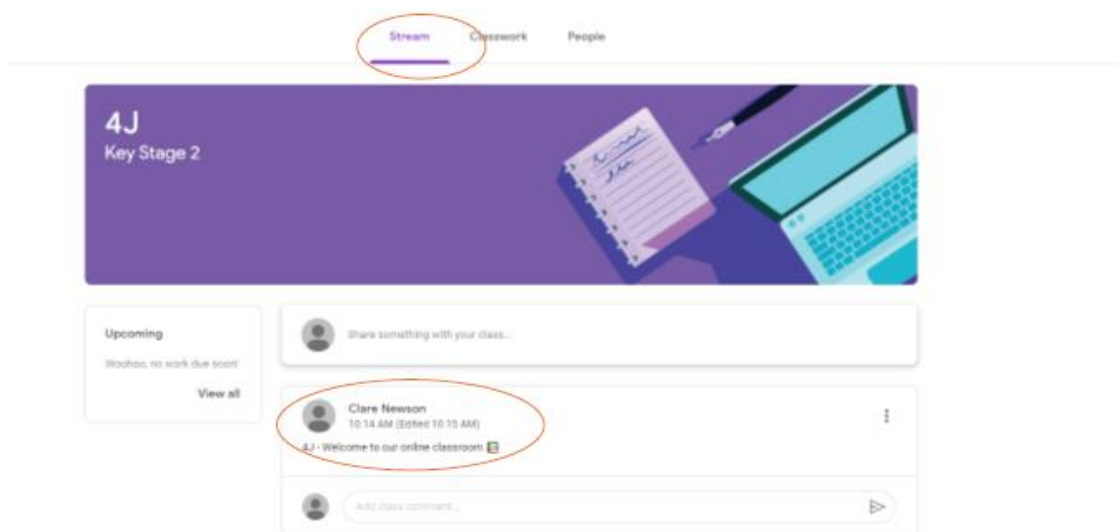




## Accessing Your Learning on Google Classroom – Pupil Guide

1. You can read messages from your teacher on the 'Stream' which is the first page you see once you have entered your classroom:





2. View work that has been set for you on the tab labelled 'Classwork':

Stream **Classwork** People

View your work Google Calendar Class Drive folder

View all classwork here

3. Your work will be organised into subject areas (topics) and dated so you can easily find your tasks for the week:

All topics

**English (Reading, Writing, SPaG)**

| Subject Area           | Task Name              | Due Date            |
|------------------------|------------------------|---------------------|
| English (Reading, W... | Reading - wk 20/4/20   | Due Apr 24, 3:00 PM |
| Mathematics            | Writing - wk 20/4/20   | Due Apr 24, 3:00 PM |
| Religious Education    | Spellings - wk 20/4/20 | Due Apr 24, 3:00 PM |
| Science                | Grammar - wk 20/4/20   | Due Apr 24, 3:00 PM |
| Foundation Subjects    |                        |                     |

4. Click on an Assignment to see the work set.

Your teacher will provide you with instructions, any links to websites you may need and sometimes a Google Document that you should use to complete your work.

Due Apr 24, 3:00 PM

**Writing - wk 20/4/20** 100 points

Clare Newson Apr 17

This week's writing tasks continue to be linked to our class reader 'The Train to Impossible Places'.

1. Chapter 9. Complete a setting description of the Topaz Narrows as Suzy goes diving underwater towards the wreck. Write on the Google doc and 'share' when completed.

**Your work**

Google Docs - Task - X

+ Add or create

Turn in

**Private comments**

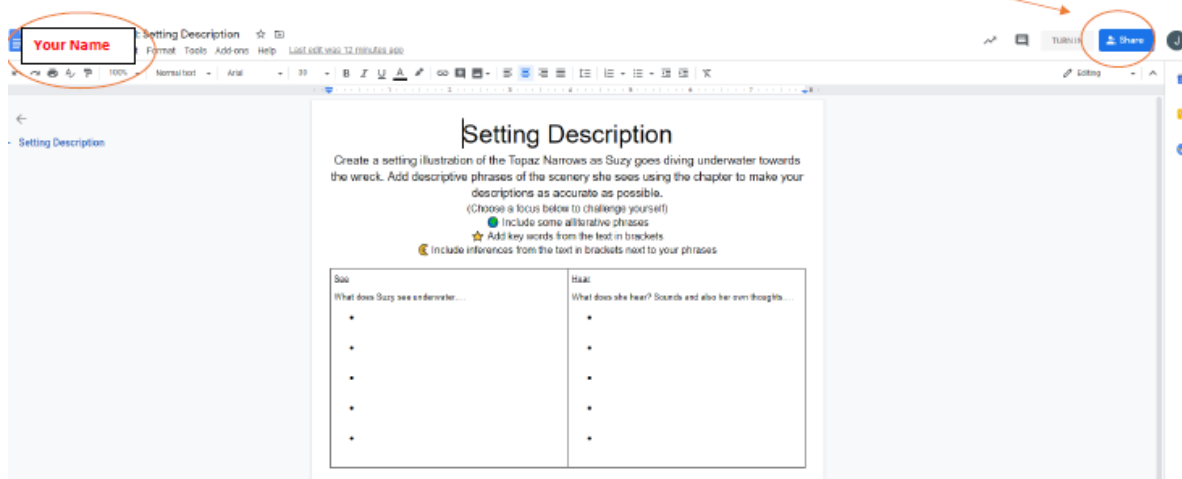
Add private comment...



5. If your teacher has created a Google Doc for you then click on the document (as shown above). You will know that it is your own document as your name will be in file name in the top left-hand corner.

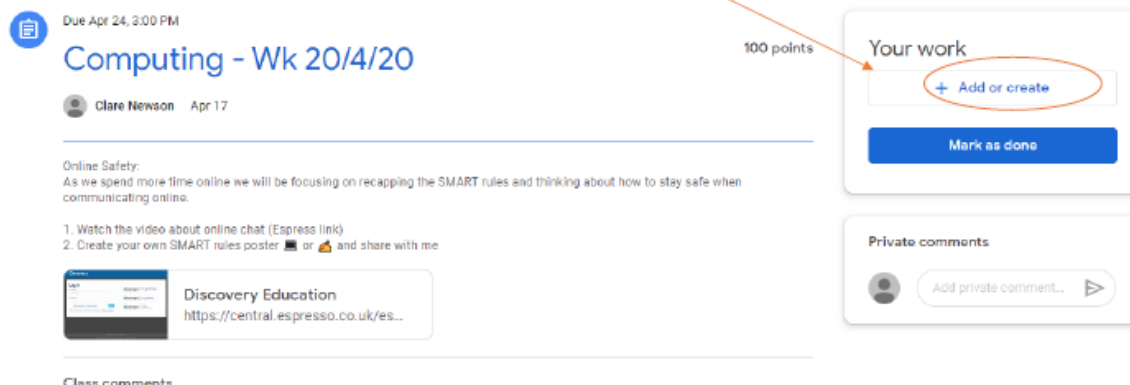
You should try to use this document for your work. Read the instructions carefully, complete your work using the word processing tools provided.

Once you have completed your work, check it through and make any necessary edits. Then 'Turn in' your work to your teacher by pressing the button on the top right-hand corner.



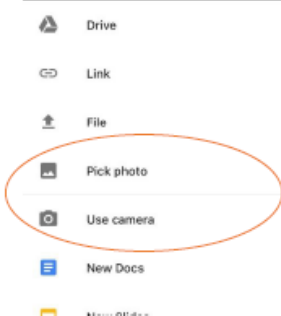
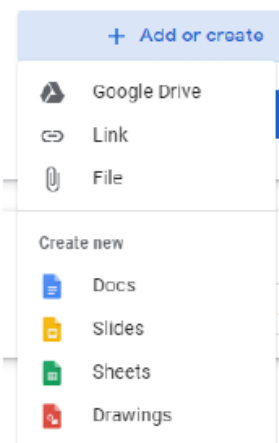
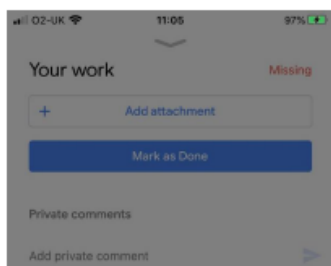
6. You may want to upload work that you have already saved or upload a photograph of your written work in your exercise book. To do this, first find the task you want to upload your work for and click on 'View Assignment'.

You will see the task and here you can click on the '+ add or create' button to add your own files or a photograph.



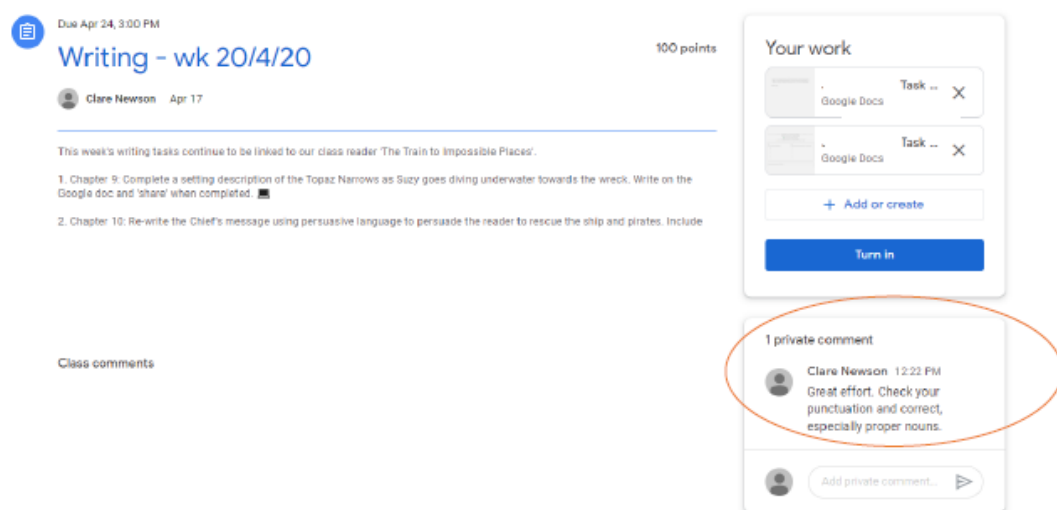


7. Next, you will be able to choose to add a file or create a new document. In your 'Google Drive' will be files you have already uploaded or created.



8. If you are taking a photo using a tablet then access your task using the Google Classroom app. It will be easy to upload a photo by following the instructions above for step 6. On the app you will have the following options and can pick a photo from your gallery or take a photo directly.

9. Your work will be 'marked' by your teacher. You may receive feedback or a suggestion for your work. You can view returned work and any feedback on the assignment here:



You can find more resources to help you with specific tasks online. An adult can help you find a relevant video tutorial.