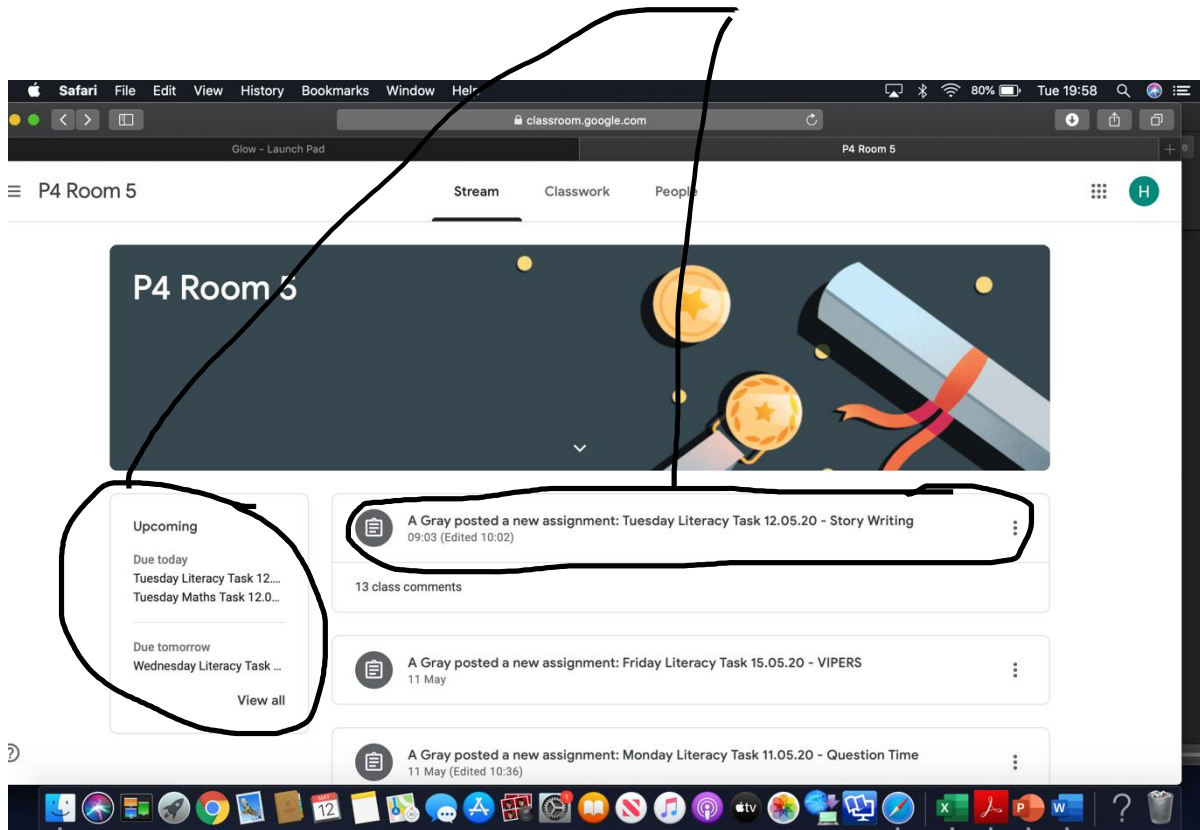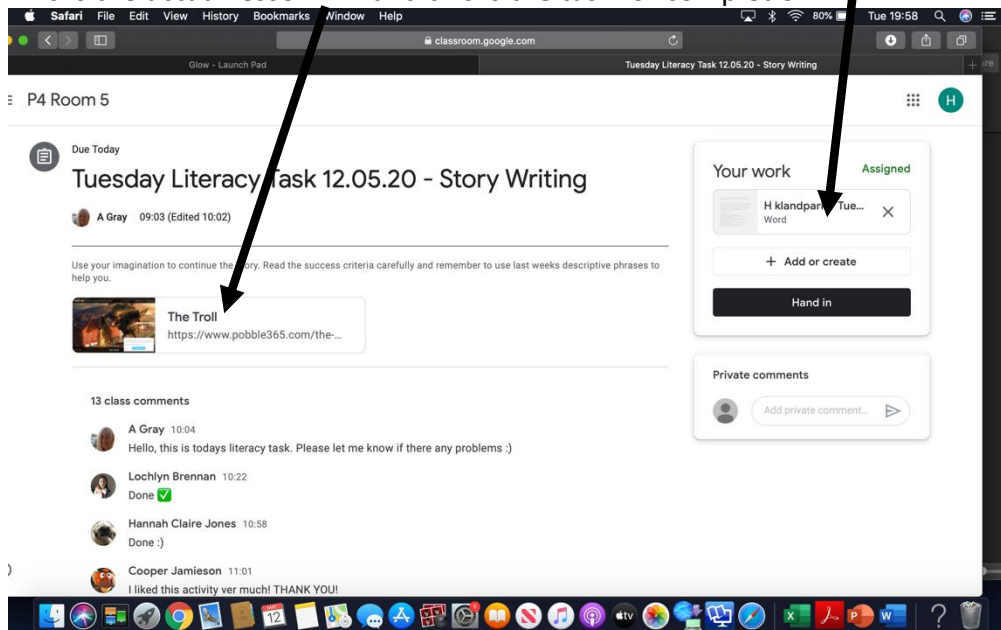## Accessing Google Classsroom Tasks

When you go into the class page it should look something like this.
You can access the tasks by click on the calendar or the actual tasks themselves.
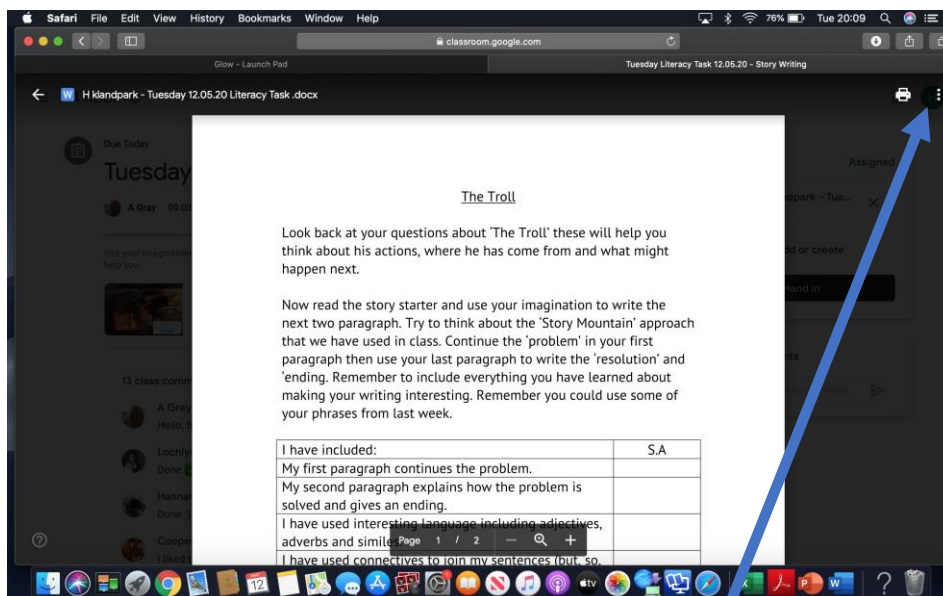

This will take you into a screen that looks like this.
This is the actual lesson   and this is the task for completion.

In this case Mrs Gray has prepared a sheet for completion. To download this click here
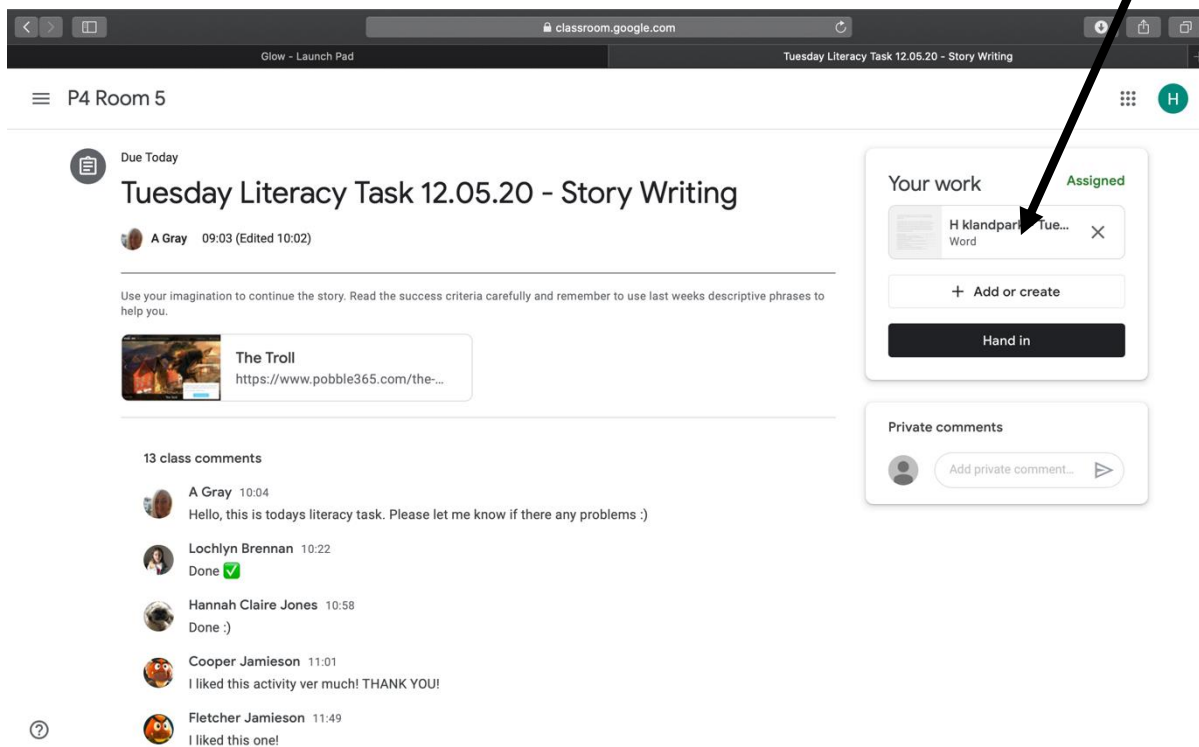
This will take you to a page that looks like this…..


Now you have two options.

Option 1

To complete the task on an IT device, click here

Then select the option to 'open in new window.'

If you get an option to open with 'Google Docs' take it, it makes the document instantly editable.

Otherwise you need to download it.

I didn't get the option to use Google Docs until I'd used Google Classroom a couple of times so you might not get it first time.

To download click here….
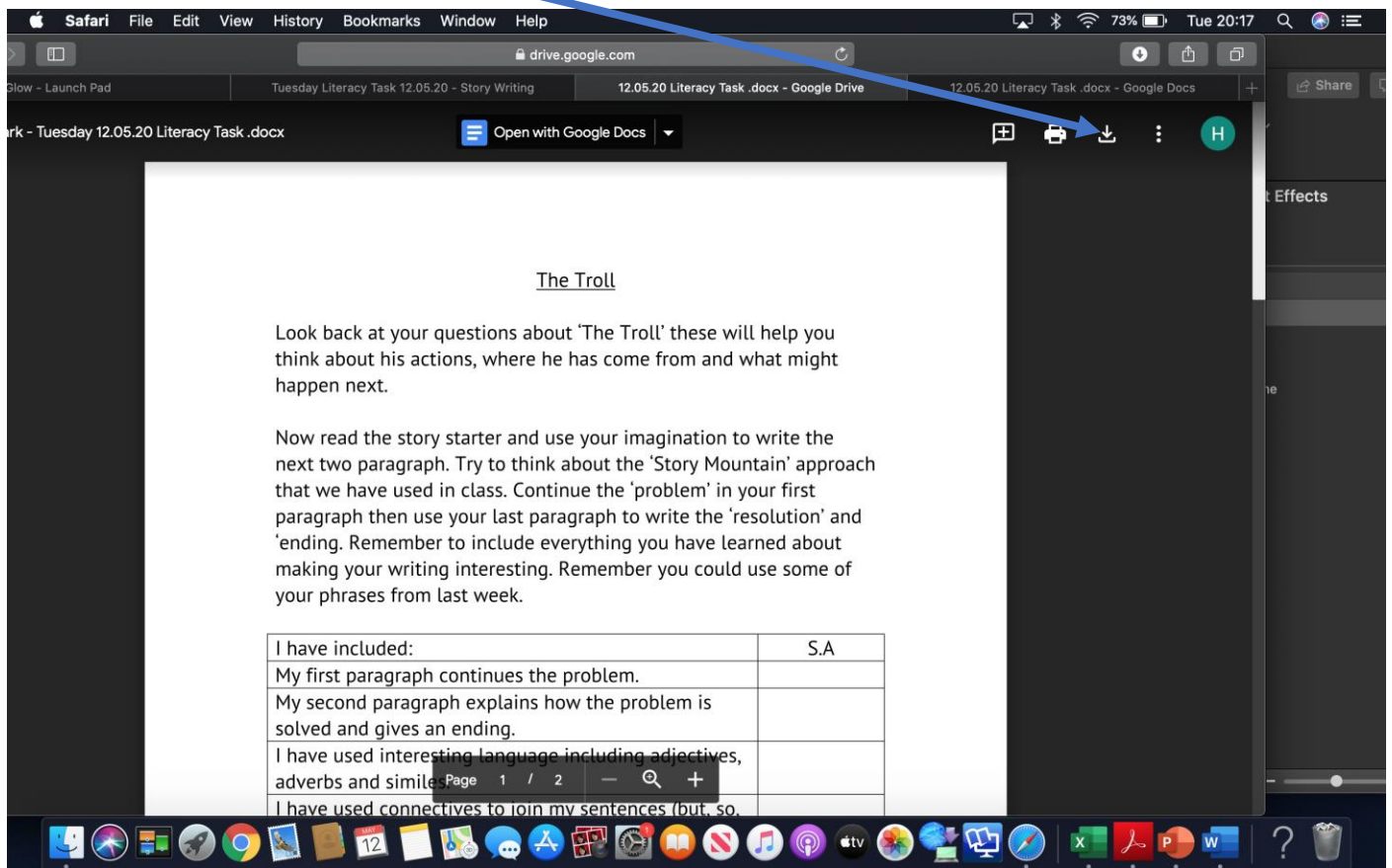
It will then download to your device and can be edited.
Once completed the file should be saved and will then need to be uploaded to Google Classroom. I'll explain how to do this a bit later on.

Whichever method is used, the completed task must be saved. If it's a Google Doc save it in the 'Save As Google Doc' under the File menu.

If it's a download to your own device, save it to your desktop of a documents file.
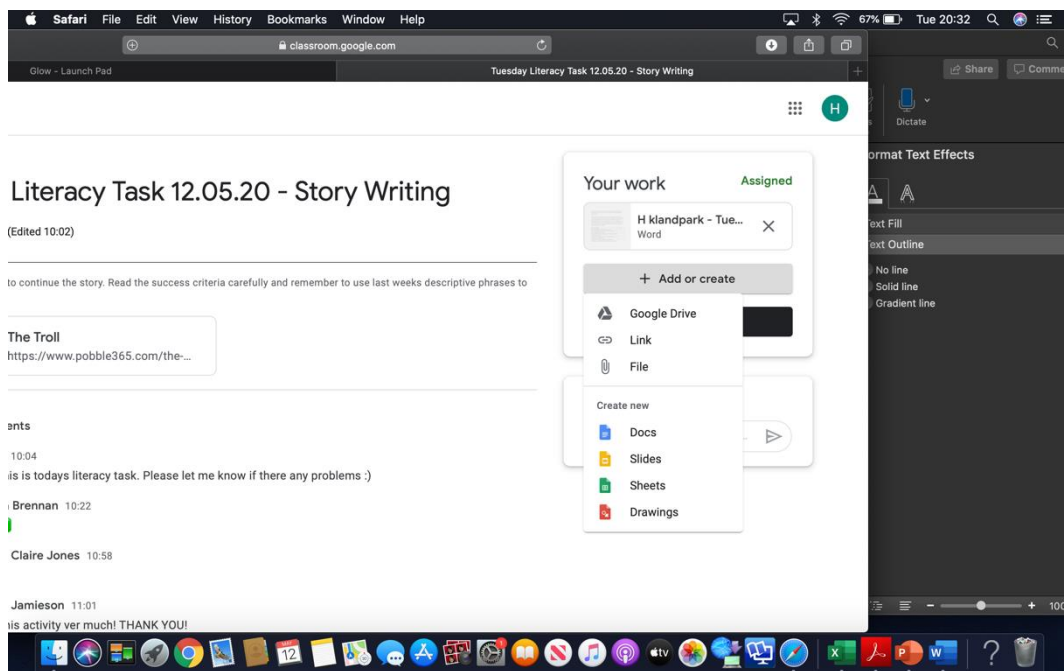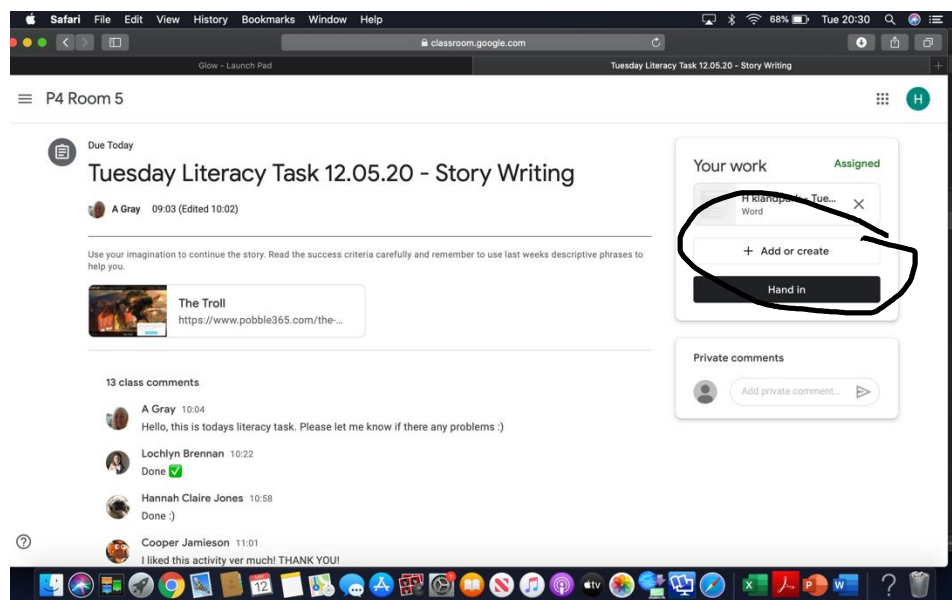
Or……

Option 2
If you have a printer and want it to be completed by hand, print it off. When finished the sheet needs to be scanned or photographed and uploaded.
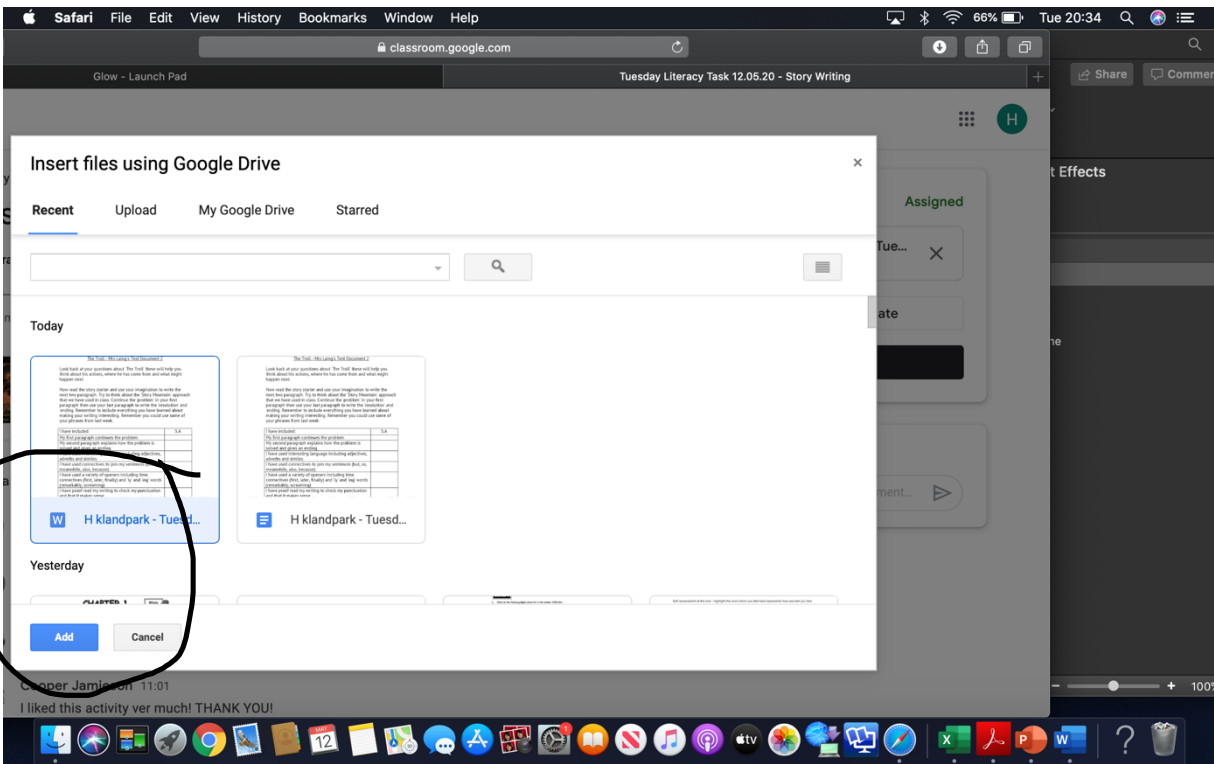

To submit a completed task ……..

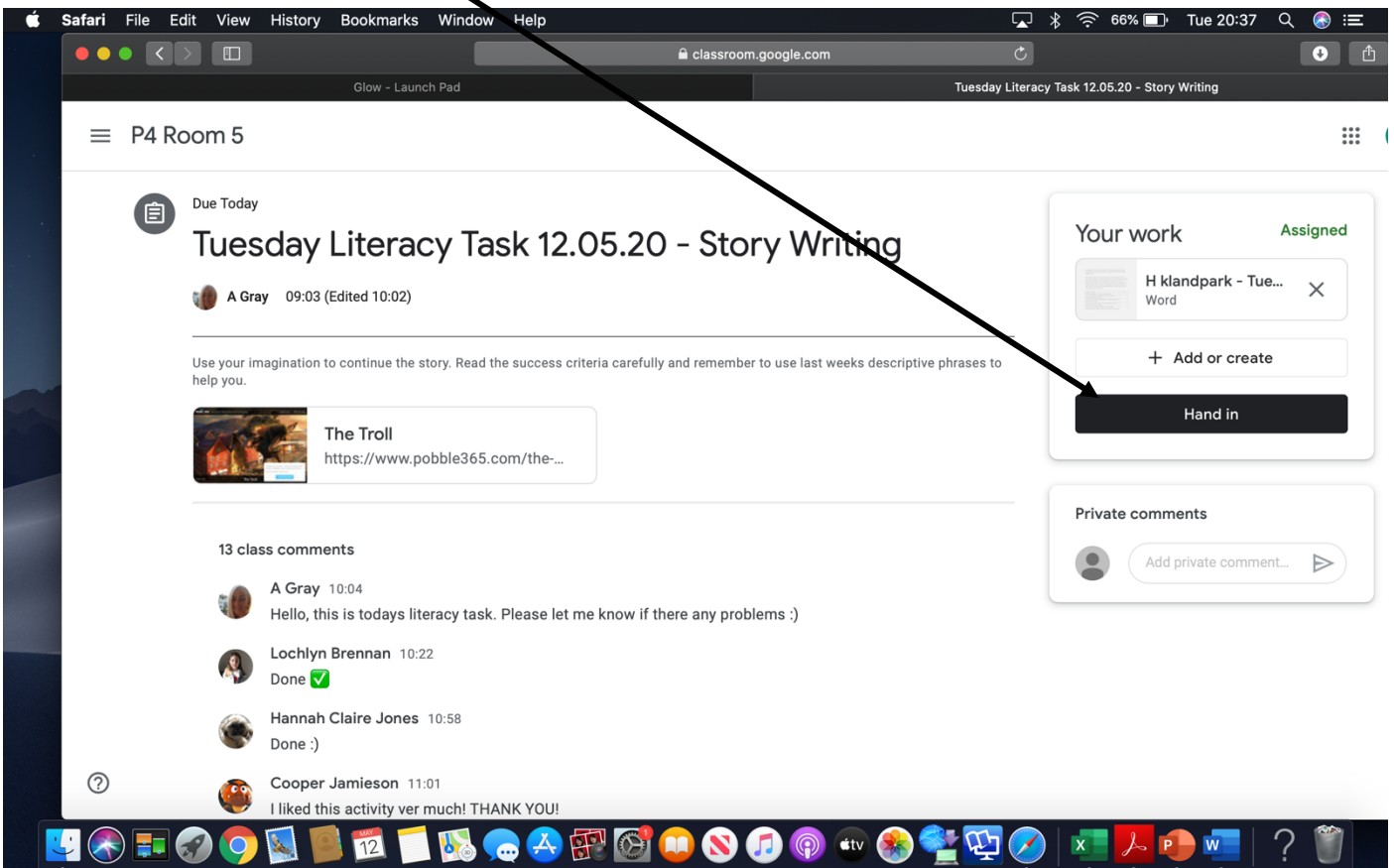Go back to this page and click on 'add or create'

.

If the task was completed as a google doc, go into the Google Drive and selected the file from there.

If the task was completed as a download on your device, select 'file' and then the saved document to upload.

I did a 'test' document on the Google Drive and when you click on it, you get the option to '**add**.'

This then changes to 'Hand in'

When this is pressed the task is submitted. Once submitted, a task can be 'unsubmitted' by pressing the same button. This lets the child make any amendments if they change their mind about something.

Sometimes there might not be a prepared sheet for a task. If that's the case a new document can be started from scratch by clicking on the 'add' button and then creating a google doc. This can also be used for tasks that are not editable eg. a Maths textbook page.

If you decide to print the documents or have Logan complete the task on paper. If you can take a photo and upload it to your computer then onto Google Classroom that's absolutely fine too.

Different people do different things and it doesn't matter how the task is completed. We're just delighted that the children are trying something new.