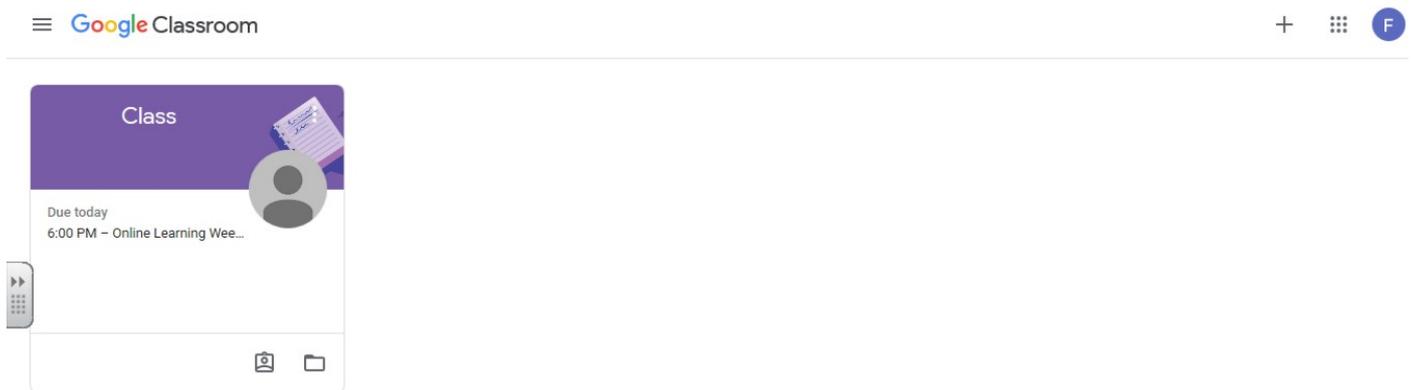# A Guide to Viewing and Uploading Work on Google Classroom.
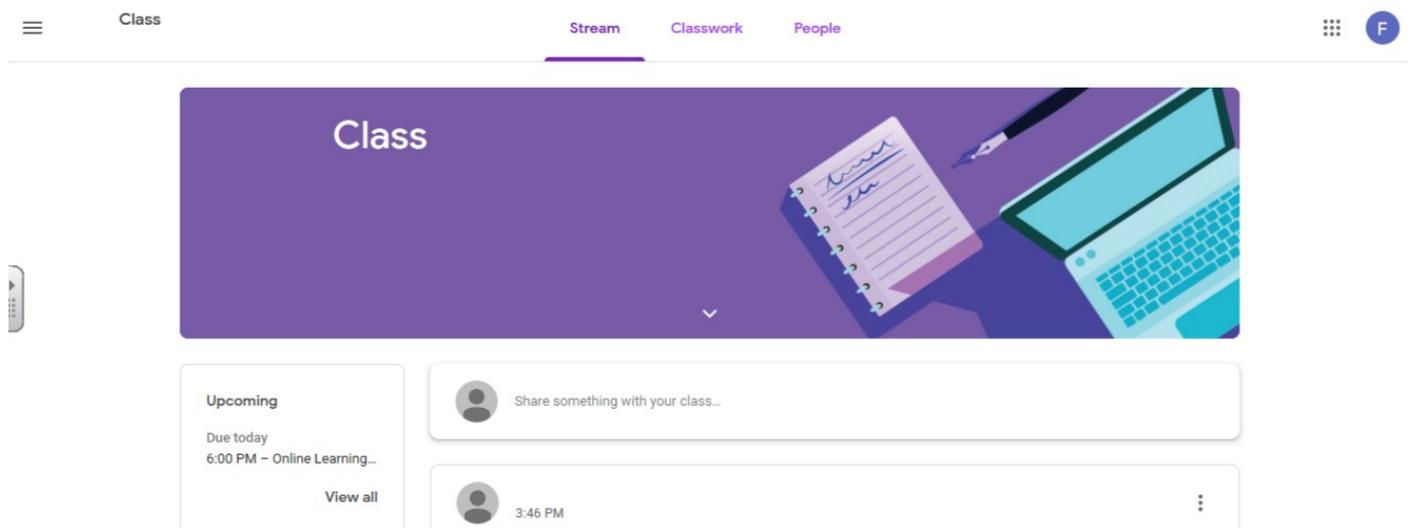
We understand that some people still need a little support to use the Google Classroom platform to find the suggested work and activities for their class and then share the fantastic things they have been completing at home.

(All of these screen shots are taken from an example class, so the appearance and/or titles may be slightly different for your class, but all of the functions will be available to you.)

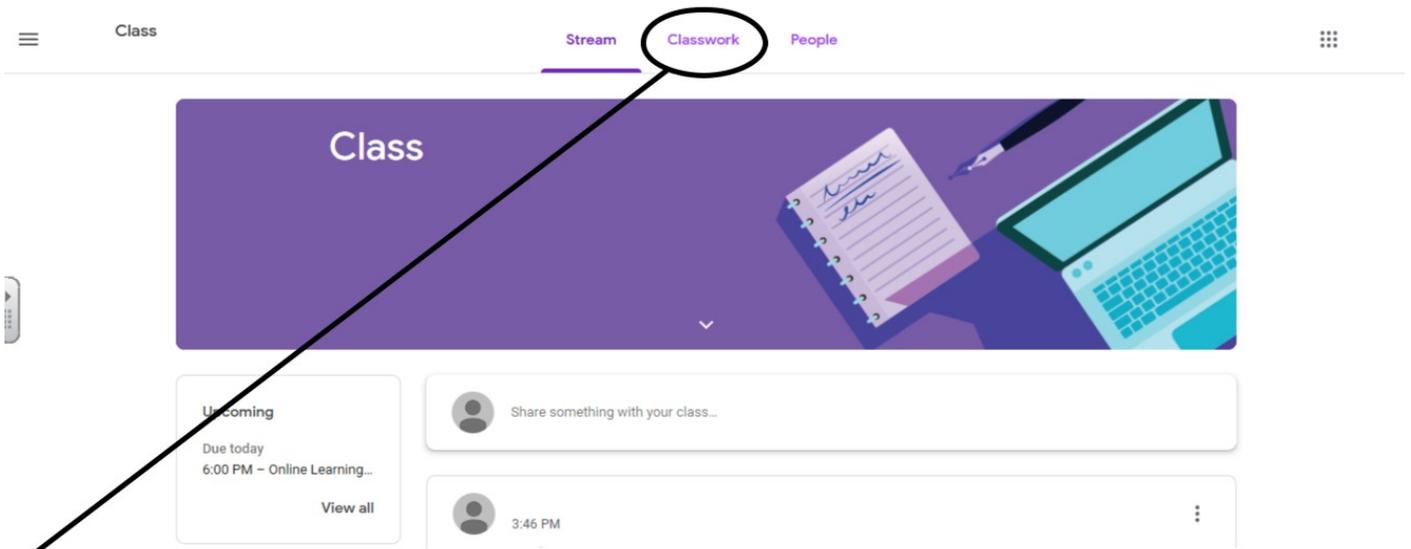Once you have logged onto the classroom you will be greeted with this page;

Simply click on your class name and you will be taken to this page;
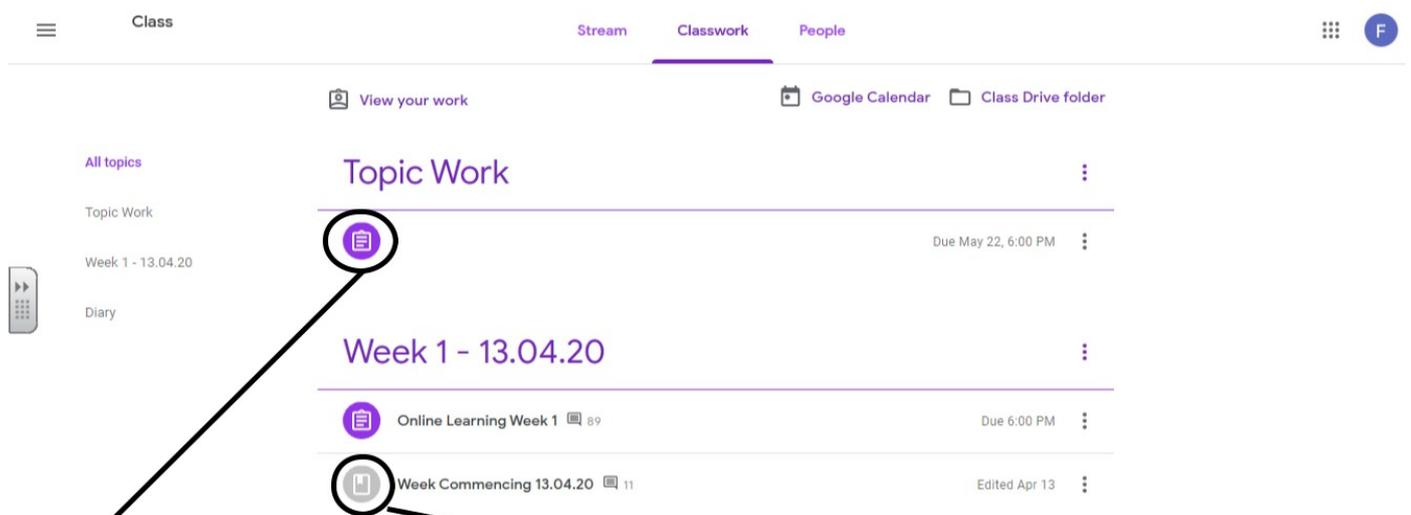

The 'Stream' is where *public* messages can be read, commented on and created. Anything that is added to this page can be seen by all members of the class as well as their teacher(s).

Some children have already been using this page as a safe chat forum to remain in touch with their friends.

You will also find any assigned work and supporting materials published on this page.
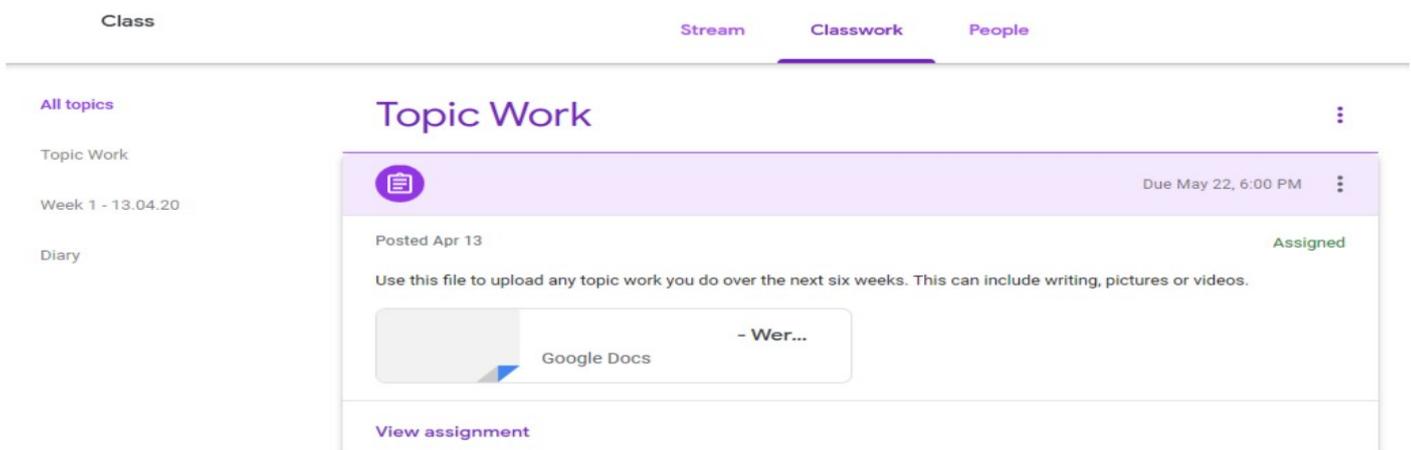
Class

Stream   Classwork   People

Upcoming

Due today
6:00 PM – Online Learning…

View all

Share something with your class…

3:46 PM

By clicking on 'Classwork' at the top of the page, you will be taken to this page;

≡   Class   Stream   Classwork   People   ⣿⣿   F

📇 View your work   📅 Google Calendar   📁 Class Drive folder

All topics

Topic Work

Week 1 - 13.04.20

Diary

Topic Work

Due May 22, 6:00 PM

Week 1 - 13.04.20

Online Learning Week 1 💬 89   Due 6:00 PM

Week Commencing 13.04.20 💬 11   Edited Apr 13

Any 'Assignments' will have this icon next to them. This is where you are able to upload anything you wish to be kept private between yourself and the class teacher(s). (Further details below)

Any 'Materials' will have this icon next to them. These files have been uploaded to support learning and can only be read by you and will not allow any upload function.

By clicking on the title bar of any assignment, you will open more details about it. Your teacher may have included instructions and there will be blank documents attached, with your name, that can be used to complete any work.

Class

Stream   Classwork   People

All topics

Topic Work

Week 1 - 13.04.20

Diary

Topic Work

Due May 22, 6:00 PM

Posted Apr 13   Assigned

Use this file to upload any topic work you do over the next six weeks. This can include writing, pictures or videos.

- Wer…
Google Docs

View assignment

All topics

Topic Work

Week 1 - 13.04.20

Diary

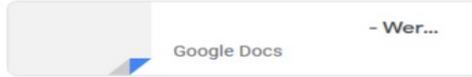## Topic Work

Due May 22, 6:00 PM

Posted Apr 13   Assigned

Use this file to upload any topic work you do over the next six weeks. This can include writing, pictures or videos.

- Wer...
Google Docs

View assignment

By clicking on 'View assignment', you will be taken to this page;

Class

Due May 22, 6:00 PM

W   ?

Apr 13

Use this file to upload any topic work you do over the next six weeks. This can include writing, pictures or videos.

Class comments

Add class comment...

Your work   Assigned

Google Docs ✕

+ Add or create

Turn in

Private comments

Add private comment...

By clicking on this, a document will open where you can complete any work. Pictures can also be added to this. Anything on here is only seen by yourself and the class teacher(s).

By clicking '+ Add or create' you will be able to upload any files and pictures or begin a new blank document (using Google Docs/Slides etc.). This is also only seen by yourself and the class teacher(s).

Any comments made here will appear publicly (by all members of your class) wherever this assignment can be seen (on 'Steam' and 'Classwork') on your online classroom.

Use this comment box to send messages privately to your teacher(s). Anything that appears in this stream of comments can only be seen by yourself and your teacher(s).

There is no need to 'turn in' your work, simply send your teacher a message (privately/publicly) to let them know when you have completed any work you would like them to have a look at.

We all hope that you enjoy your home learning activities as much as we are enjoying seeing what you are getting up to!

The St Catherine's Team