Google Classroom

Each day when you login to Google Classroom, you will be able to see any announcements from school staff on the stream. This will also tell you which assignments have been set.

Getting started

We would suggest downloading the Google Drive App to a device such as a phone or tablet, logging in using your child's school login and taking any photographs in the app. This will then automatically save into their Google Drive and can then be uploaded easily in Google Classroom – even if you are using another device!

To view your assignments:

Work that has been set by your teacher.

1. Click on the 'Classwork' tab. This will show your work for that day.

2. To open, click on the assignment, then click on the document on the right hand side. As the teacher has written it can be typed on, I will know that I can type straight onto the document on this occasion.

3. Once I have completed my work, I can then click the 'Turn in' button. As this is a Google Doc I have typed on, my teacher or an adult in school will be able to see my completed work.
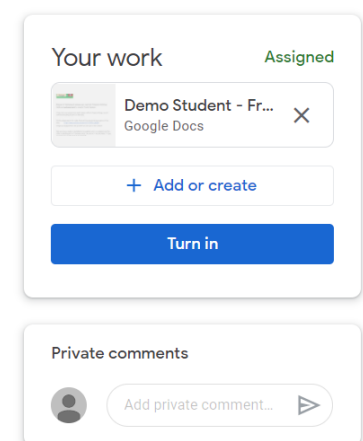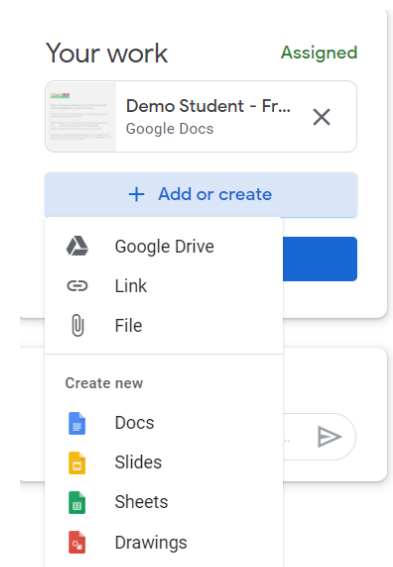
## What if I need to attach a document or picture?

1. Go to the assignment page then click on '+ Add or create' on the right hand side.

2. From here, you can then select a photograph that you have taken and saved into your Google Drive or a file from your device, a word document, PDF or other type of document.

3. Once you have attached any documents that you wish to send in to the teacher, you can then click on 'Turn in'
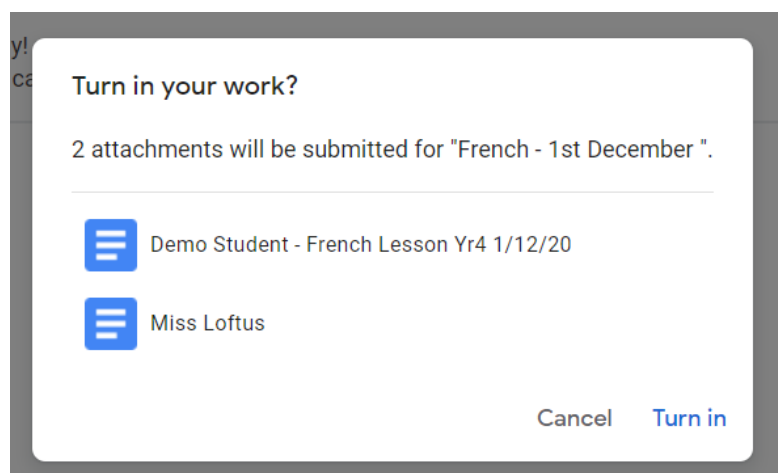
What will I see when my teacher gives me feedback?

1. Go to 'Classwork' tab.
2. Next, click on 'View your work'.

3. This will show you all the work that you have been assigned, have turned in or may be missing.
   It also shows the number of attachments for that assignment and a small speech bubble if a comment has been made on the work.

| French - 1st December 🖵 1 📎 2 | Dec 3 | Turned in |
| wellbeing | No due date | Assigned |

Speech bubble to indicate that a comment has been given to your work.

The status of the assignment.

Please note that you will not receive a notification when a comment is sent, so we recommend that you check on this section throughout the day to see your comments and feedback from staff.

Similarly, we are not able to receive notifications so any messages about work should be sent via the class email rather than using this comment function. Thank you in advance for your understanding.