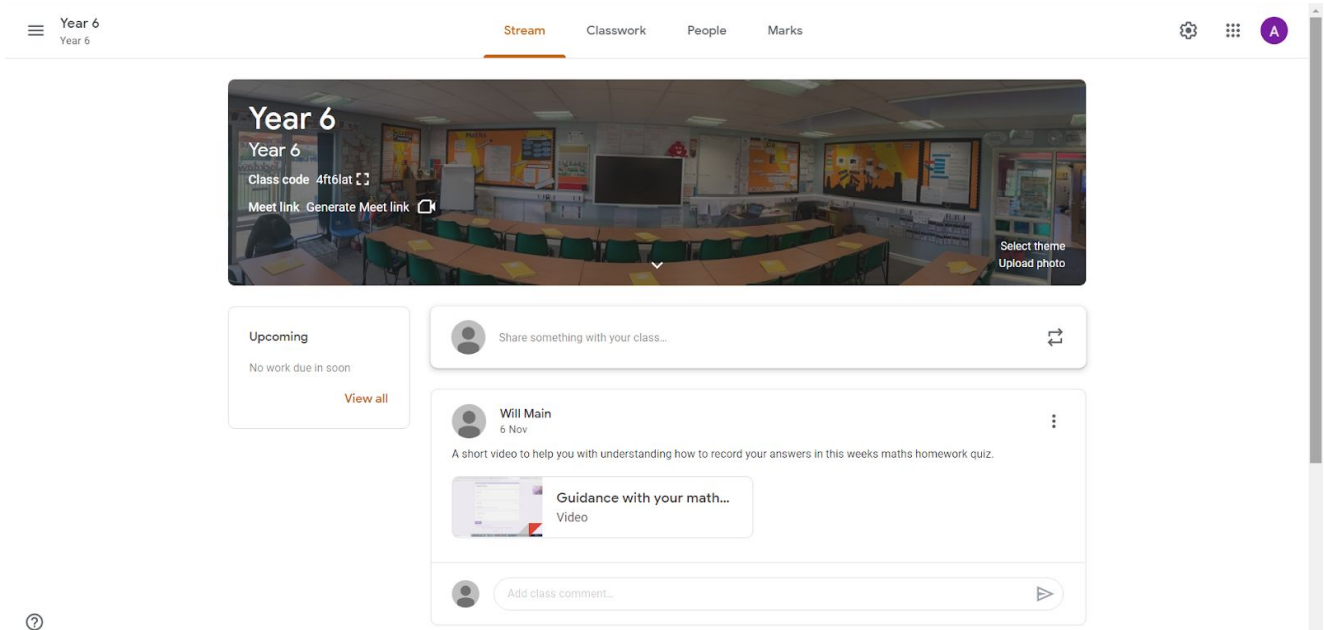


Google Classroom – How to View and Complete Work

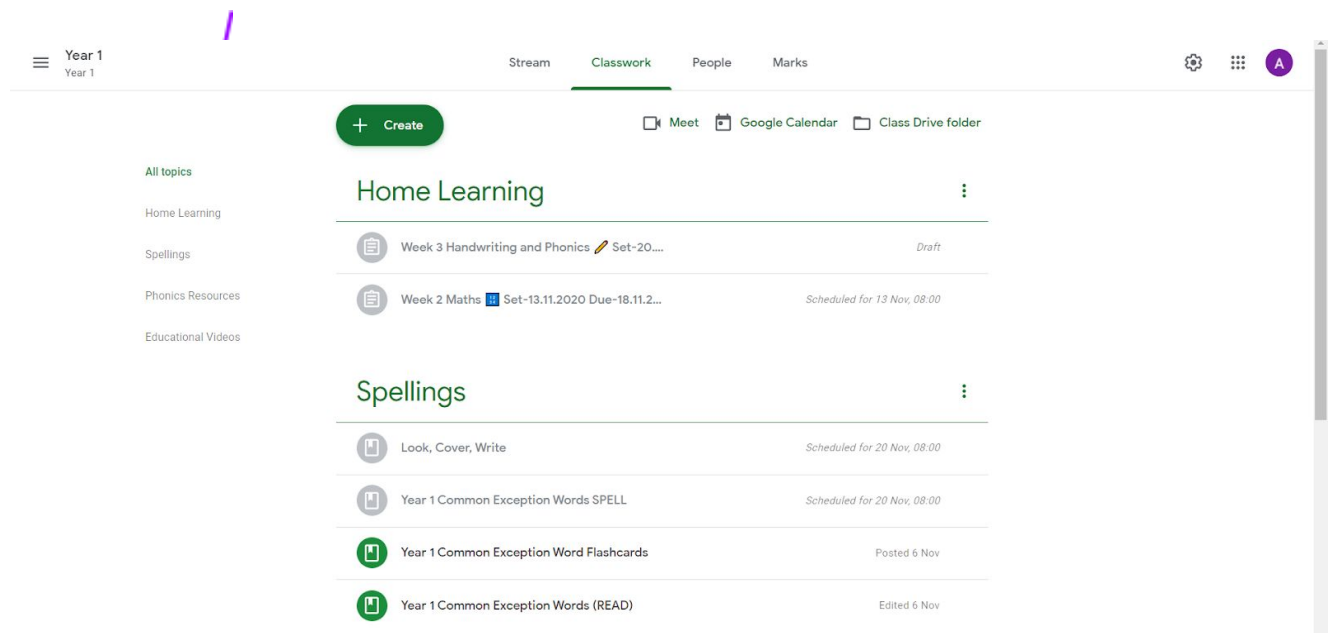


When you log in, the screen will look like this.

Click on 'classroom' to view all work.



When in the classroom you will see a menu on the left: Each week, work will be set for the children to complete.

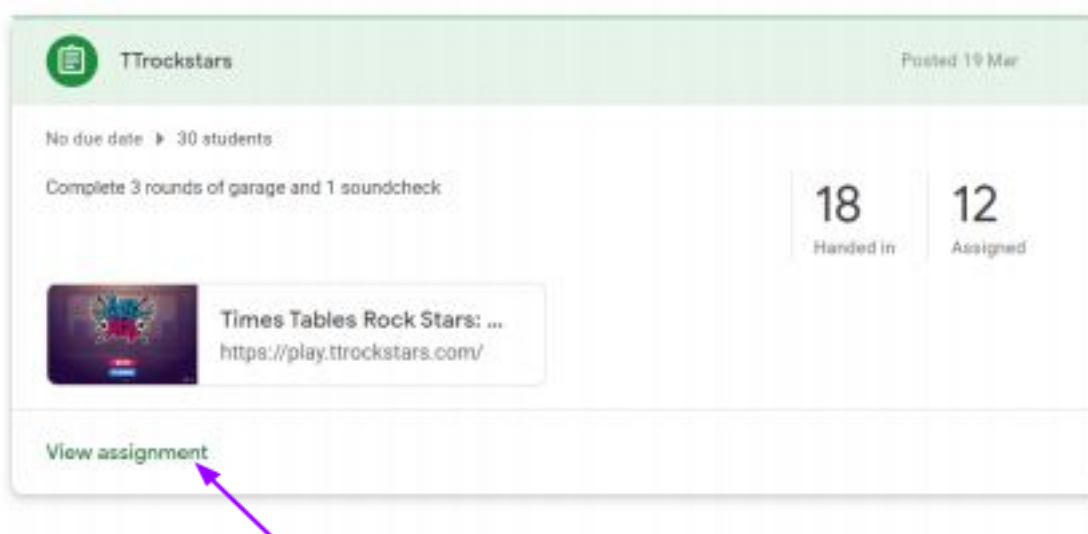


Different types of work

Teachers can set different types of assignments. This step-by-step guide will tell you how to complete each type of work.

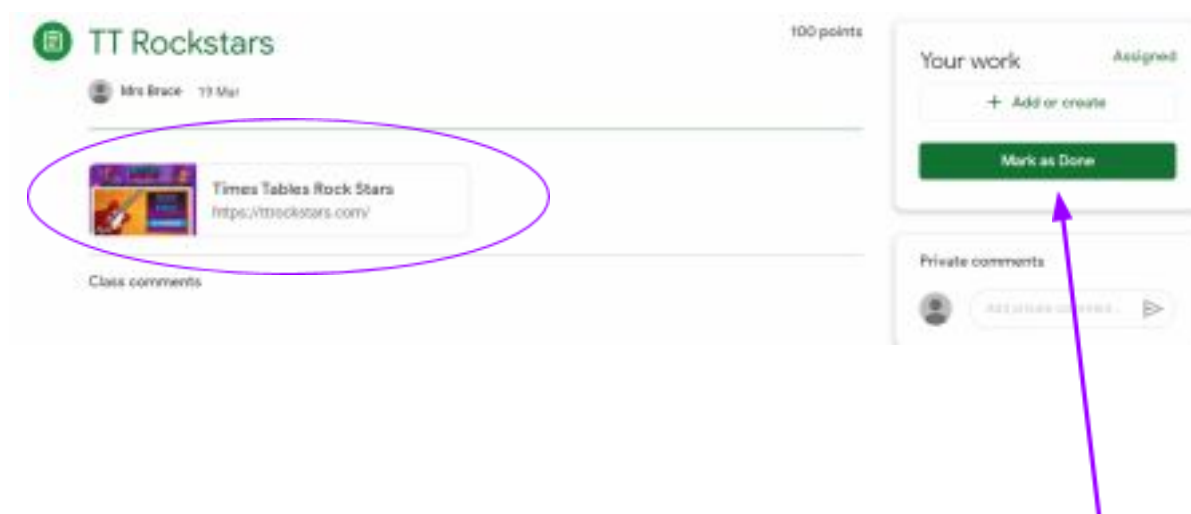
1. Assignments with a weblink

Teachers will ask children to complete tasks on different websites. For example, TT Rockstars:



Click on view assignment.

Click on the link to go to the website:



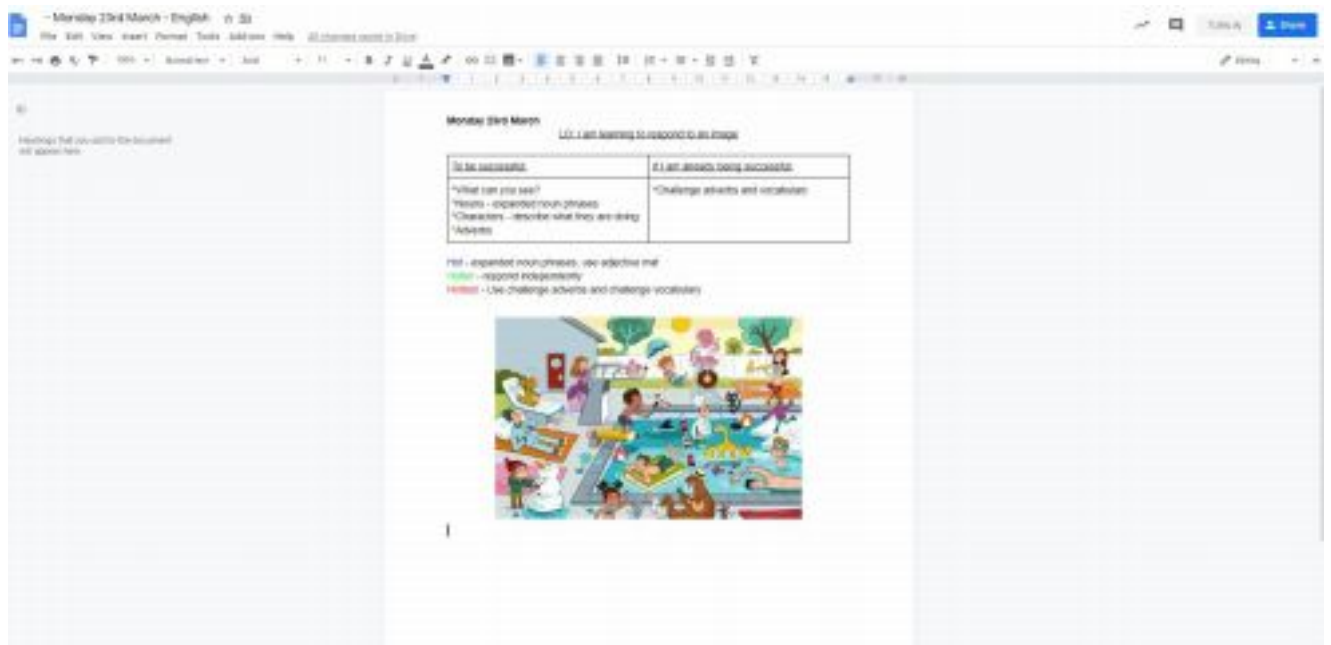
IMPORTANT: Once you have completed the task, you **must** 'mark as done' to say you have completed the task otherwise it will look like you have not completed it.

2. Assignments using Google Docs (children can type directly)

Teachers may set work where the children must type into a word document. To access the document, click here:



This will open a new window where you can see the work:



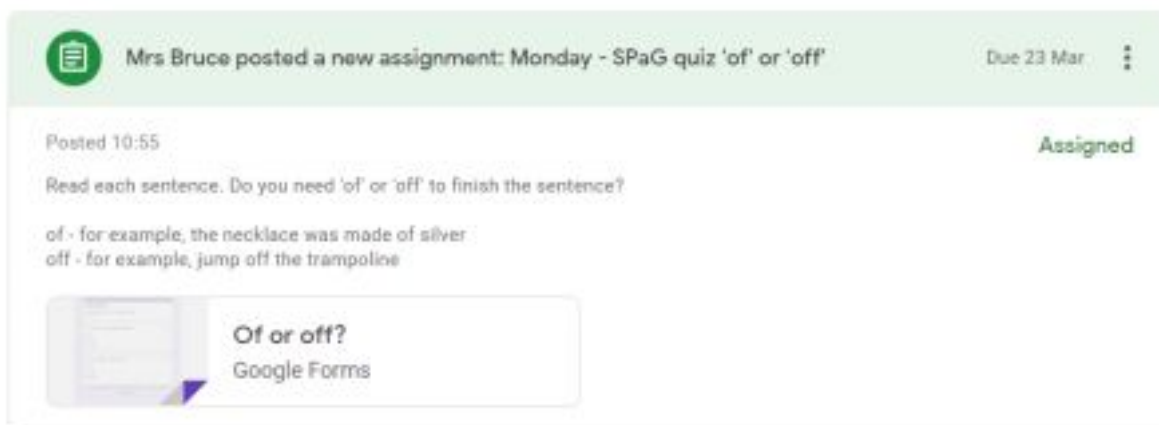
Start typing into the document like you would use a normal Word document.

When you have finished, click **TURN IN**. This will send your work to your teacher.

You do not need to save anything – Google does this for you!

3. Completing a quiz

Teachers may set work where the children must complete a quiz. Click on the form to open the work:



The screenshot shows a notification from Mrs Bruce about a new assignment: 'Monday - SPaG quiz 'of' or 'off'' due on 23 Mar. The assignment was posted at 10:55 and is marked as 'Assigned'. The text of the assignment asks the student to read sentences and determine if 'of' or 'off' is needed. Examples provided are: 'of - for example, the necklace was made of silver' and 'off - for example, jump off the trampoline'. A button labeled 'Of or off? Google Forms' is visible at the bottom of the notification.

Some quizzes will let you write an answer:



The screenshot shows a quiz question: 'The boy got ___ the bus opposite the park. *'. Below the question is a text input field labeled 'Your answer'.

Some will ask you to choose an answer:



The screenshot shows a quiz question: 'The boy got ___ the bus opposite the park. *' with '0 points' indicated. Below the question are two radio button options: 'of' and 'off'.

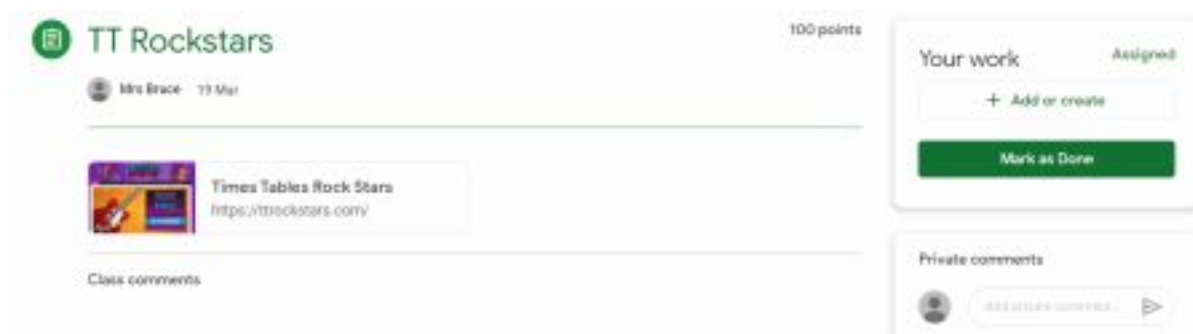
When you have finished, press submit:



The screenshot shows a quiz question: 'It was the best day ___ my life. *' with '0 points' indicated. Below the question are two radio button options: 'of' (which is selected) and 'off'. At the bottom of the form, there is a toggle switch for 'Send me a copy of my responses.' and a purple 'Submit' button.

How to ask questions if you are not sure what to do:

Click on 'add private comment' and type a question to your teacher. Only they will be able to see it. Your teacher can respond to you.



The screenshot shows a classroom interface for 'TT Rockstars' with 100 points. The page is assigned by Mrs Brace on 19 Mar. It features a link to 'Times Tables Rock Stars' (https://ttrockstars.com/). On the right, there is a 'Your work' section with 'Add or create' and 'Mark as Done' buttons. Below that is a 'Private comments' section with a button labeled 'Add private comment' and a purple arrow pointing to it.