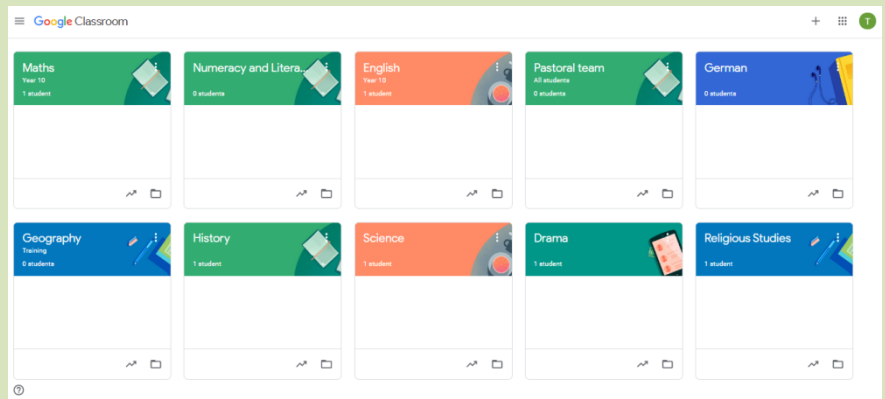




Finding and submitting work

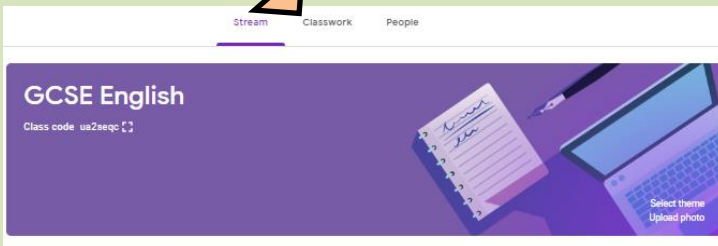
STEP 1

Log into google Classroom and select the class/subject you would like to view



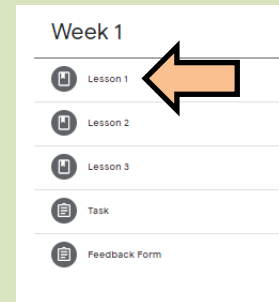
STEP 2

When the class opens click classwork at the top



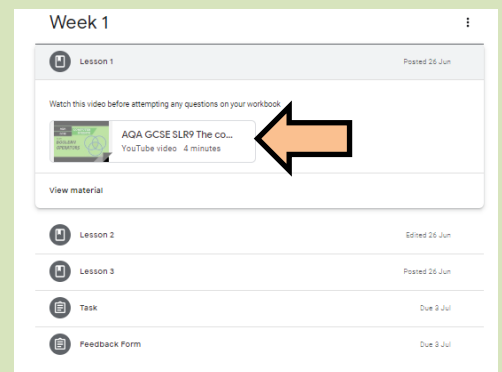
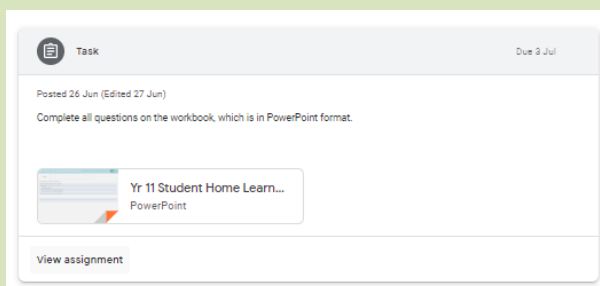
STEP 3

Click the lessons to view a video or PPT which will help you complete the task for the week

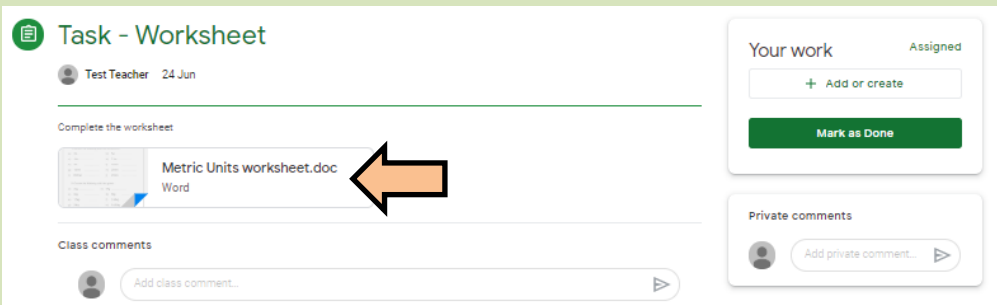


STEP 4

When you have gone through all 3 lessons select the task, then click view assignment



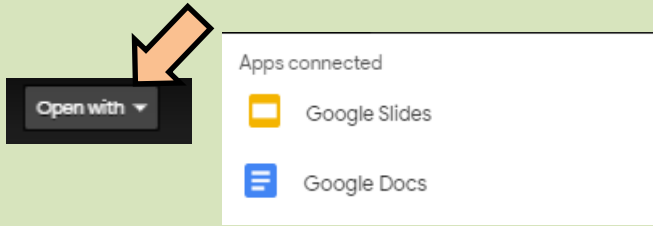
STEP 5



When the task opens, read the instructions carefully, then click on the worksheet/link/ PowerPoint to see a preview

STEP 6

When the worksheet appears, click the 'Open with' button at the top and select either Google Slides or Google Docs to be able to write on the worksheet or PowerPoint

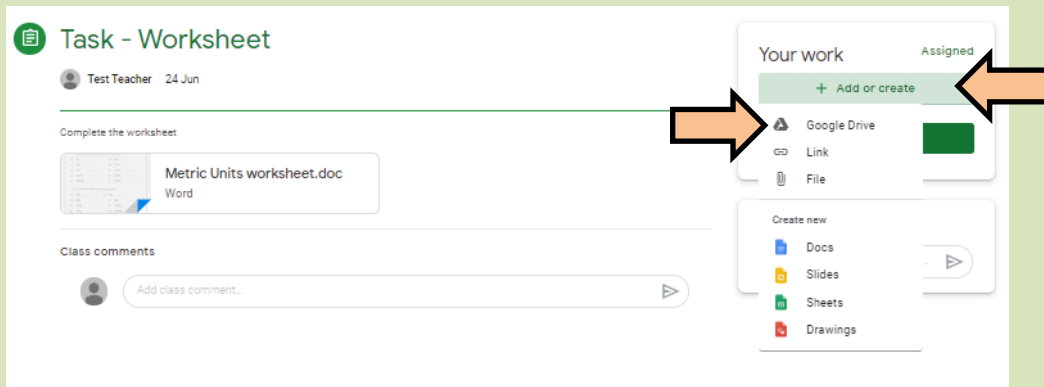


STEP 7

Complete the task. Type your answers onto the worksheet or PowerPoint. When you have finished, just close the tab down. Do not worry about what has happened to your work after you close the tab down. Your work has automatically been saved. You will then return back to the previous page

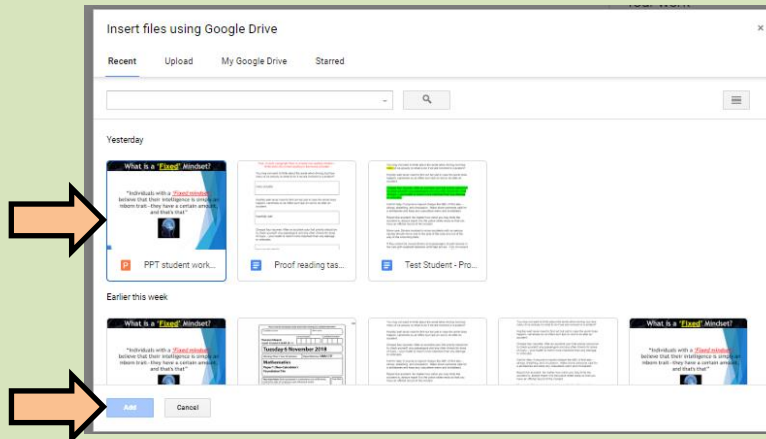
STEP 8

To submit the work, click the 'Add or create' button, then select Google Drive



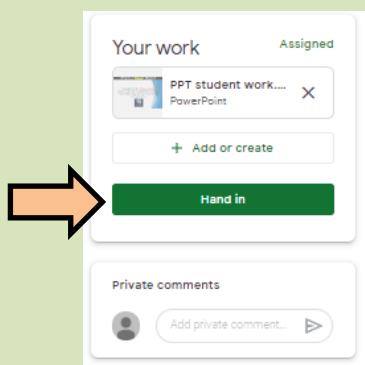
STEP 9

When you see the pop up appear, select the first file in the top left and then click Add



STEP 10

Click the hand in button to send your work to your teacher



STEP 11

If you want to write any additional comments to your teacher, type it in the Private comment box

