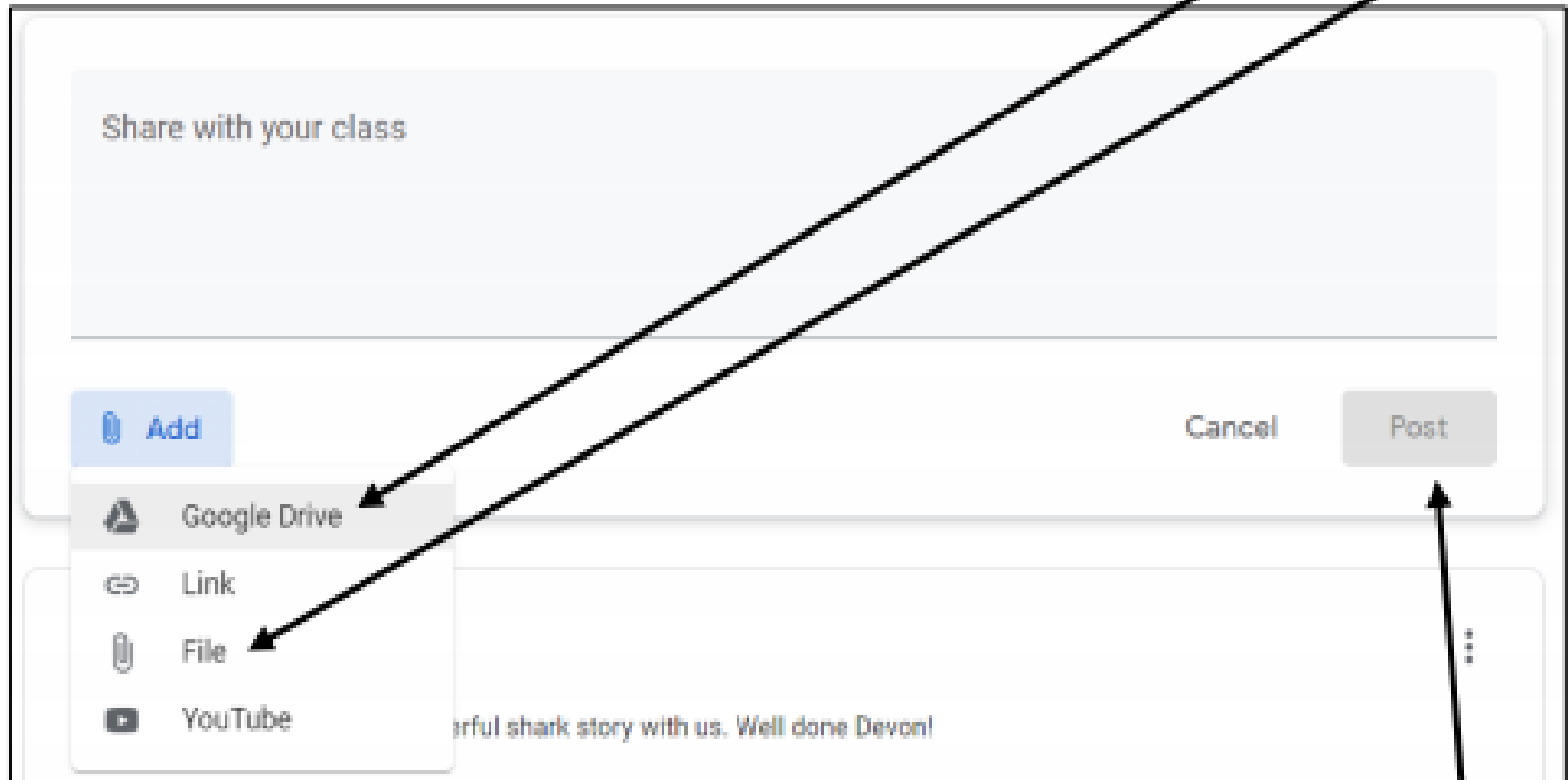
Step 2 – Write a comment and click the add button.



The screenshot shows a comment input interface. At the top, there is a text area with the placeholder text "Share with your class". Below the text area is a horizontal blue line. At the bottom left, there is a button labeled "Add" with a speech bubble icon. At the bottom right, there are two buttons: "Cancel" and "Post". A black arrow points from the text "click the add button" in the instruction above to the "Add" button.

Step 3

Step 3 – To find the file that you would like to share click Google Drive or File.



Step 3

- Pupils can type straight on to the document and when they have finished they can close the tab in their web browser.
- There is no need to press *save* if you are connected to the internet as Google files are saved automatically.

The screenshot shows a Google Classroom interface. At the top, it says 'Year 5 - English'. The assignment is titled 'Guided Reading - The Water Tower (Chapter 1)' and is due on April 10. It was created by 'Nadham Karimkhan' on April 3. The instructions ask students to read the text carefully and complete questions in a Google Docs sheet. It provides two ways to submit work: by uploading a PDF of the text or by using a YouTube video of the text. On the right, there is a 'Your work' section showing a 'Assigned' status and a 'Turn in' button. Below that is a 'Private comments' section with an 'Add private comment...' button. At the bottom, there is a 'Class comments' section with an 'Add class comment...' button.

Year 5 - English

Due April 10

Guided Reading - The Water Tower (Chapter 1)

Nadham Karimkhan · Apr 3 (Edited Apr 5)

Read the text carefully.
Then complete the questions provided in the Google Docs sheet (you will need to click on the Google Docs button to open in a new tab).

How to submit your learning:
Option 1 - Type your answers into the Google Docs, then click 'Turn in'.
Option 2 - Write the answers into your purple book. Take a photo. Click on 'Add or create' and upload the file. Finally click 'Turn in'.

The Water Tower text.pdf PDF

The Water Tower (audio book...) YouTube video: 1 minute

Class comments

Add class comment...

Your work **Assigned**

Joe Bloggs · The ... Google Docs

+ Add or create

Turn in

Private comments

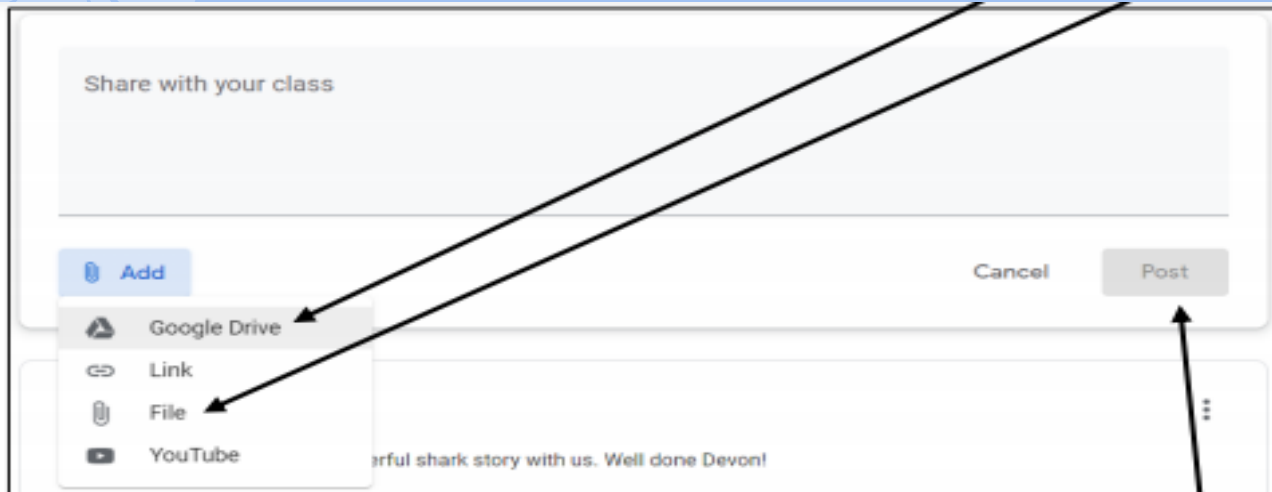
Add private comment...

Step 3

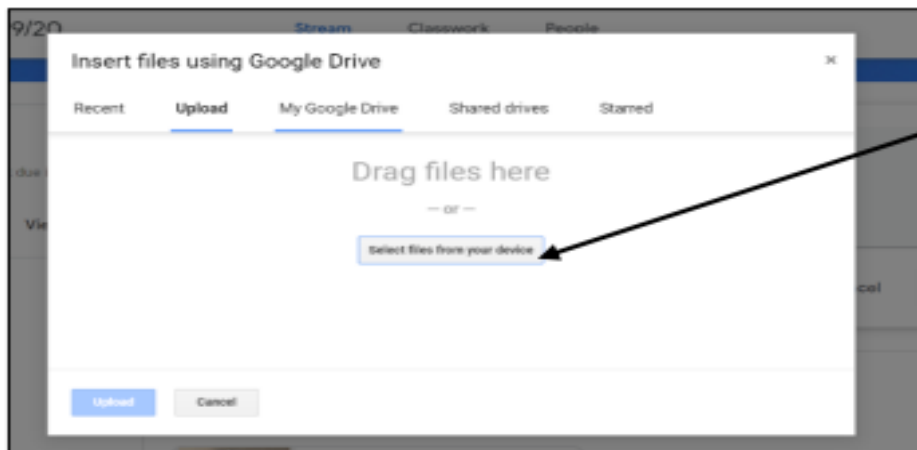
- If you would prefer to submit a different file (photo, video or audio) containing the learning,
- click on **'Add or create'**.

The screenshot shows a Google Classroom interface for a 'Year 5 - English' class. The assignment is titled 'Guided Reading - The Water Tower (Chapter 1)' and was created by 'Richard Kaitiopoulos' on April 3. The assignment description asks students to read a PDF and listen to an audio book. Two attachments are shown: 'The Watertower test.pdf' and 'The Water Tower (audio book...)'. On the right, the 'Your work' section shows a list of files, including 'The Water Tower (audio book...)' and 'The Water Tower (audio book...)', with a '+ Add or create' button. Below this, a 'Create new' section offers options to create a new document, drawing, or presentation.

Step 4



Step 4 – Find the file that you would like to upload. If it is on your computer, click 'select from your device'. Then upload it and post the comment and work.



Second Way to upload Work

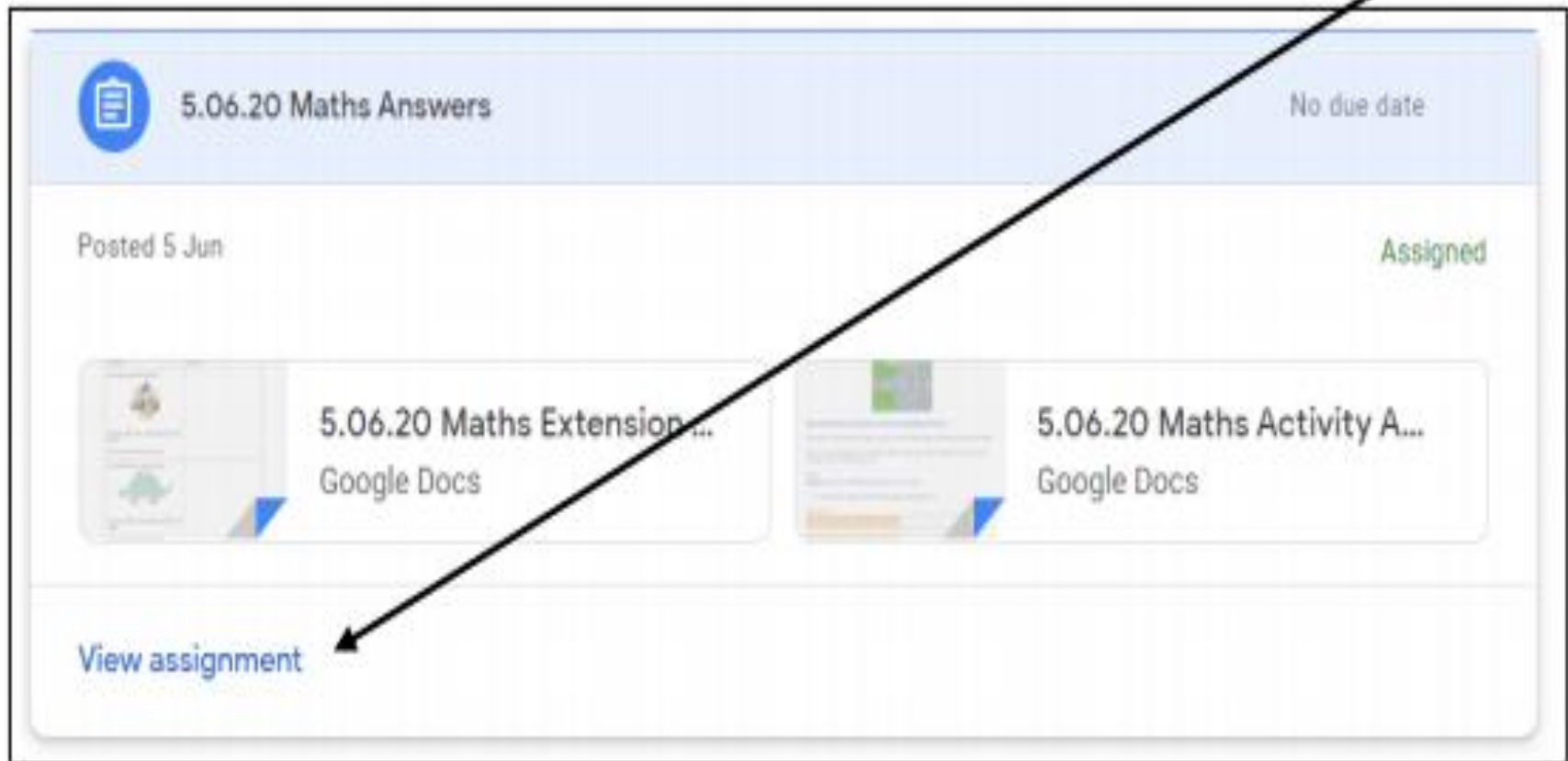
The second way to upload work will enable only the teacher to view it. This is a good way to share work and receive specific comments from the teacher.

Step 1 – Click on the 'Classwork' tab at the top of the page.



Step 2

Step 2 – Find the assignment that you would like to attach the file to and click 'View Assignment'.



The screenshot shows a Google Classroom assignment interface. At the top, the assignment is titled '5.06.20 Maths Answers' with a clipboard icon and 'No due date' on the right. Below the title, it says 'Posted 5 Jun' on the left and 'Assigned' in green on the right. The main content area displays two Google Docs attachments: '5.06.20 Maths Extension ...' and '5.06.20 Maths Activity A...'. At the bottom left, there is a blue link that says 'View assignment'. A black arrow originates from the top right of the screenshot and points directly to the 'View assignment' link.

5.06.20 Maths Answers

No due date

Posted 5 Jun

Assigned

5.06.20 Maths Extension ...
Google Docs

5.06.20 Maths Activity A...
Google Docs

[View assignment](#)

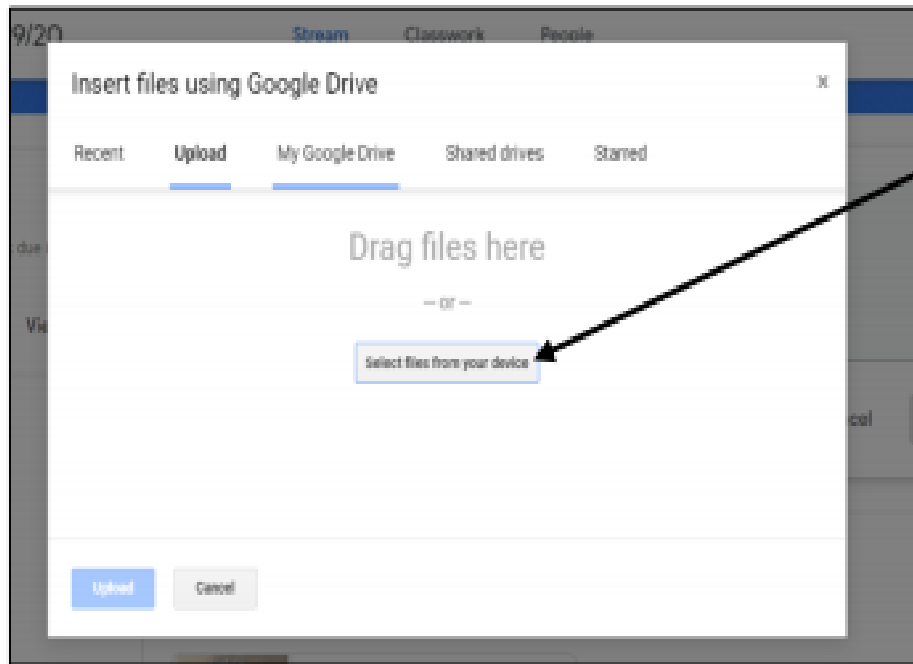
Step 3

Step 3 – Click 'Add or create'. Then choose either 'Google Drive' or 'File'

The screenshot shows a Google Classroom assignment interface. At the top, the assignment is titled '5.06.20 Maths Answers' with a '100 points' value. Below the title, the teacher 'Mr Baldwin' is listed with the date '5 Jun'. The main content area displays two Google Docs attachments: '5.06.20 Maths Extens...' and '5.06.20 Maths Activit...'. On the right side, the 'Your work' section is visible, featuring a green 'Assigned' status. A black arrow points from the text 'Click 'Add or create'' to the '+ Add or create' button in the 'Your work' section. A dropdown menu is open below this button, showing options: 'Google Drive', 'Link', and 'File'. Below the dropdown, a 'Create new' section lists 'Docs', 'Slides', and 'Sheets' with corresponding icons. At the bottom, the 'Class comments' section includes a text input field labeled 'Add class comment...' and a submit button.

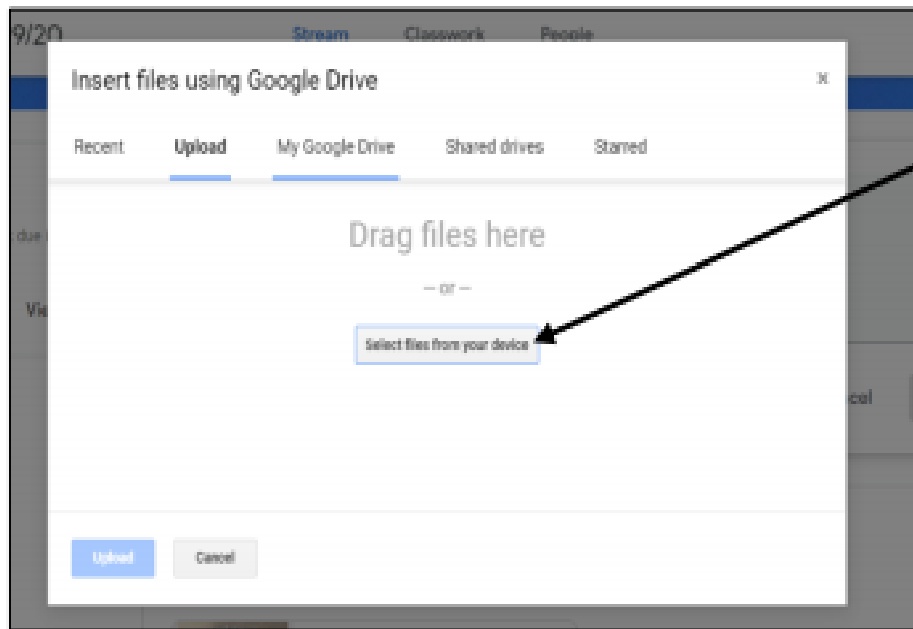
Step 4

Step 4 – Find the file that you would like to upload. If it is on your computer, click 'select from your device'. Then upload it and post the work to the teacher.



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Step Eight

- If at any time you want to make any changes to your learning, you can click '**Unsubmit**'.
- <https://www.youtube.com/watch?v=o4JeCTfhvni>
- If you have any further questions please don't hesitate to send an e-mail to the school:
- **info@keirhardie.newham.sch.uk**

Any Questions



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