

Parental Guide to Google Classroom Assignments

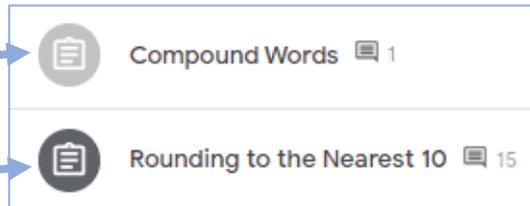
To help us track your child's online learning experiences, they should 'Hand in' all activities they have completed; including practical tasks and online games.

Once your child has engaged with an activity, either online or away from the screen, they should return to the assignment in the Classwork tab and follow the steps; this will ensure that your child's teacher can identify any work they have finished.



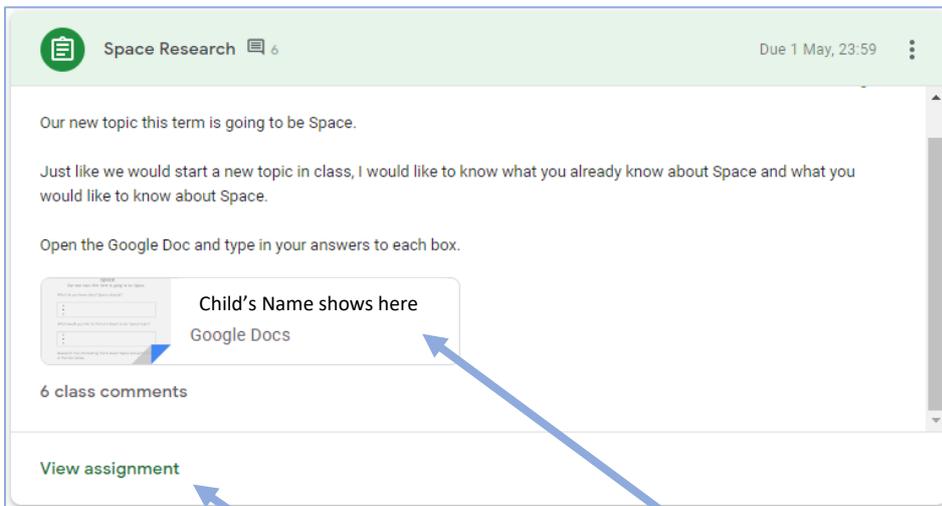
Click on the **Classwork** tab at the top of the screen. This is where all the assignments are always stored in Google Classroom.

An assignment that has been completed will show with a faded icon.



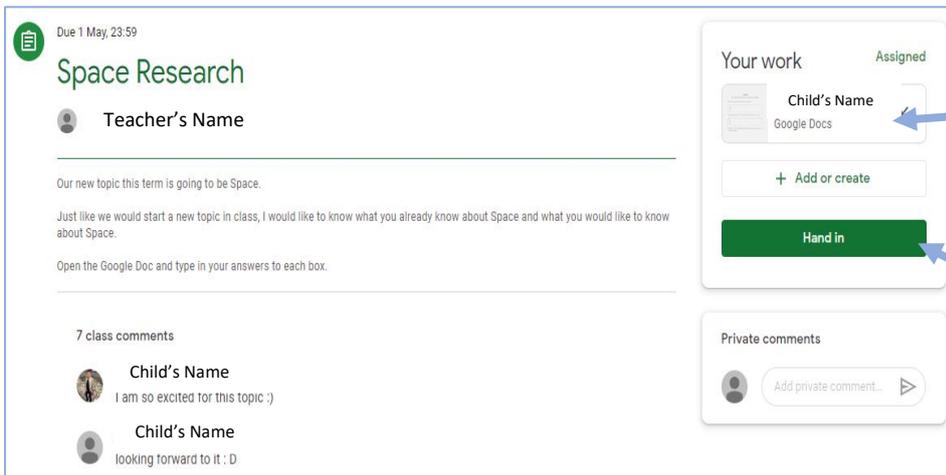
The bolder icon indicates the assignment has not yet been completed.

By clicking on the assignment title, more detail should show:



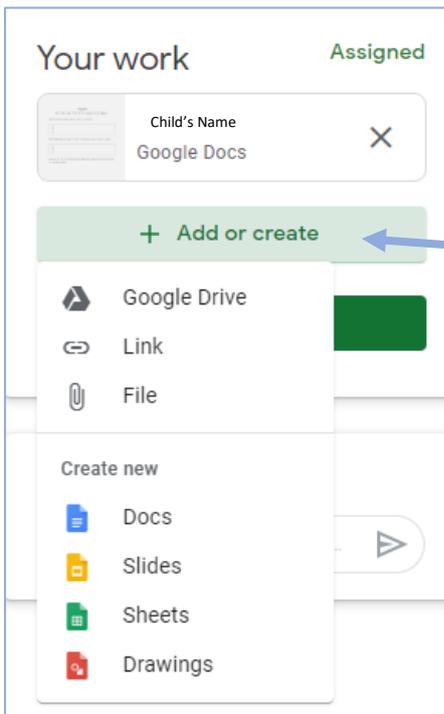
If you click on View Assignment you can see the instructions from the teacher. You can also see any comments that classmates have posted on the assignment.

You can also see if the teacher has added any documents for you. Sometimes this may be information for you to read. Sometimes this might be a document that they want you to complete



You can click on the document the teacher has added as part of the assignment.

This is the screen that lets you HAND IN the work for the teacher to see.



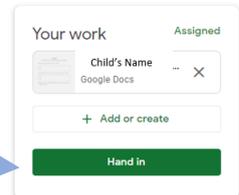
Sometimes you might want to take a photo of something you have completed on paper, or a model you have made.

If you click add or create you get the option to attach a file from your computer or phone, or to add something from your Google Drive.

If your child has created a new Docs or Slides file then it will automatically have saved into their Google Drive.

By sharing your work here, attached to the correct assignment, this will help to keep the Stream uncluttered.

You would then press the Hand In button.

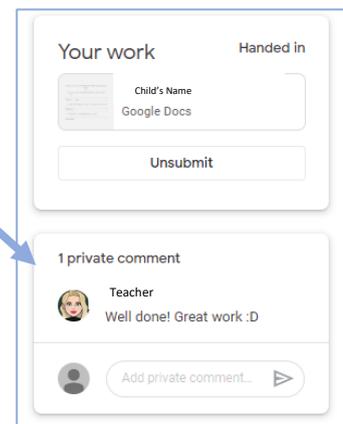


It is on this View Assignment screen that you can see any feedback that your child has received from the teacher. Make sure you go back and check the assignments.

This is also where you can add a comment to the teacher about your work.

These comments are private, so only the teacher and child can see them.

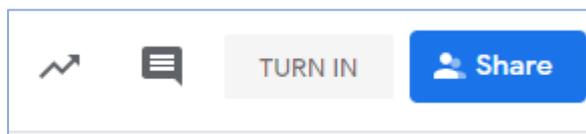
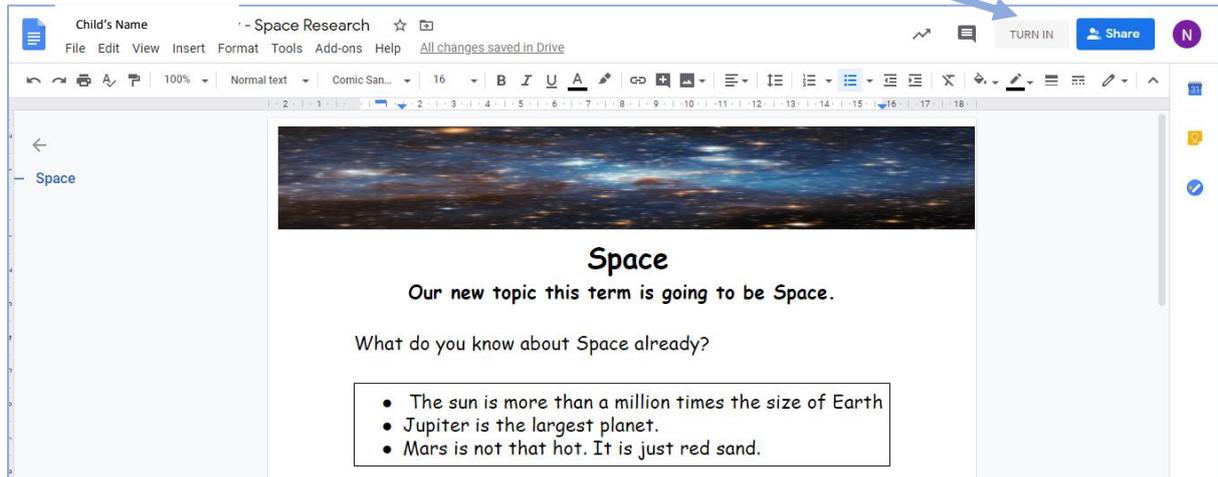
Please note, if you use the Google Classroom app on a phone or tablet, then you should automatically get notifications of when the teacher has left a comment here. If you only use a laptop, then you will not get these notifications and check back on each assignment for feedback.



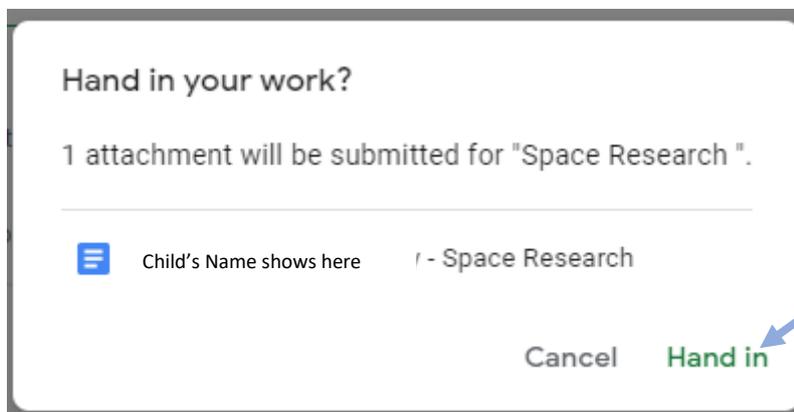
Alternative way to hand in work

If your teacher has attached a document that you have to work directly on, you can hand in the document straight from there. Remember all work completed on documents like this automatically save into the child's Google Drive.

Along the top of the screen you should see the option to TURN IN. The button always looks as though it is faded out, but it is an active button.

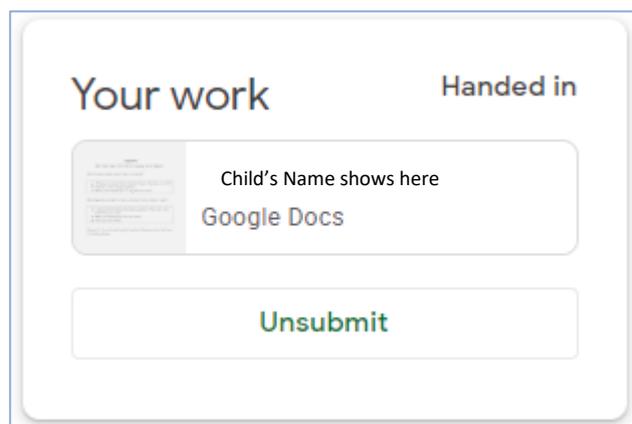


The share option is useful if your teacher has specifically asked you to share the document with other pupils.



You will be asked if you want to Hand in your work.

Click Hand In



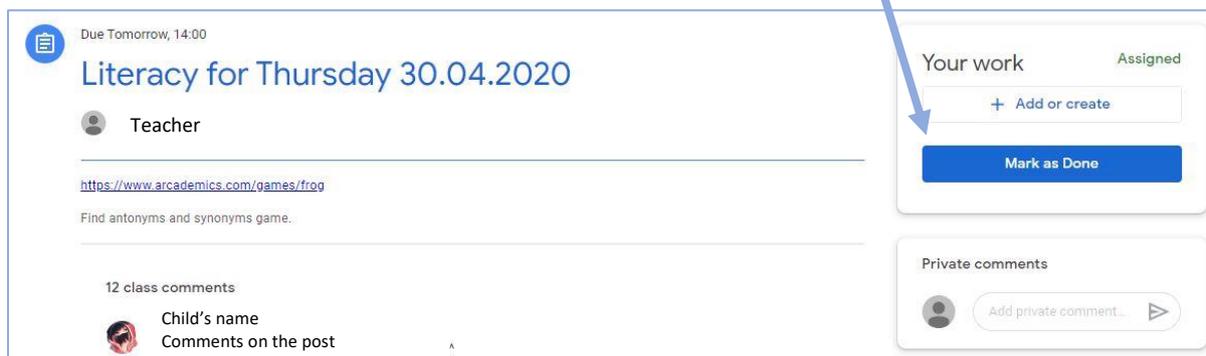
Your work now shows as Handed in.

The Hand In button on the Assignment page has now changed to Unsubmit

If you needed to go back in to edit something, you can unsubmit it, make your changes and then Hand In again.

Mark as Done

Sometimes your teacher may post an assignment with no documents attached. There may simply be instructions or a link to follow. When no document is attached, the button says Mark as Done, rather than Hand In.



Due Tomorrow, 14:00

Literacy for Thursday 30.04.2020

Teacher

<https://www.arcademics.com/games/frog>

Find antonyms and synonyms game.

12 class comments

Child's name
Comments on the post

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

You can still attach any photos or documents you want to share with your teacher here, but it is not a requirement. Please Mark As Done when you have completed this task so the teacher knows you have done this.

Work is Returned

If you get a notification that your assignment has been returned, this is the equivalent of the child getting their jotter back to read the feedback from the teacher. Make sure you read the comments to check if you need to amend anything and resubmit, or if it is next steps for your next assignment.