



Google Classroom Pupil and Parent Guide – Handing in Work



Google Classroom

Introduction

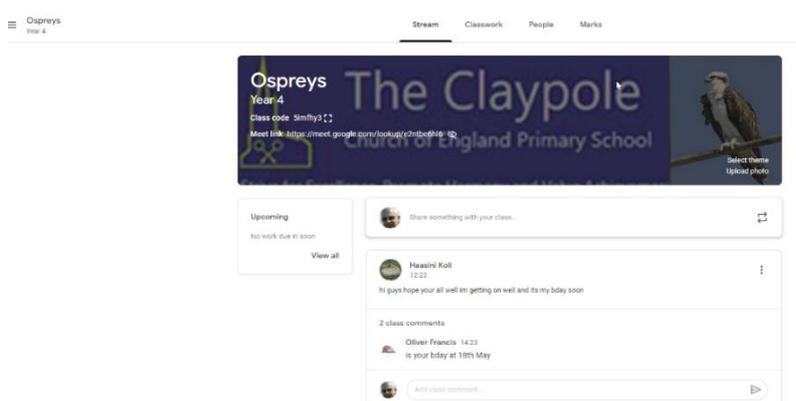
One of the main benefits of Google Classroom over distributing classwork via the Class blog is the ability for students to handing in work and to confirm they have completed an assignment. The students can provide additional information and feedback on the task which will be visible to the teacher only.

The Class 'Stream'

The initial screen when you enter your classroom will show the teacher's '**Stream**'. Year 4 is shown as an example, every class will have their own classroom The Stream displays key messages that the teacher wishes to send out to the whole class. Depending on how the teacher wishes to organise their classroom, you may see upcoming work which is due for completion.

Similarly, depending on each teacher, they may allow students to respond to posts – either always, on specific days or not at all.

Note: ALL POSTS AND REPSONSES ON THE STREAM ARE VISIBLE TO THE FULL CLASS.



Classwork

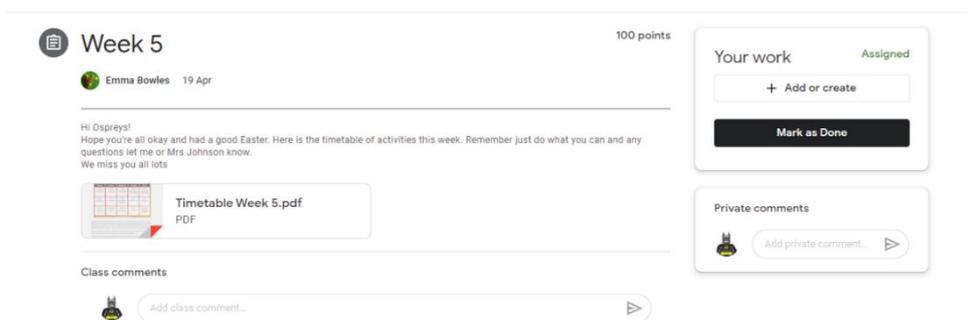
The 'Classwork' page shows all of the student's assignments

Work is also arranged into topics – unique to each class, as shown on the left-hand side of the screen. The example below shows the Year 4 class, however each class will have its own layout and content appropriate for the class.

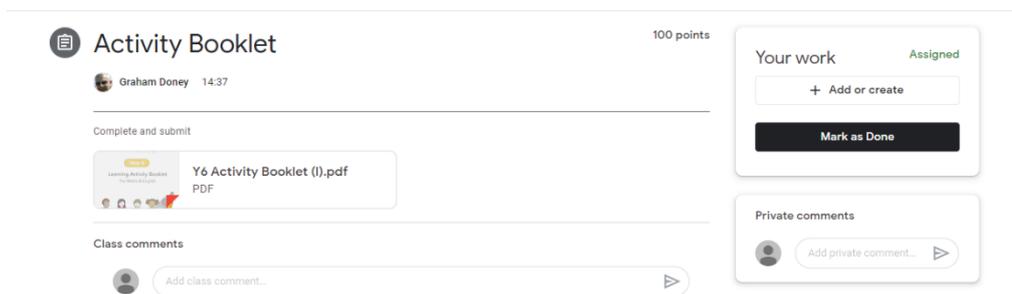


To find out more about the assignment and start working on it, click on the link '**View assignment**'. Information about the assignment, links to information such as quizzes, videos, images and documents are shown. The 'due date' is also included for the work.

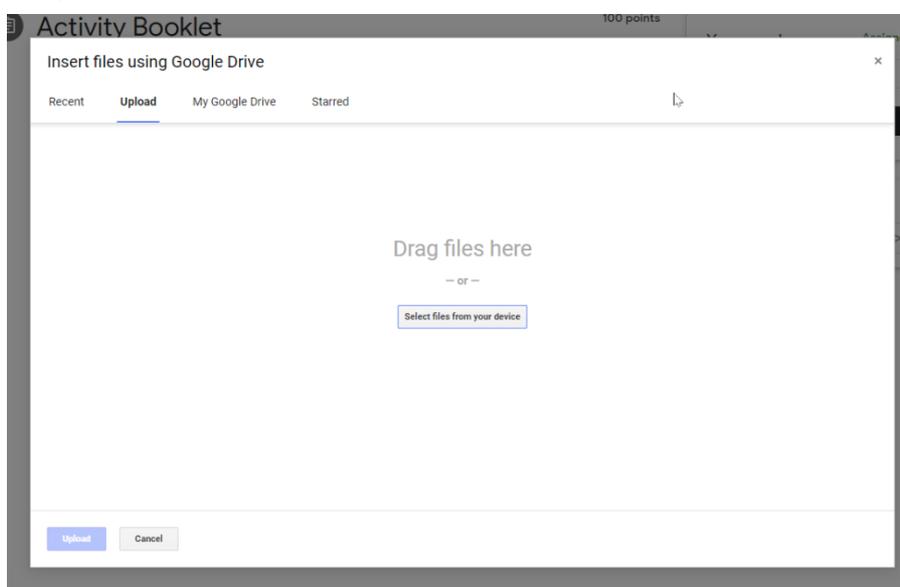
If you do not need to attach any documents, images, etc. to show you have completed your work, you can select the '**Mark as Done**' button to show you have completed the assignment.



If you do need to send your teacher a copy of your work, you need to download the file to your computer, work on it until you have completed the assignment then upload it. This can be done by selecting the '+ Add or create' button.



You can attach a file that you have saved on your computer or phone, or even take a photo of your written work and upload it.



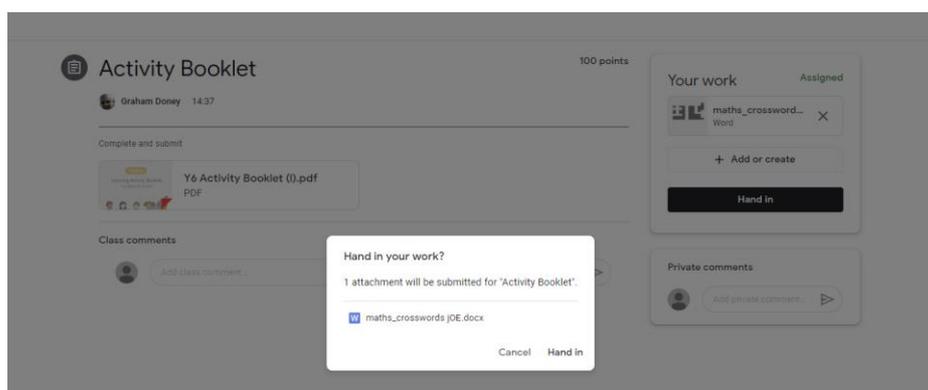


The Google Education subscription provides all students with access to the Google suite of office apps (word processing, spreadsheet, presentation, and drawing) and DocHub for amending PDFs which you can use to complete assigned work and then upload them.

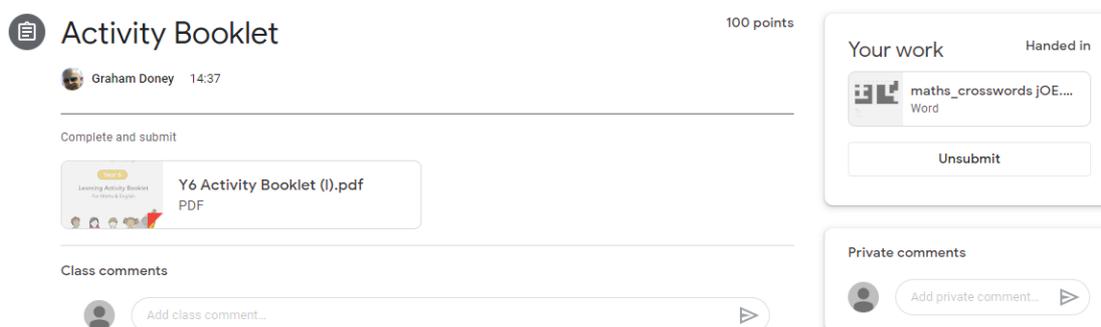
Once you have completed your assignment and attached the photo or file, click on the 'Hand in' button to submit your work to your teacher.



You are then presented with a confirmation your work has been handed in to your teacher.



If need be, you can 'unsubmit' your work so that you can make amendments and resubmit it.



Students can send comments to their teacher too about this work using the 'Private comments' section, which only their teacher will be able to see.