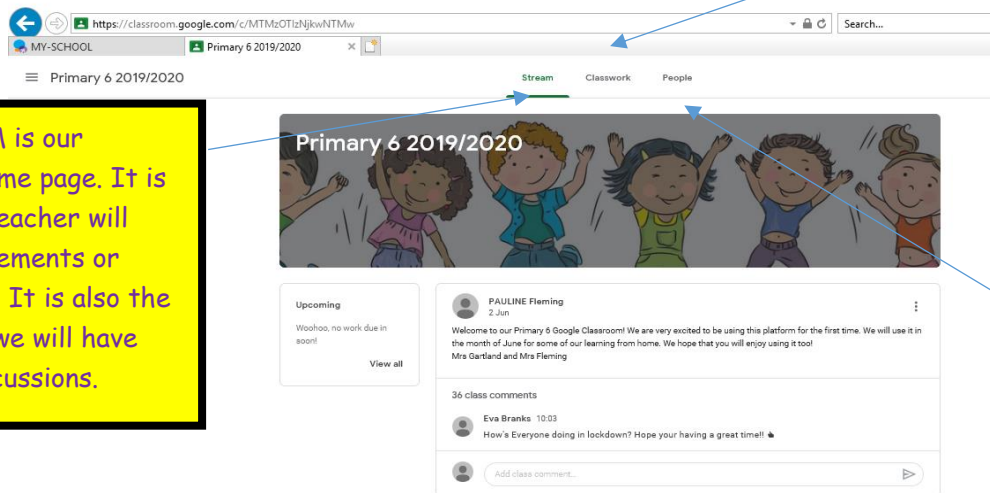


Navigating your way around Google Classroom

When you join google classroom, it will look like this:

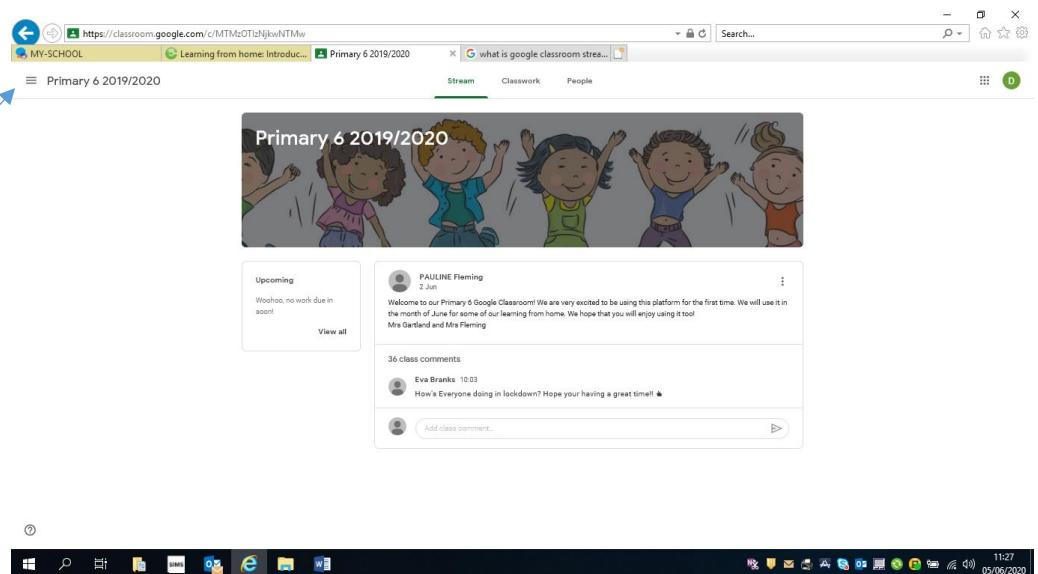


The **CLASSWORK** tab is where all your classwork/assignments/material will be set.

The **people** tab is where you can see who is enrolled in our class.



Some other useful features on the home page:

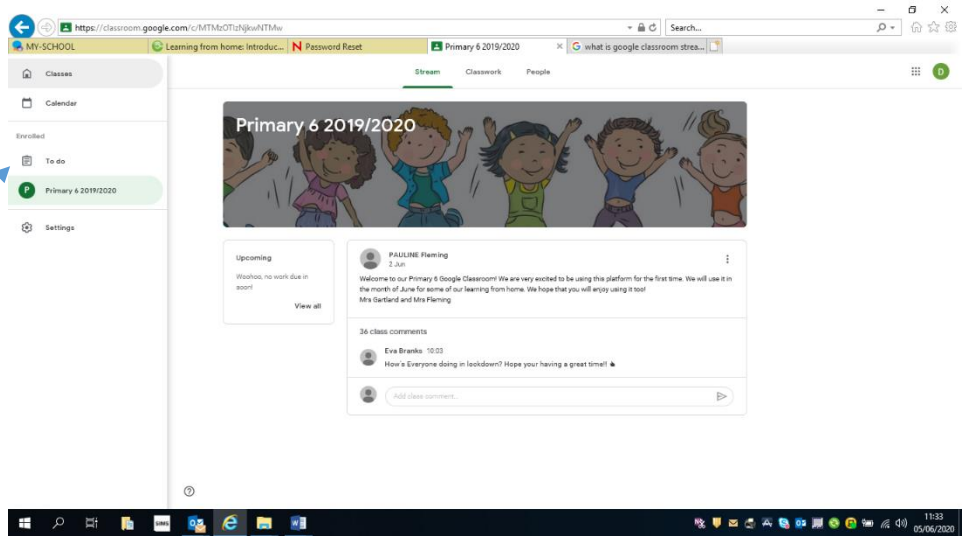


These 3 lines take you to the class menu.

When you click on these 3 lines, this page will come up:

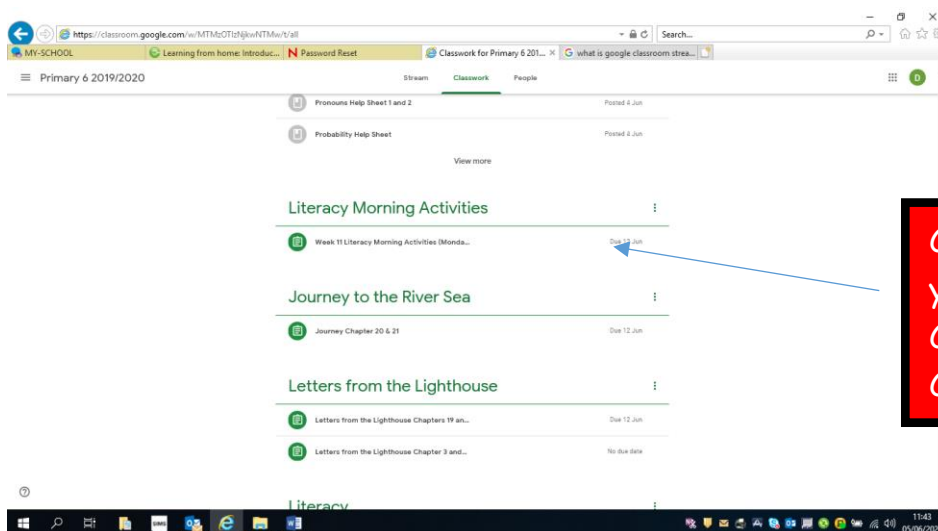
These are your classes that you are enrolled in. Click on this to get back to your classes.

This is your "TO DO" list. It tells you what assignments you have to do. This will keep you up to date with your work.



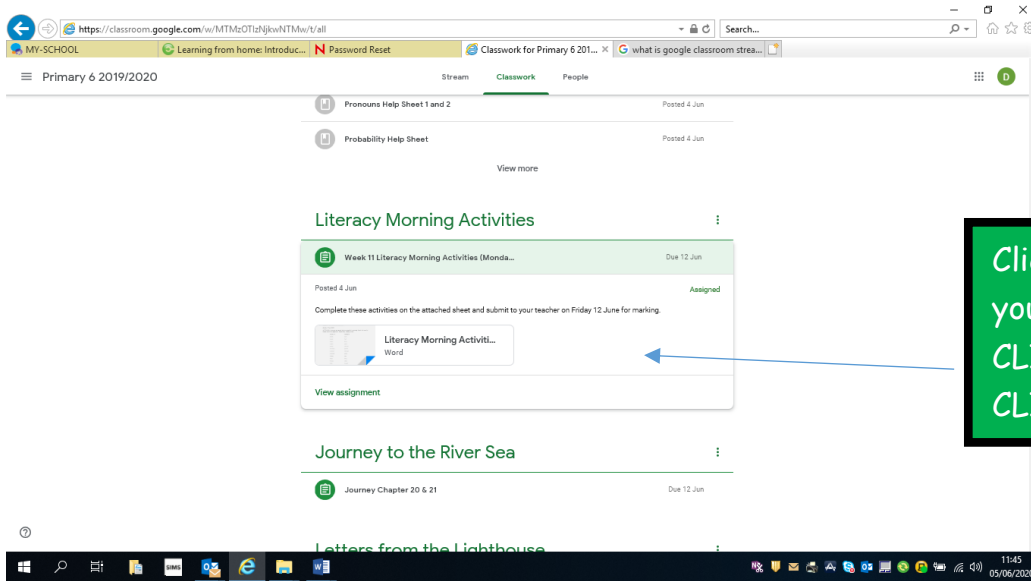
Now let's look at completing classwork!

Click on the classwork tab on your homepage. This is an example of what you might see:

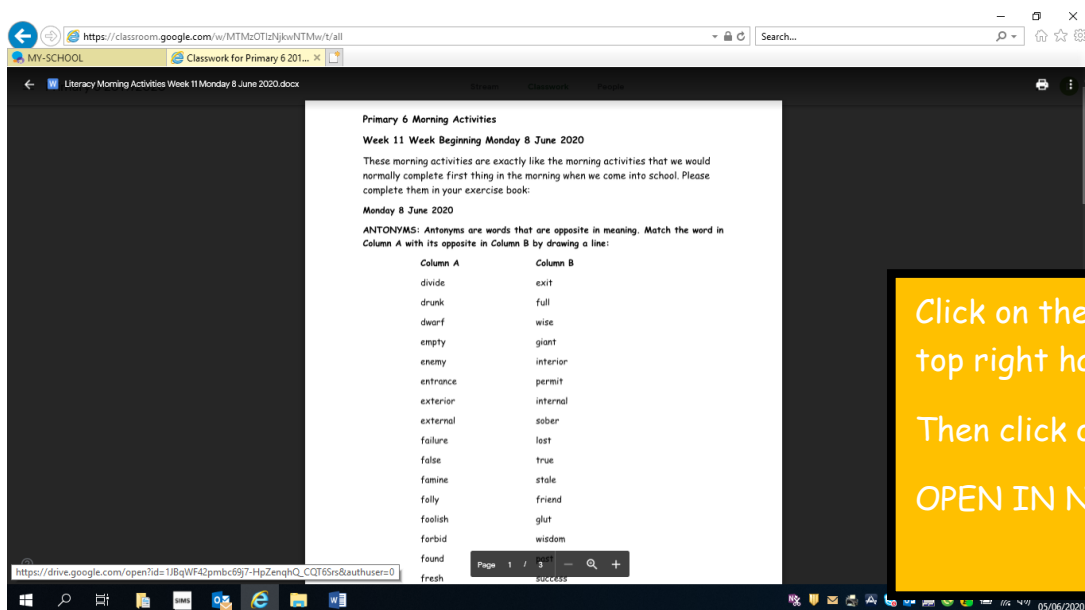


Click on the piece of work you want to complete. (ONE CLICK ONLY...NO DOUBLE CLICKING)

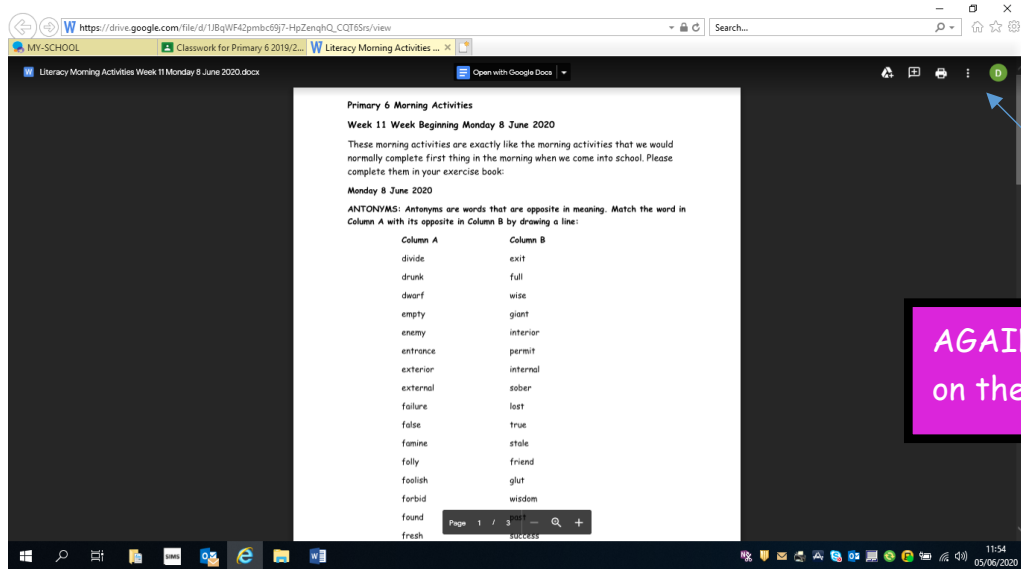
Open up the piece of work:



You will see your piece of work in a window like this.
It may be a word document or a google document.

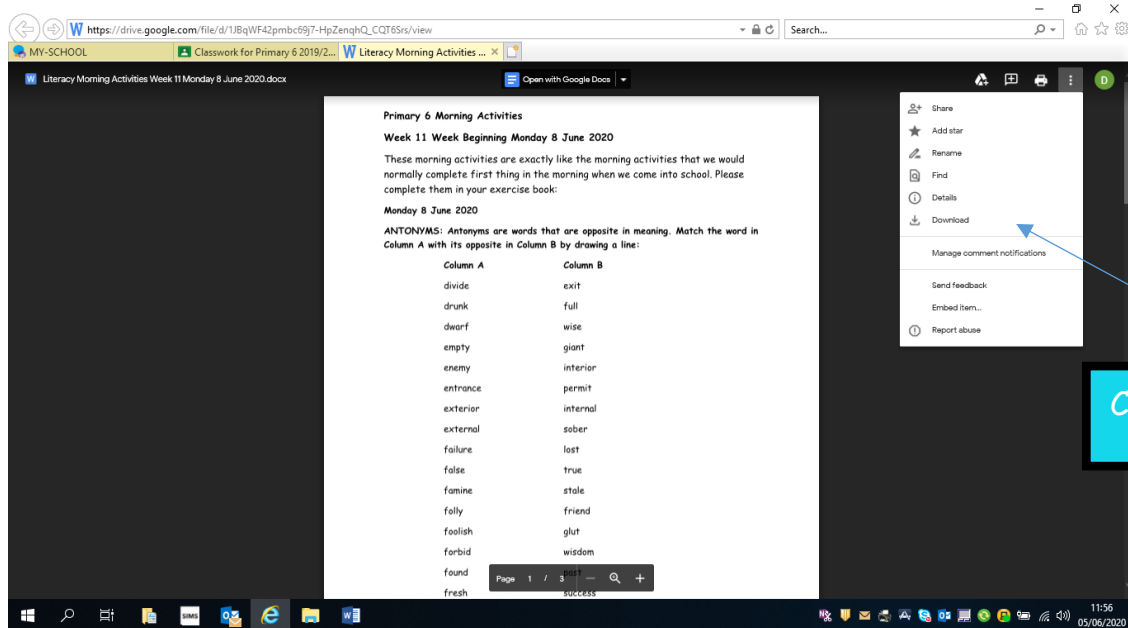


When you open in a new window you will see this:



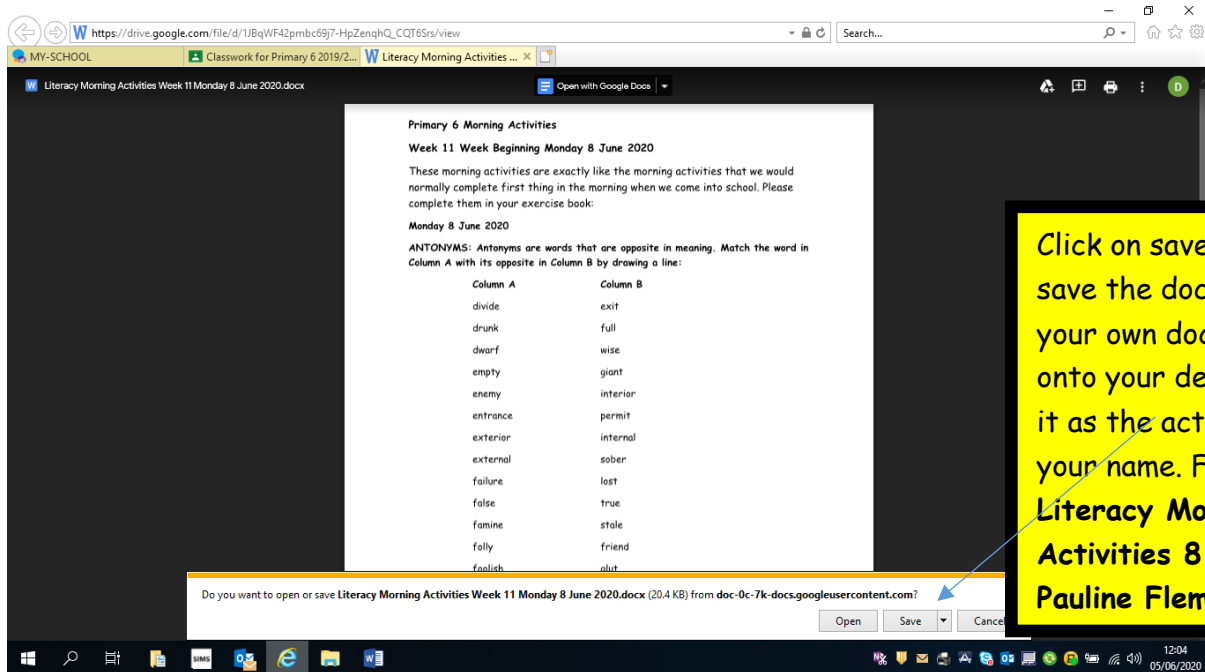
AGAIN click on the 3 dots on the top right hand side.

This menu will appear:



Click on Download

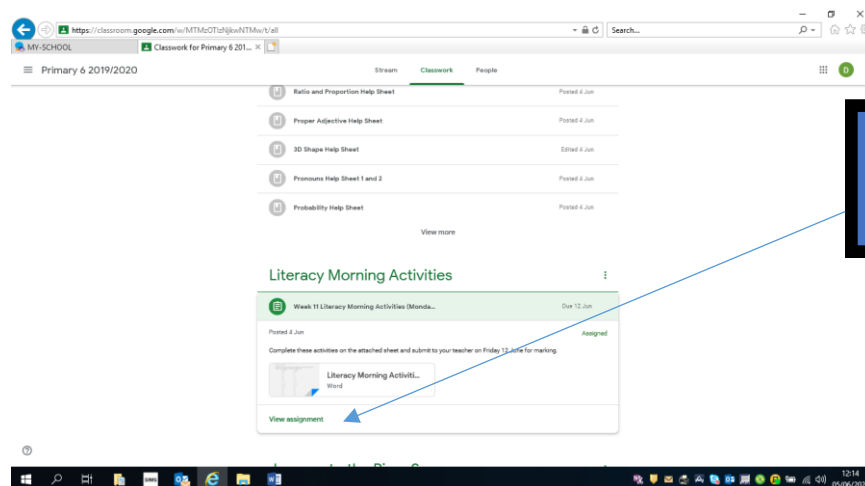
This option will appear:



Complete the activity saving in your own documents along the way. When you have completed the assignment. It is time to hand it in.

Handing in Assignments

- Go back into the classwork tab
- Click on the same assignment



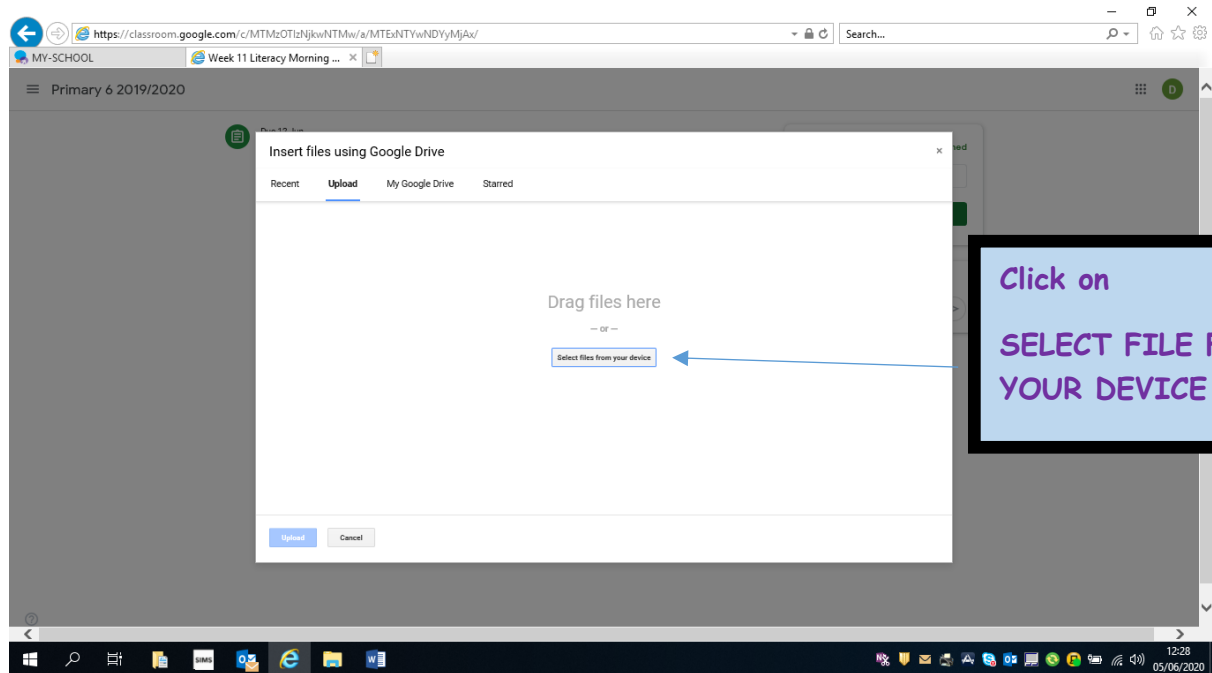
This window will appear:

The screenshot shows a Google Classroom interface. At the top, the browser address bar displays the URL: <https://classroom.google.com/c/MTMzOTIzNjkwNTMw/a/MTExNTYwNDYyMjAx/details>. The page title is 'MY-SCHOOL' and the course is 'Primary 6 2019/2020'. The assignment is titled 'Week 11 Literacy Morning Activities (Monday 8 June)' with a due date of 'Due 12 Jun' and '100 points'. The teacher is 'PAULINE Fleming' and the date is '4 Jun'. The assignment description says: 'Complete these activities on the attached sheet and submit to your teacher on Friday 12 June for marking.' Below this, there is a document icon and the title 'Literacy Morning Activities...' with the word 'Word' underneath. On the right side, there is a 'Your work' section with a green '+ Add or create' button and a green 'Mark as Done' button. Below this is a 'Private comments' section with a text input field and a send button. At the bottom, there is a 'Class comments' section with a text input field and a send button. A yellow callout box with a black border is positioned in the top right corner, containing the text 'Click on ADD or CREATE to add your work' in red. A blue arrow points from this callout box to the '+ Add or create' button in the 'Your work' section.

This window will appear:

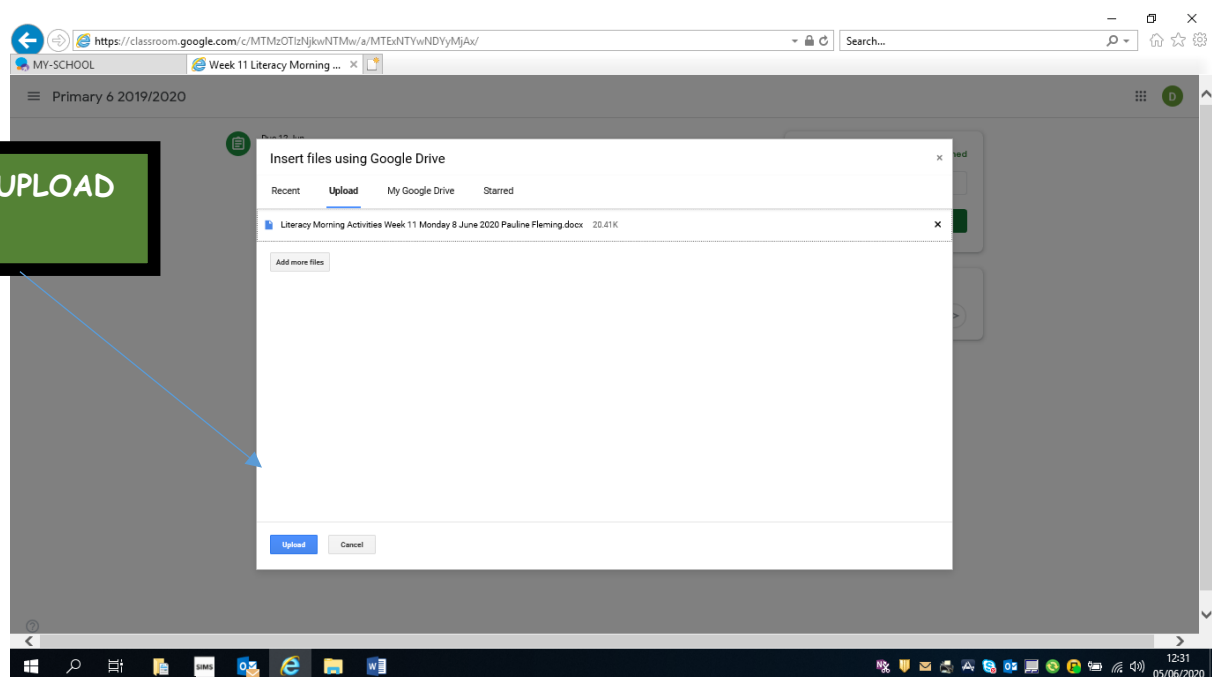
This screenshot shows the same Google Classroom assignment page as the first one. The 'Your work' section on the right now has a dropdown menu open, showing options: 'Google Drive', 'Link', and 'File'. A blue arrow points from a light blue callout box with a black border, containing the text 'Click on file' in purple, to the 'File' option. Below the 'Your work' section, there is a 'Create new' section with options: 'Docs', 'Slides', 'Sheets', and 'Drawings'. At the bottom of the screen, a file upload dialog box is open. The dialog has two tabs: 'Week 12 Monday 15 June 2020' and 'Replace or Skip Files'. The 'Replace or Skip Files' tab is active, showing a list of files with checkboxes for 'Replace the file in the destination' and 'Skip this file'. The dialog also has a 'Compare info for both files' link and a 'How many' link.

This window will appear:



Find your work from where you have saved it. Double click on it. This window will appear:

Your work will upload and this window will appear:



Your work will upload and this window will appear:

The screenshot shows a Google Classroom interface. At the top, the browser address bar displays the URL: <https://classroom.google.com/c/MTMzOTIzNjkwNTMw/a/MTExNTYwNDYyMjAa/>. The page title is "Primary 6 2019/2020". The assignment is titled "Week 11 Literacy Morning Activities (Monday 8 June)" and is due on "12 Jun" with a value of "100 points". The teacher is "PAULINE Fleming" and the date is "4 Jun". The instructions state: "Complete these activities on the attached sheet and submit to your teacher on Friday 12 June for marking." There is an attached document titled "Literacy Morning Activities..." with the extension ".Word". Below the instructions is a "Class comments" section with a text input field and a send button. On the right side, there is a "Your work" section labeled "Assigned" which shows the attached document and a "+ Add or create" button. A prominent green "Hand in" button is located below the "Your work" section. A blue arrow points from a text box to this "Hand in" button. At the bottom of the screen, a Windows taskbar is visible with various application icons.

Due 12 Jun

100 points

Week 11 Literacy Morning Activities (Monday 8 June)

PAULINE Fleming 4 Jun

Complete these activities on the attached sheet and submit to your teacher on Friday 12 June for marking.

Literacy Morning Activities...
Word

Class comments

Add class comment...

Your work Assigned

Literacy Morning Activ...
Word

+ Add or create

Hand in

Private comments

Add private comment...

Click on Hand in!
Congratulations you
have handed in your
work on Google
Classroom!