Handing In Learning (Editing a given Word document) – Google Docs
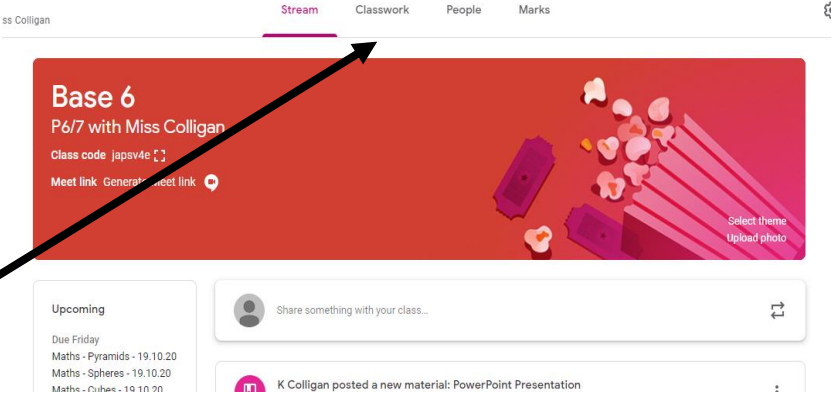
Teachers will assign homework in a number of ways. They may set a task which *does not* require submission – eg) playing an online game or some practical or sensory based learning. For other items, 'hand in' will be required and teachers are likely to make use of Google Docs for this. The instructions to access, edit and submit are shown below:
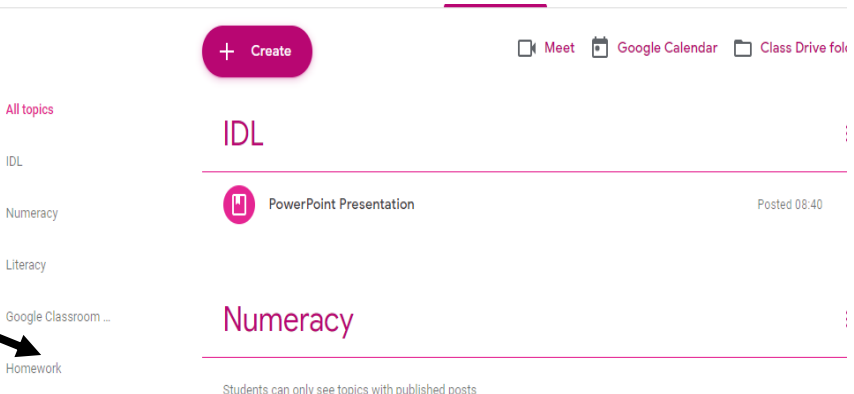
Login to Google Classroom via the instructions previously provided.
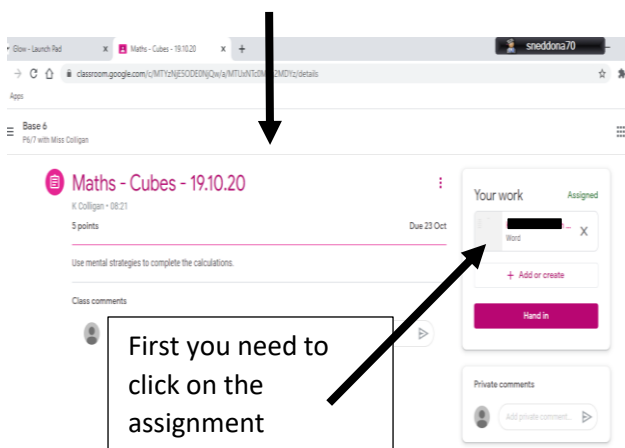
You will see a screen similar to this.

From here access the Classwork tab.

When you have opened the classwork tab you will see something *similar* to the screen shown on the right. From here, access the relevant folder. *(Only Homework at present)*
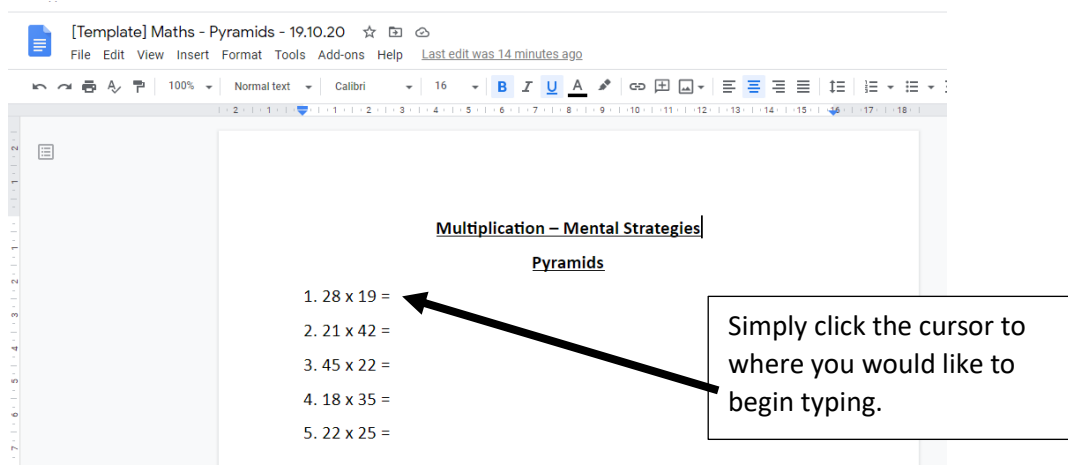
Having opened the relevant folder, you will now see the tasks that the teacher has assigned. It will look *similar* to the screenshot shown below:
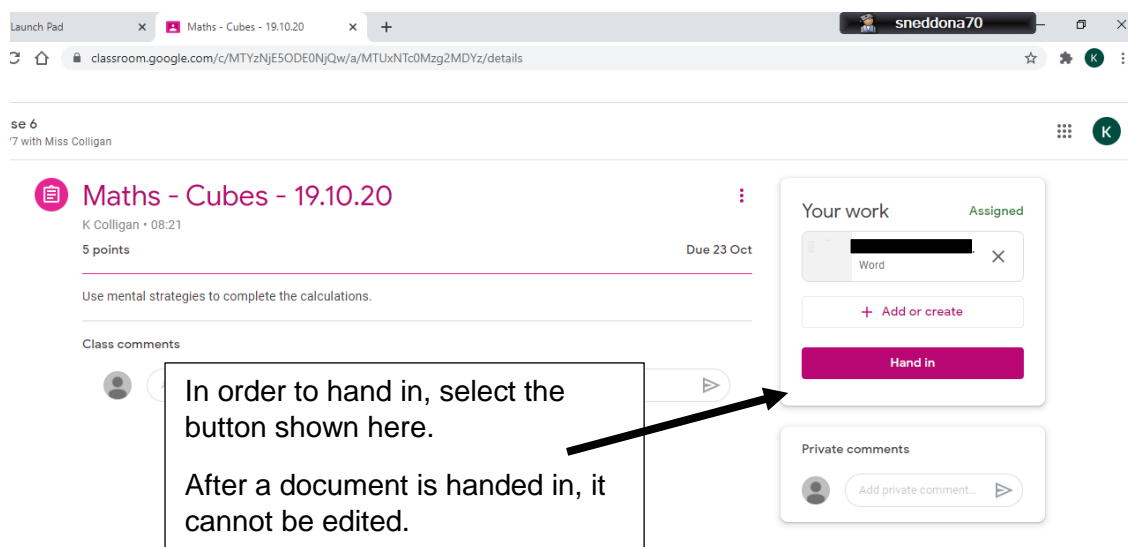
When you click on the task it will open similar to this

First you need to click on the assignment

From here you need to select 'Open with Google Docs'

A screen similar to this will then appear and the document can be edited in this format:

[Template] Maths - Pyramids - 19.10.20
File Edit View Insert Format Tools Add-ons Help   Last edit was 14 minutes ago

Multiplication – Mental Strategies

Pyramids

1. 28 x 19 =

2. 21 x 42 =

3. 45 x 22 =

4. 18 x 35 =

5. 22 x 25 =

Simply click the cursor to where you would like to begin typing.

When the editing is complete (ie pupil stops typing), it automatically saves. When the document is finished it can be 'handed in' (see below).

se 6
'7 with Miss Colligan

Maths - Cubes - 19.10.20
K Colligan • 08:21
5 points   Due 23 Oct

Use mental strategies to complete the calculations.

Class comments

In order to hand in, select the button shown here.

After a document is handed in, it cannot be edited.

Your work   Assigned

Word

+ Add or create

Hand in

Private comments

Add private comment...

There are other hand in methods and formats which we will teach you about in forth-coming helpsheets. These instructions should cover the requirements for tasks issued this week (W/C 19 October 2020).
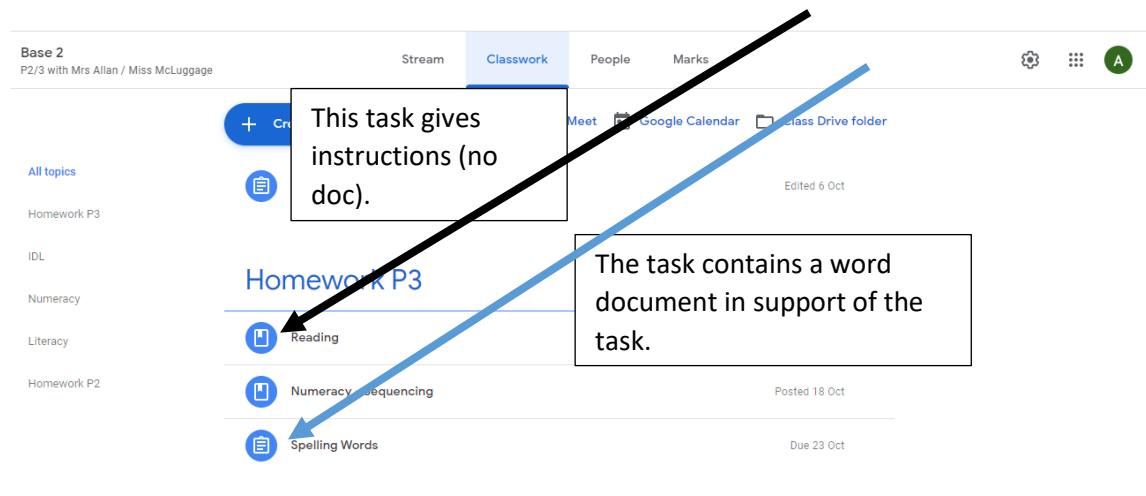
<mark>Viewing Other Tasks</mark>

Not all tasks issued in each class will require children to complete the hand in process. Some will start at a simpler level.

See overleaf for advice.

For example:

You can see here that the icons at the tasks set are slightly different:

This task gives instructions (no doc).

The task contains a word document in support of the task.

This indicates two different types of task.

Clicking on the first icon / task will lead you to a page similar to these. Some might contain a link to a website, others might give a simply instruction:
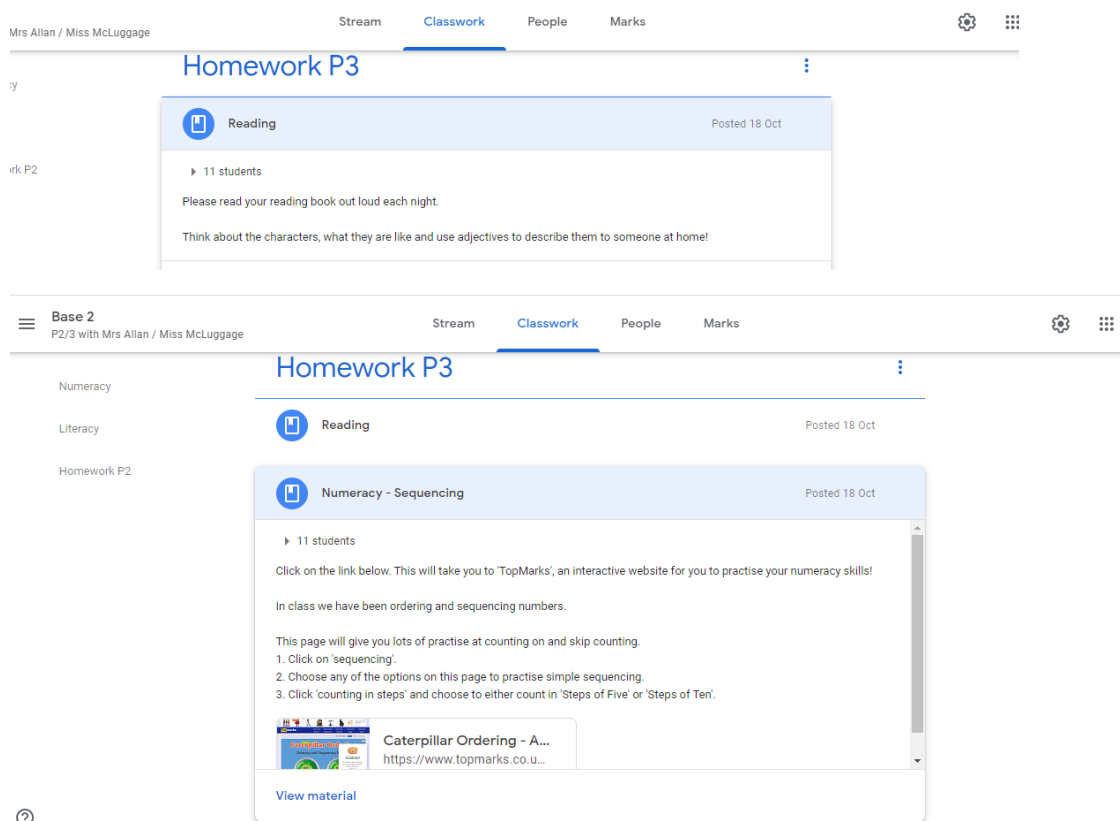
For these types of tasks the 'hand in' option is not used.

Some tasks will require children to create and upload a new document to submit it.

Their teacher should have made clear if this is the requirement.

In order to do so, follow the all of the same instructions above to get to the tasks then follow the instructions below when you reach the assigned task:

Select the 'add or create' option shown here.

At this point a list of 7 different options will appear.

Your child should will create a word document to submit their response and should select 'Docs'

Selection of this will then have you land on the following page (a blank document):

Blank document should be used to note responses.

When successfully uploaded the document will show like this:

And then the same hand in guidance as per the earlier instructions apply.
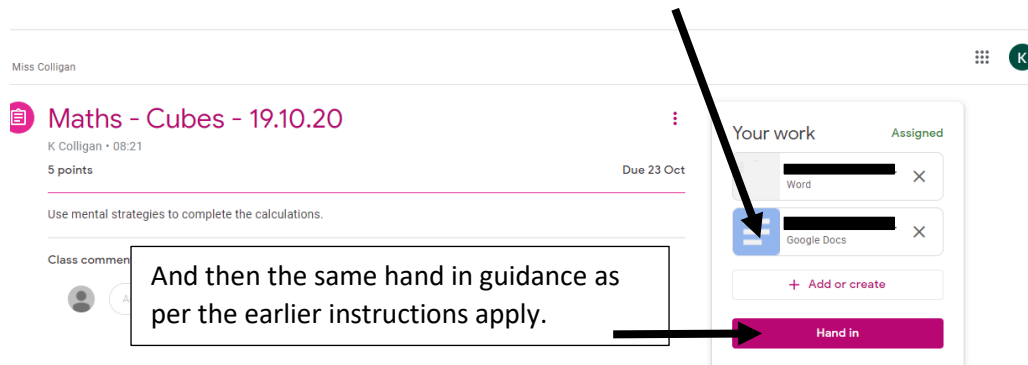
To create and upload a new document such as this on a mobile phone, it looks slightly different.   The basic instructions that should help guide you are:

- Go to the Google Classroom
- Click on the relevant assignment
- Click on the **^** icon (the upwards arrow will look wider on your mobile than the image shown here)
- Add the attachment – eg) a photo of what has been done
- Select turn in

Remember that homework is set for the week.

All should be complete by Friday a.m – unless otherwise stated in instructions given by the class teacher.