Parental Information on Google Classroom

Teachers are able to upload documents on Google Classroom in two different formats: a material and an assignment.

A '**Material**' is a document which can be viewed but not edited. This is a file which the teacher has uploaded and would like you to use as reference to support a piece of work. To submit work for this file, photographs, videos and files would need to be uploaded to the stream for everyone to see.

An '**Assignment**' is a document which has can be viewed or edited, depending on the format the teacher has chosen. Students can upload work and send it directly to the teacher for them to view and comment on.

The '**Stream'** is used to keep in contact with the children. This is where the teacher can check in each day, set additional tasks and keep the children up to date with information. This can be used to upload photographs, videos and files to show everyone in the class what you have been doing at home. The children and teacher can comment on each other's posts on the stream. Class teachers will also use this to reflect on the weeks learning and ask for children to interact with posts by commenting.
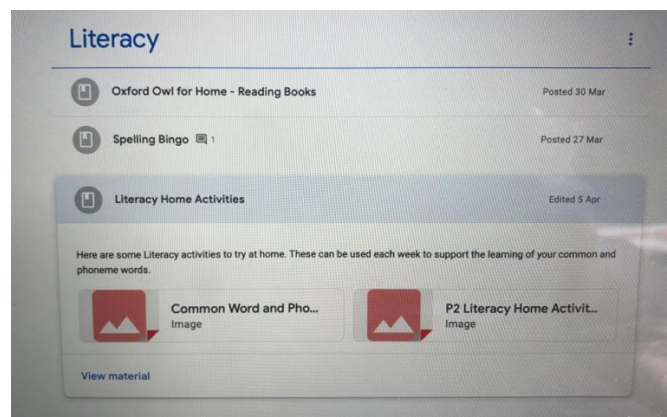
Instructions on how to view a 'Material'

Step 1: Click 'Classwork' tab at the top.

Step 2: Choose the piece of work you would like to view. A material has the symbol which looks like a bookmark.
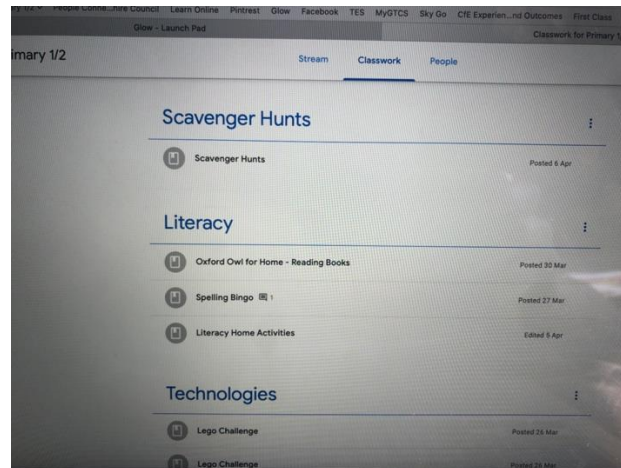
Step 3: Once you have chosen the file click 'View Material'.

Step 4: In here you will be able to see if the teacher has left specific instructions and view the files which have been uploaded. This work should be competed in your jotter or will be an active task where you can upload photographs to the 'Stream'.
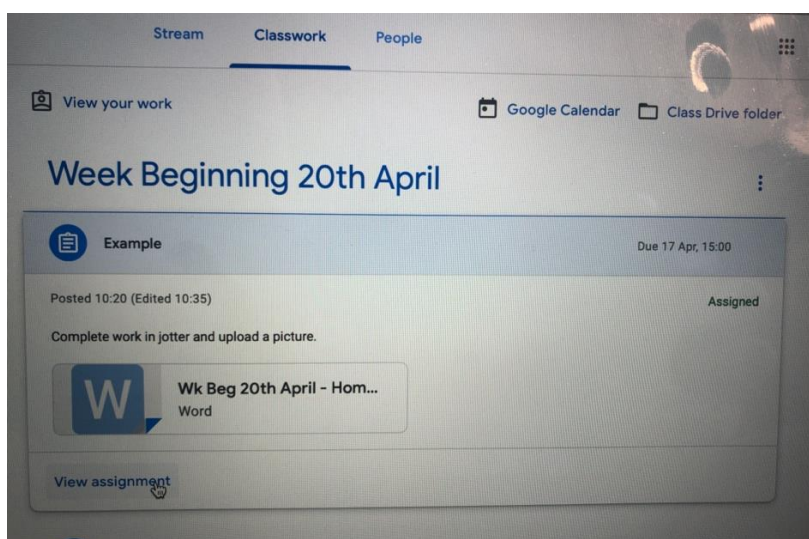
Instructions on how to view an 'Assignment'

Step 1: Click 'Classwork' tab at the top.

Step 2: You should be able to see the work for the week at the top of the box. An 'Assignment' has the symbol of a clipboard next to it. If you cannot click the 'View your work' tab at the top.
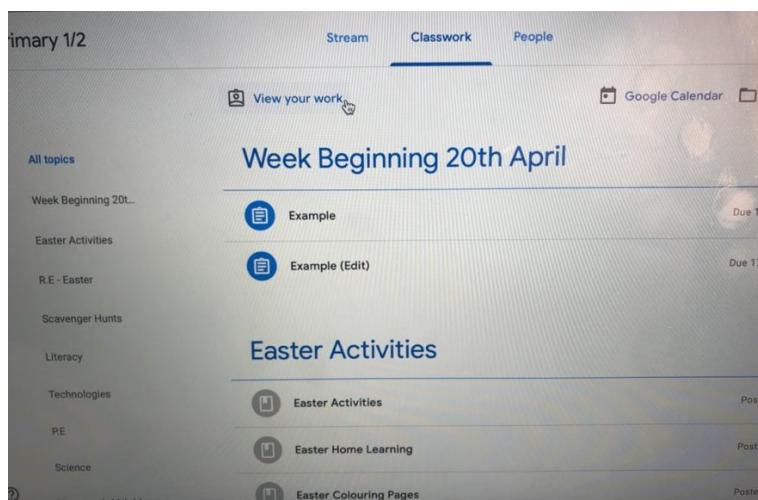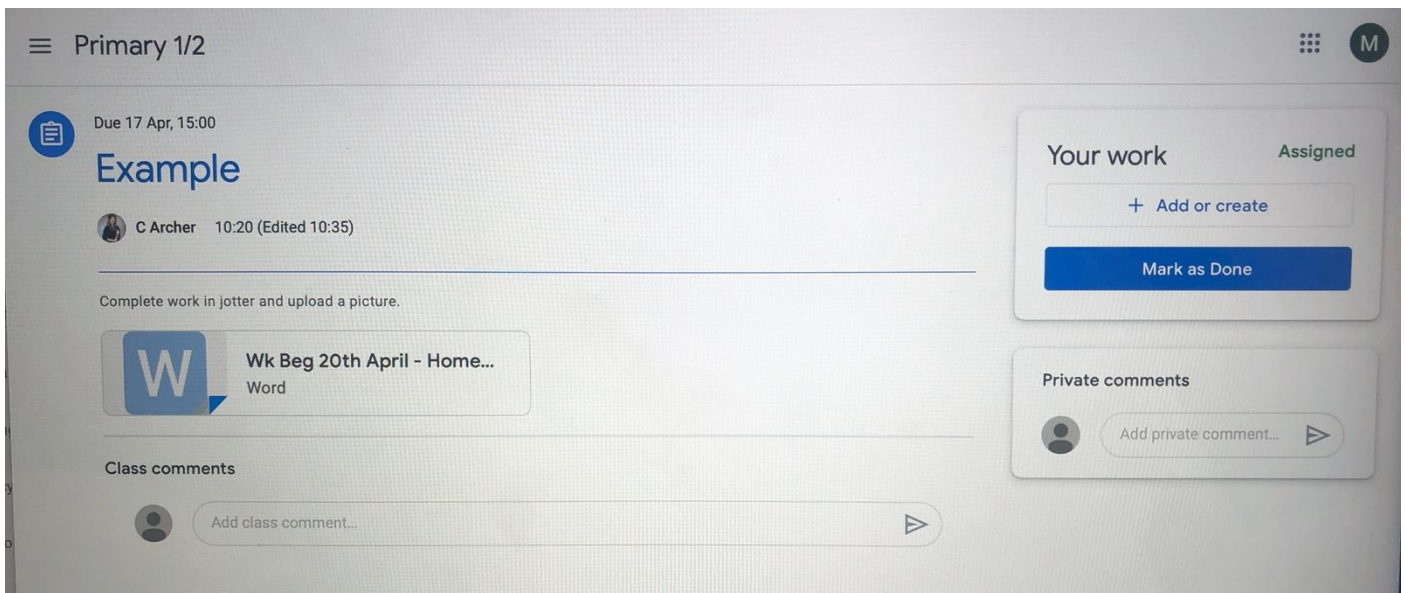

Step 2a: If you access work from main class work page, click the piece of work and then view assignment.

Step 2b: If you access work through 'View your work' button, click on the piece of work you would like to see and choose 'View Details'.
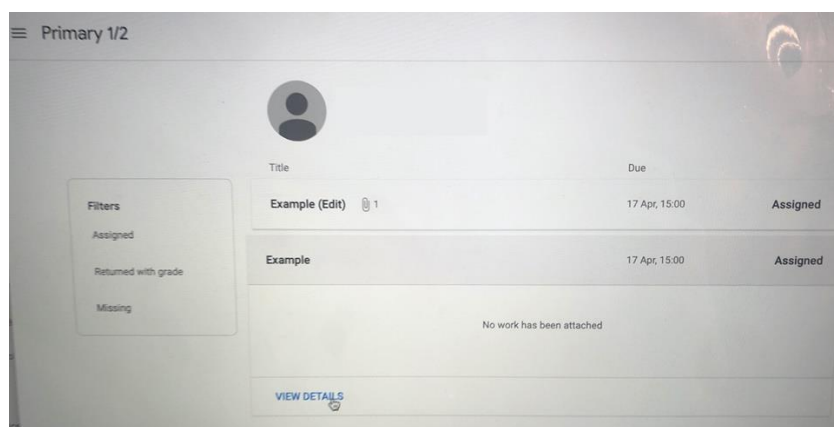
*Both Step 2a and 2b will bring you to the same screen. (See image below)

Step 3: Click on the attached file to see the work which has been uploaded.

Here it will tell you when the work is due at the top above the title, if the teacher has set a date and time.
You can add class comments for everyone to see underneath in the both or send your teacher a private message using the box on the right.

Step 4: To upload work, click the 'Add or Create' button at the right hand side. This will allow you to upload photographs, videos and files directly to your teacher. You can upload multiple files here.
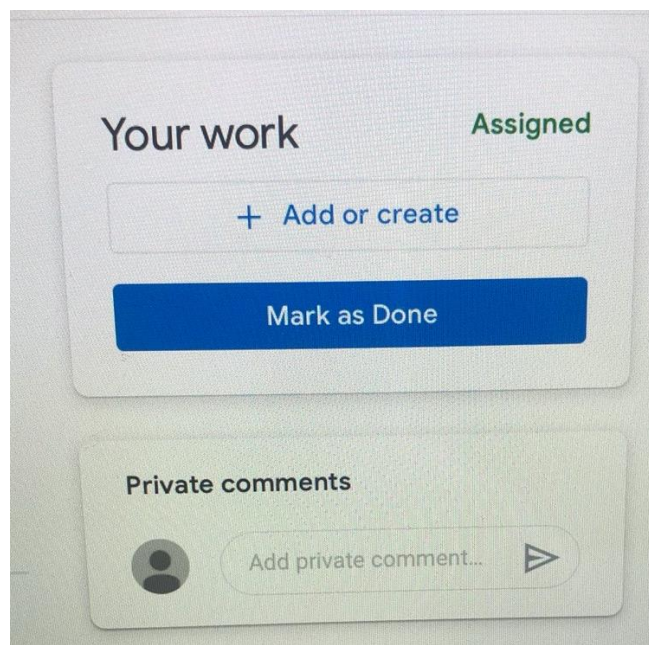
Step 5: Once you have uploaded all of your work, click the 'Hand in' button, which will send your work directly to your teacher.
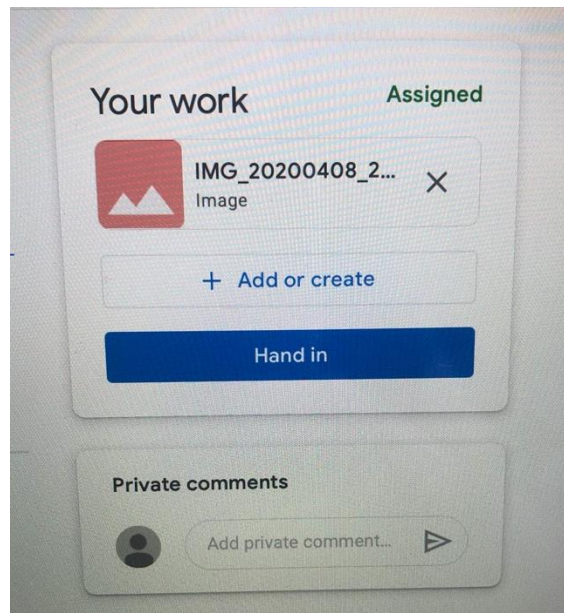
This will then allow your teacher to see the work you have uploaded and leave a comment. You will be able to see their comments by following steps 1 and 2.
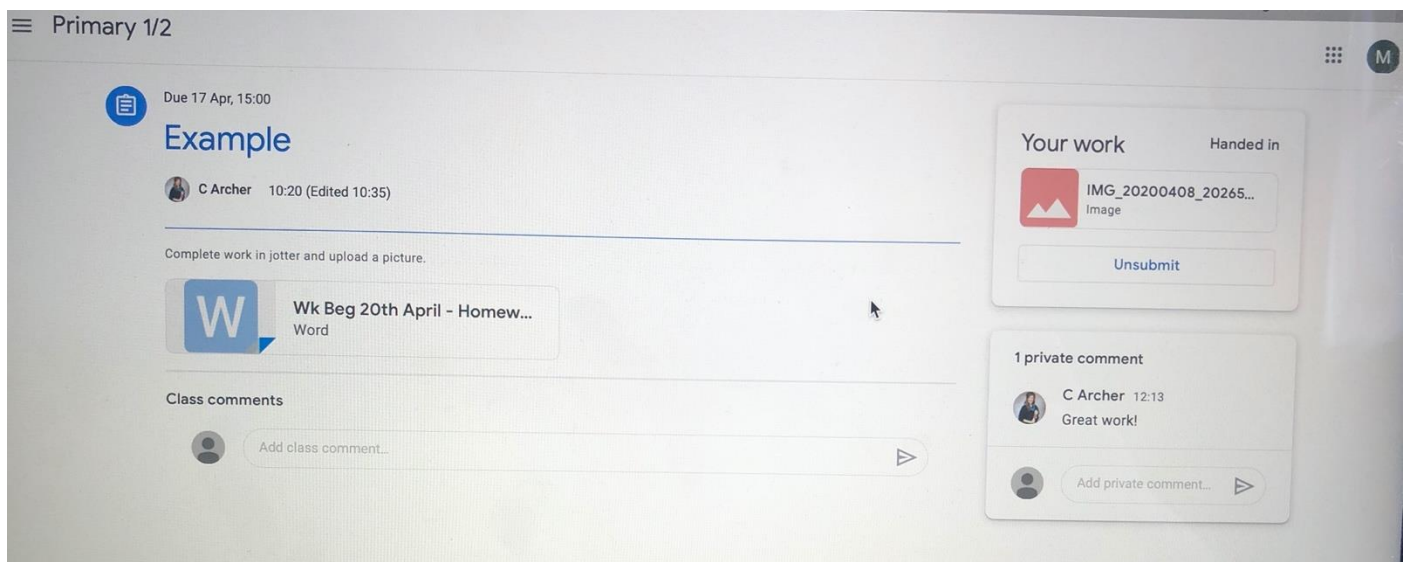
Instructions on how to edit an 'Assignment'

*Not all assignments can be edited. This will only be set if your teacher would like you to edit a word document or file.

Step 1: Click 'Classwork' tab at the top.

Step 2: You should be able to see the work for the week at the top of the box. An 'Assignment' has the symbol of a clipboard next to it. If you cannot click the 'View your work' tab at the top.
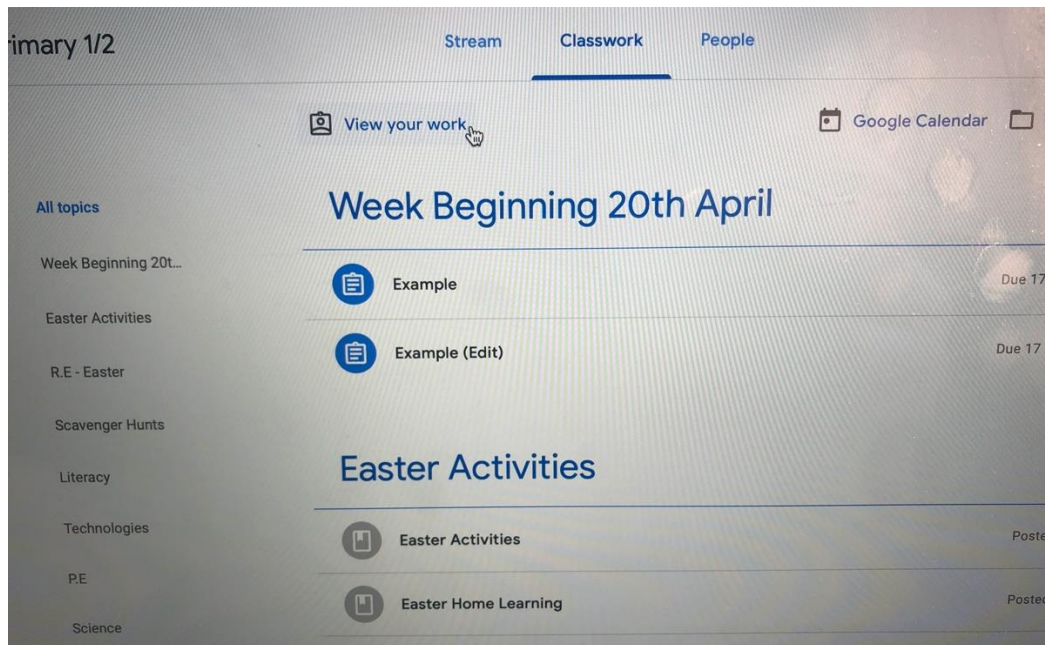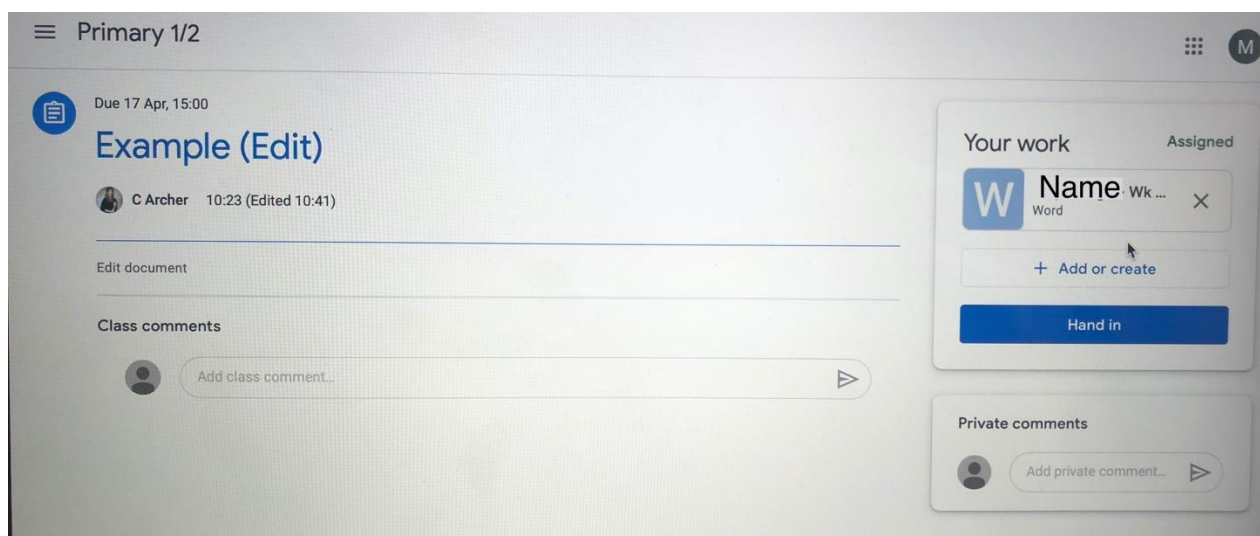

Step 2a: If you access work from main class work page, click the piece of work and then view assignment.
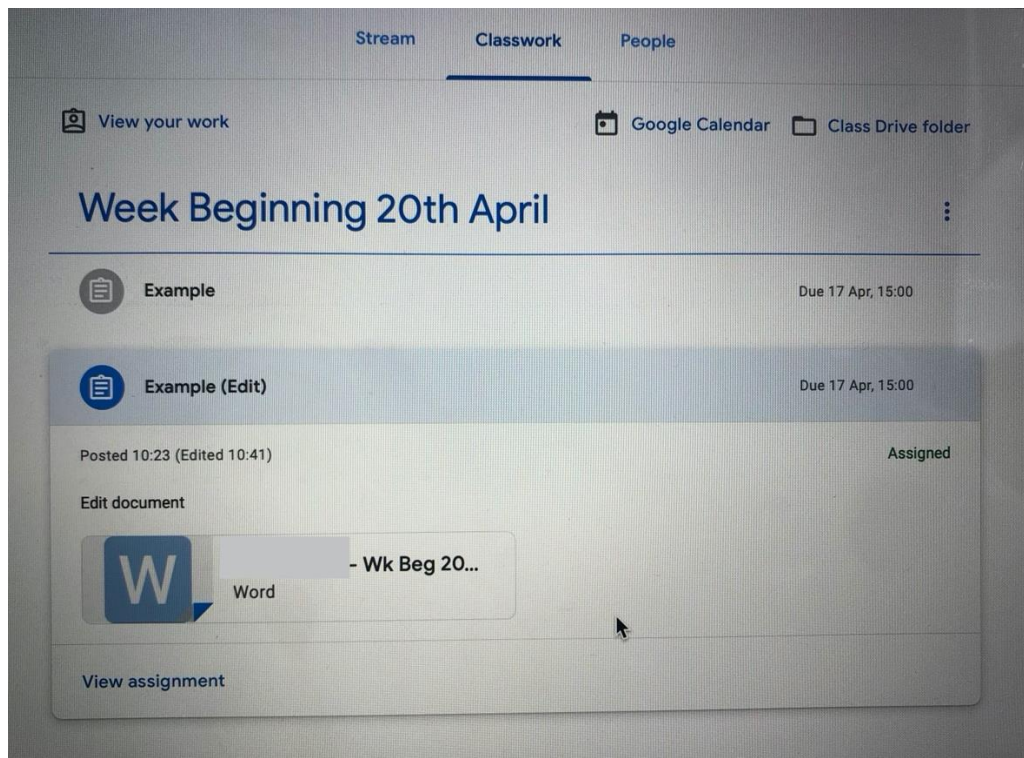
Step 2b: If you access work through 'View your work' button, click on the piece of work you would like to see and choose 'View Details'.
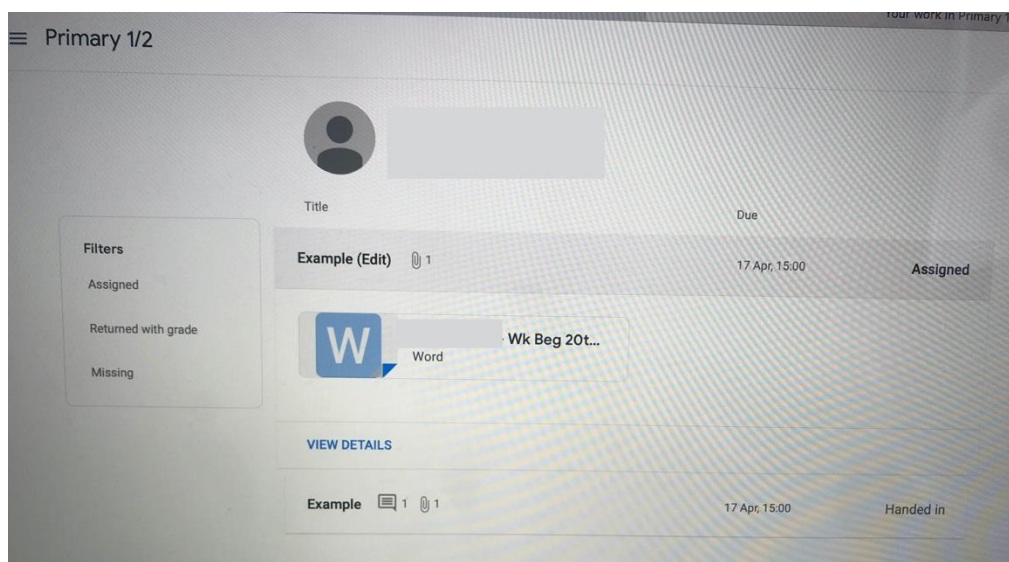

*Both Step 2a and 2b will bring you to the same screen. (See image below).

Step 3: You should see a document at the right hand side with your name in the title (as seen above). If you click on this file you should be able to view the file.

Step 4: Once the file is open, click the three little dots on the top right hand side and choose 'Open in a new window'. This will open the document in a fresh tab.

Step 5: At the top of the document click 'Open with Google Docs'. This will open the document up in a separate tab and allow you to edit it.
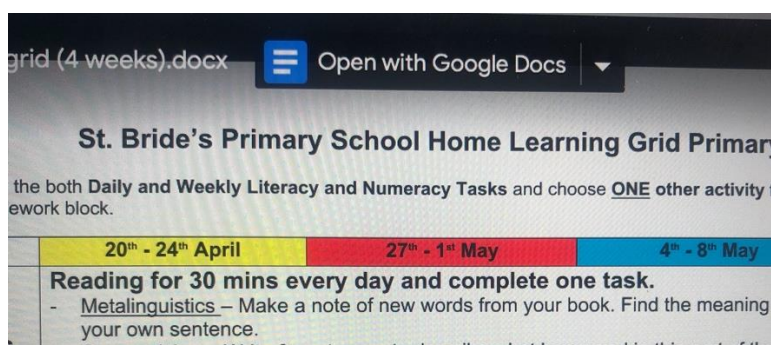
Step 6: You can either edit the document in Google Documents or click 'File', then 'Download' to save it to a file on your computer.

Step 7a: If using Google Documents, edit the document online and once complete click 'File', then 'Save as Google Docs'.

Step 7b: If you have downloaded the file onto your computer, edit the file as normal and save to your files once complete.
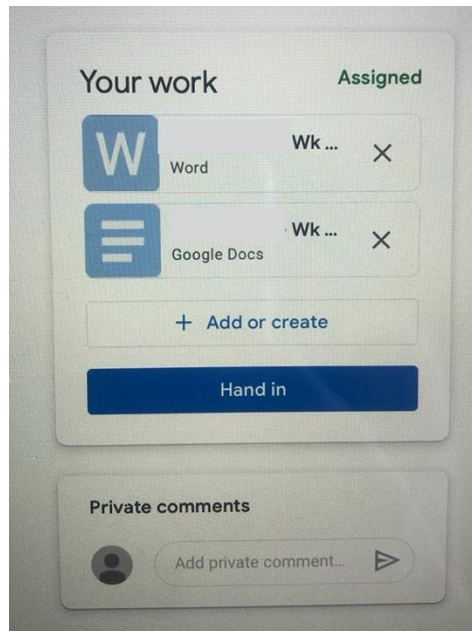
Step 8: Once you have completed your work go back to the assignment screen.
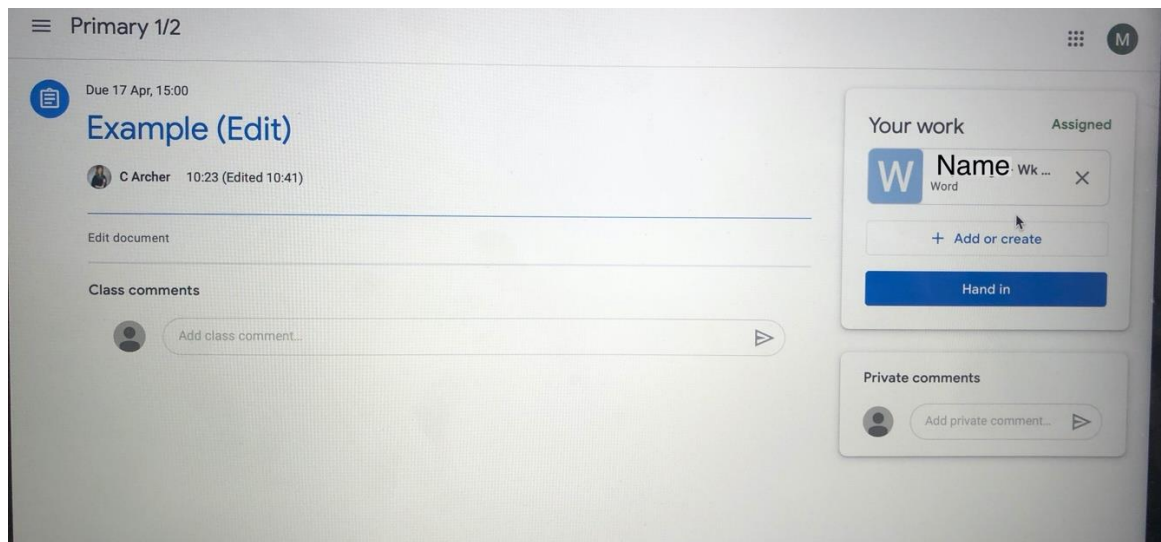
Step 9: Click 'Add or Create' to upload your work. If you have used Google Docs, choose the 'Google Drive' to find the file you edited. If you downloaded the file, choose 'File' and find the file which you have saved.
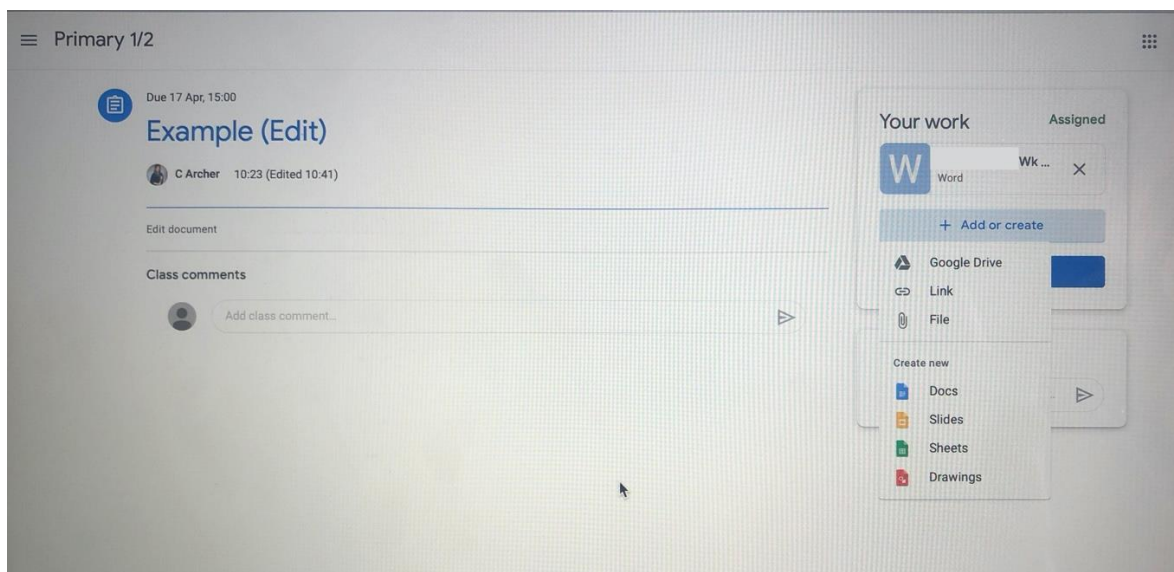
Step 10: After the document has been uploaded, click 'Hand in'.

This will then allow your teacher to see the work you have uploaded and leave a comment. You will be able to see their comments by following steps 1 and 2.