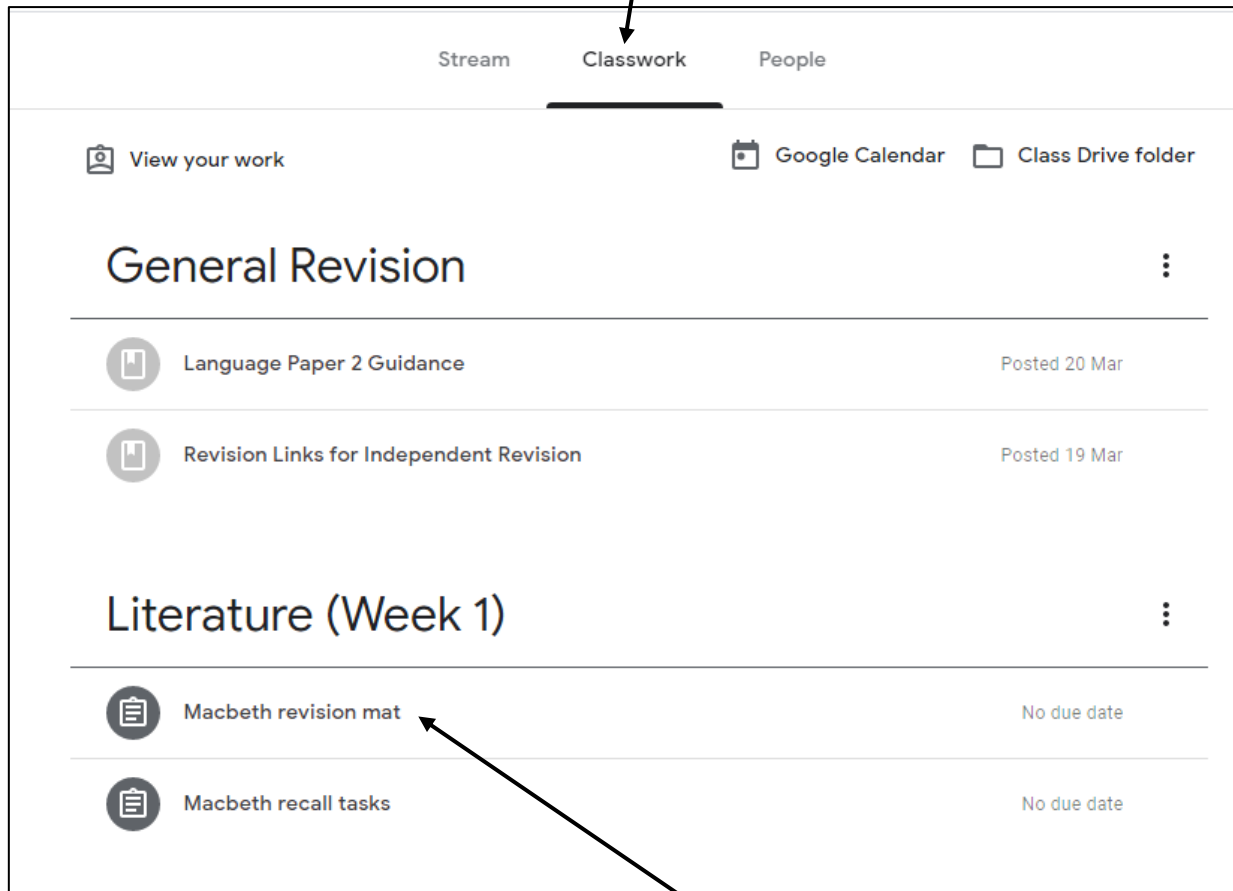
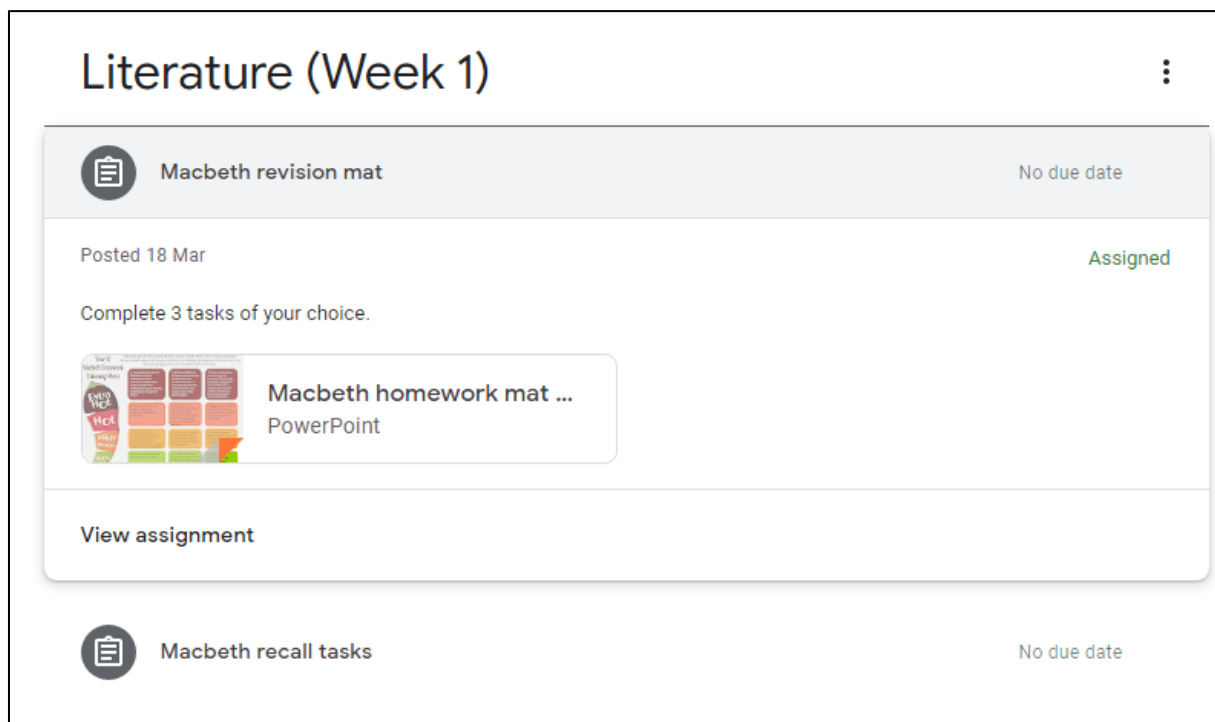


Working on Google Classroom and Handing in your Work

When you open your classroom and click on the 'Classwork' tab at the top, you will see the work set for your class.



You can then click on the relevant piece of work. For example, under the topic **Literature (Week 1)** you would need to click on the first piece of work, which would be **Macbeth revision mat**, and it will open up the work assigned as below.



Or you could click on the main title, Literature (Week 1) and both assignments will show up as below.

Literature (Week 1)

posted a new assignment: Macbeth revision mat

Posted 18 Mar Assigned

Complete 3 tasks of your choice.

Macbeth homework mat ... PowerPoint

posted a new assignment: Macbeth recall tasks

Posted 18 Mar Assigned

Complete the tasks on each slide.
First attempt: try to complete without using any help.
Second attempt: check answers or clarify mistakes using google/ nofearshakespeare to help you out.

Macbeth revision.pptx PowerPoint

If an assignment has a PowerPoint to look at, if you click on it, it will open up in the Chrome browser for you to read. In this example, the assignment says 'complete 3 tasks of your choice'. If this is the one you are going to attempt, then click on the assignment title to open up that assignment fully ready to do the work.

Macbeth revision mat 100 points

18 Mar

Complete 3 tasks of your choice.

Macbeth homework mat (hi... PowerPoint

Class comments

Your work Assigned

+ Add or create

Mark as Done

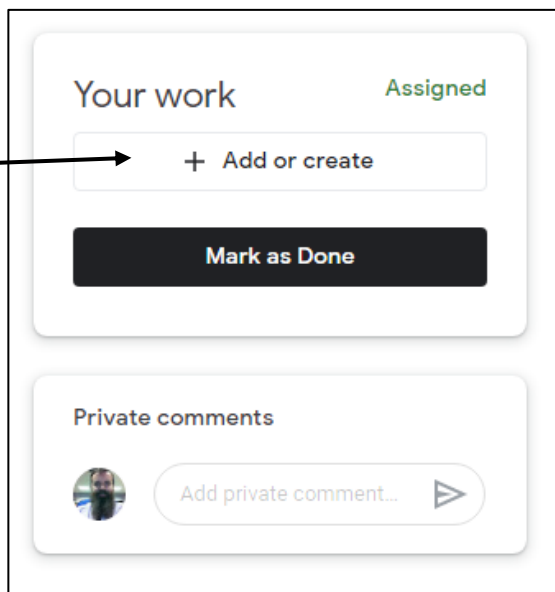
Private comments

Add private comment...

If the document the teacher has attached is not editable, if you can't answer on the document itself. Instead you will need to create another in your Google drive, separate to the classroom e.g. a word document or PowerPoint. This is just like working in your, 'My Documents' on the school network. You can then come back to the classroom to add the work and turn it in as completed, or you can create the work here, complete it, and turn it in. The choice is yours. At any time, you can stop and come back to it.

Completing the Assingment

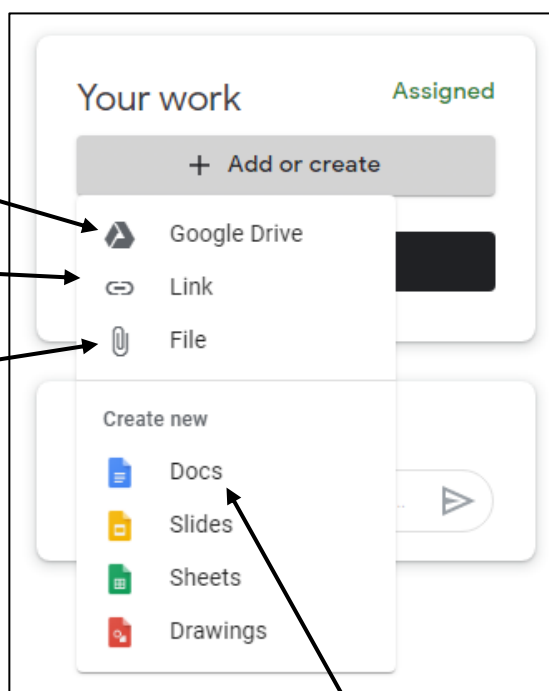
From this little menu (which is on the right hand side of the screen) you can add work from your drive or create work in the screen straightaway and start working on it, you need to click on + Add or create



You can now add work you have already done in your Google drive by clicking on Google Drive (which will open up your drive) and you can then attach your work.

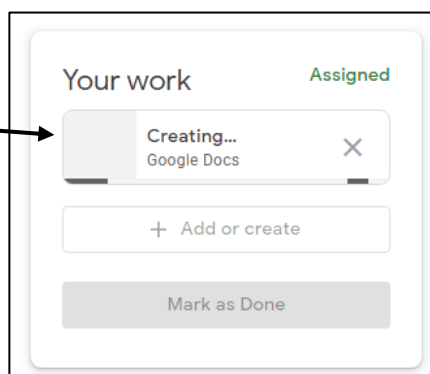
Also, you can link to a website or YouTube or other web resource.

You can also upload and attach a file, from your computer or drive. It is just another way of handing in work which may not be in Google.

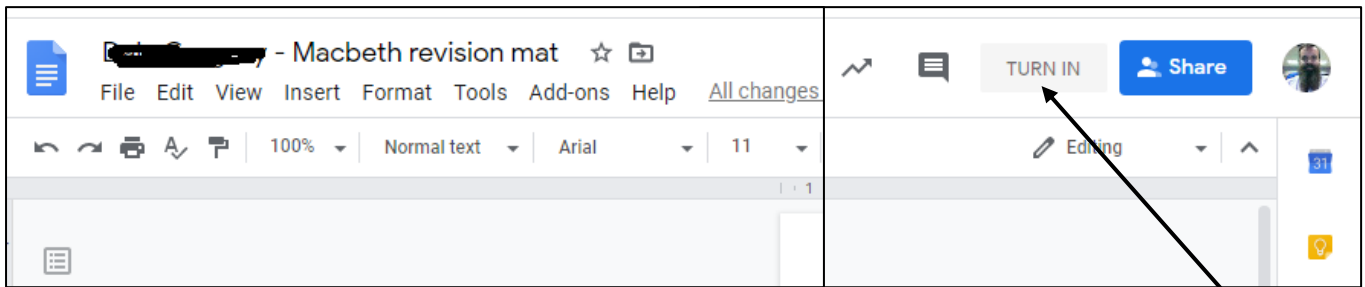


If you want to do the assignment straightaway, you can use the menu above to create a Google Doc (*Word*), Slide (*Power point*), Sheet (*Excel*) or Drawing, in the browser immediately. The difference with the document you create here is that it has an extra button at the top right to be able to **TURN IT IN**.

If I choose to create a Google Doc, you will see it Start to create the doc.

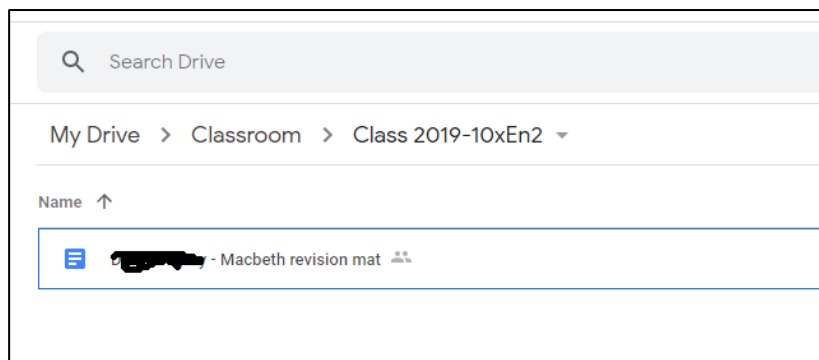


The google Doc will open as normal and you will see the extra button at the top right of the page. Also, it will be given a title based on your name and the title of the assignment.



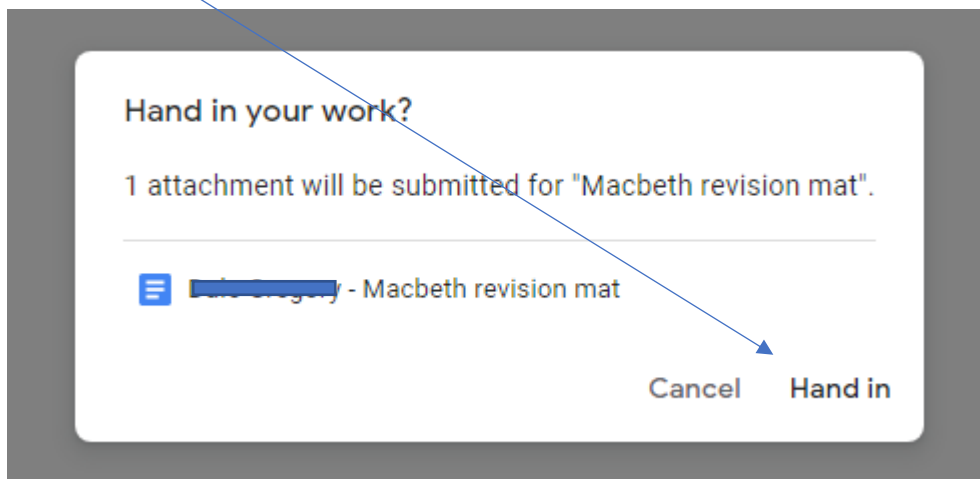
When you have finished typing up your assignment and you are happy to TURN IN the work, click on the TURN IN button.

If for some reason you close that work, the browser crashes or something happens, don't worry it will have saved in the class folder on your Google 'My Drive', so you can still continue to work on it and hand it in later. In your **MY DRIVE** you will have a folder called 'Classroom', and in there are all the class folders, in that class will be the work you have just been creating.

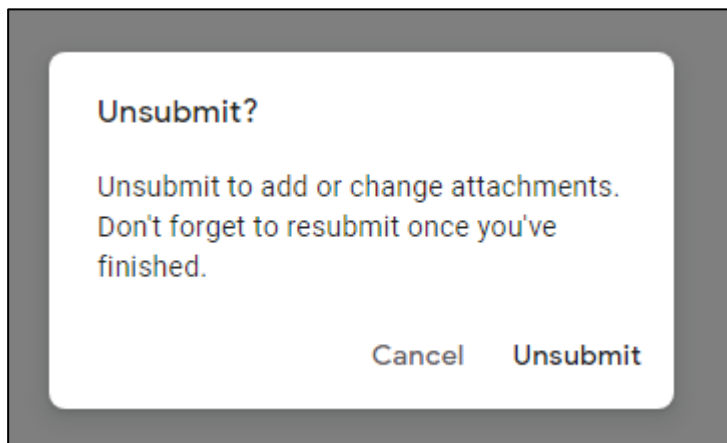


Turning in work

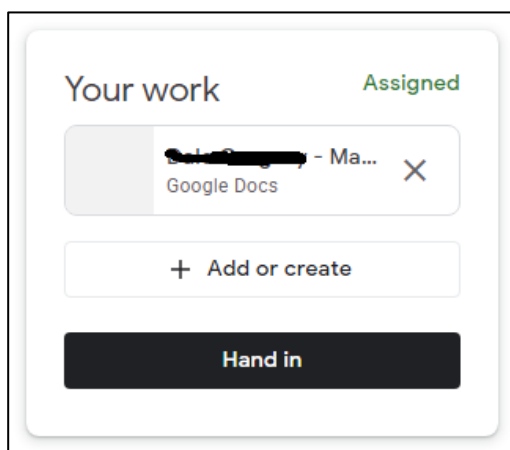
If I have created the work in the classroom and pressed TURN IN on the document, a pop-up window will appear as below. Click 'Hand in' and the work will be added to the classroom.



The menu on the right will change slightly, showing the work you have TURNED IN and a button saying **Unsubmit**. If you have forgotten to do something, you still have time to change it, you can unsubmit the work. A popup box will remind you to Submit it , or you work will not reach the teacher for marking.

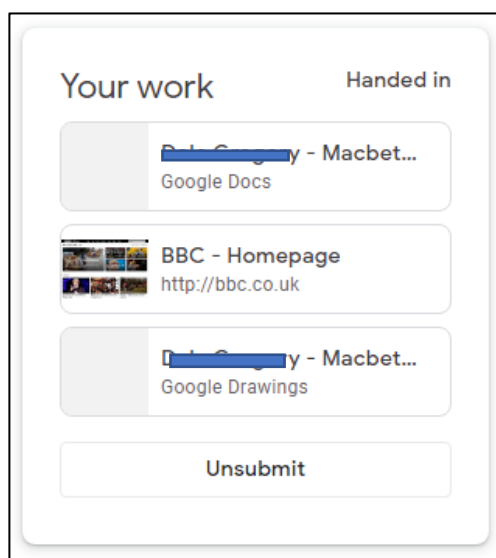
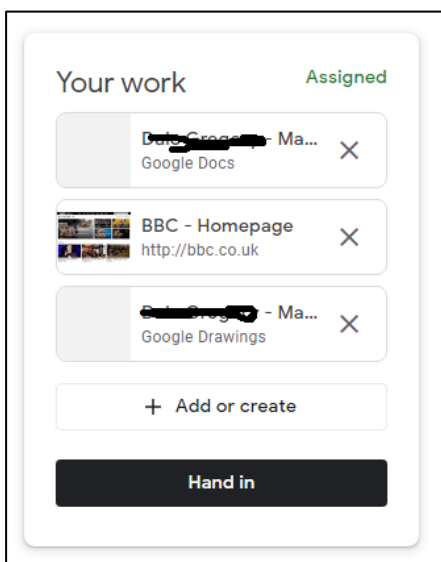


If you do click Unsubmit, the work will appear back on the menu and the black button will read Hand in again. You can double click the work to open it up or click on the big X to delete it from the classroom. It will still appear in your drive, you have not deleted it altogether.




When you have completed your assignment and you want to hand in your work or multiple pieces click **Hand in**. If you have been set a few tasks for that one assignment, you can keep adding them to the 'Your Work' section as we have just been doing above, but don't Hand in until you have completed the **whole** assignment.

Below I have attached a few pieces of work and am now ready to **Hand in** everything.




When you go back to the Assignment in the classroom, you will see that you have now handed work in.

Literature (Week 1) ⋮

 **Macbeth revision mat** No due date

Posted 18 Mar Handed in

Complete 3 tasks of your choice.

 **Macbeth homework mat ...**
PowerPoint

[View assignment](#)