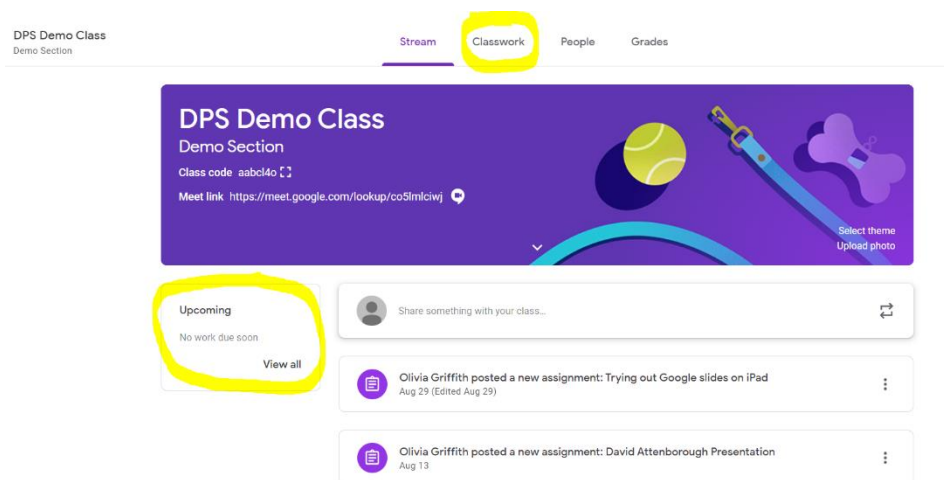


Editing work on a Google Document / other Google app (laptop/computer)

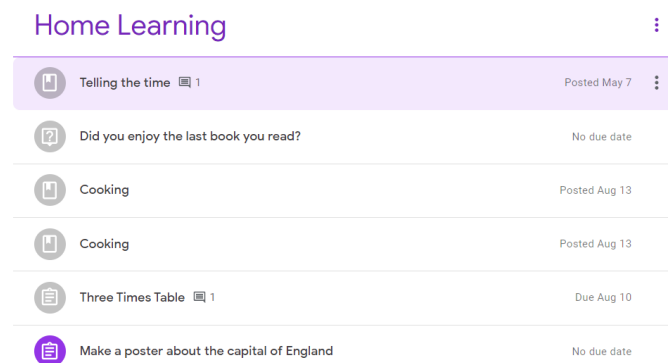


1. Sign in using the step by step guide.
2. When you get to your class, click on either upcoming work or the classwork tab.



3. Find the title of the homework or home learning you are looking for.

TIP - Grey assignments are ones you have completed. Coloured are ones you need to complete.



4. Click on the assignment you would like to complete.

5. Click view assignment. Always remember to read the instructions the teacher has written.

The screenshot shows a Google Classroom assignment card. At the top, it says 'Three Times Table' with a list icon and '1' next to it, and 'Due Aug 10' on the right. Below this, it says 'Posted Aug 6' and 'Turned in'. The main text of the assignment reads: 'Remember to continuing practising your three times table. Show me a picture of what you have done!'. Below the text, it says '1 class comment'. At the bottom left, there is a purple button labeled 'View assignment' which is circled in yellow.

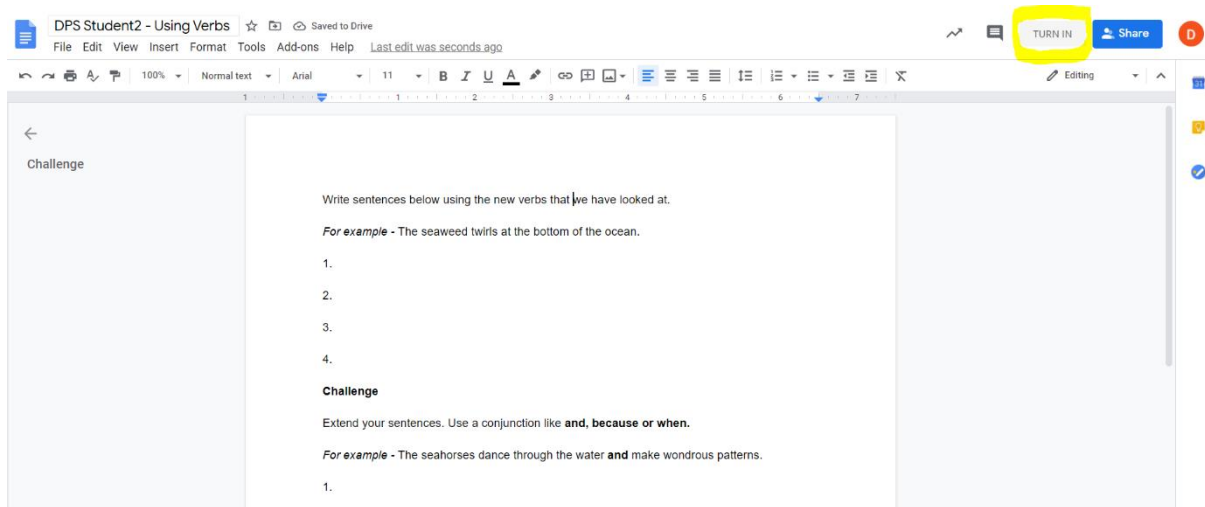
6. Click on the document with the unique username name on.

The screenshot shows a Google Classroom assignment page for 'Poetry Lesson 1 - Find and understand new words from a poem' by Olivia Griffith. The page includes a description: 'Click the link to listen to your teacher guiding you through the lesson. We are going to read through the poem 'Animals on Show' and begin to understand new words.' There are two attached files: 'Animals on Show.pdf' and 'Lesson 1.notebook'. On the right side, there is a 'Your work' section with a purple button labeled 'Turn in' and a document icon labeled 'DPS Student2 - Us...' which is circled in yellow. Below the 'Your work' section, there are 'Class comments' and 'Private comments' input fields.

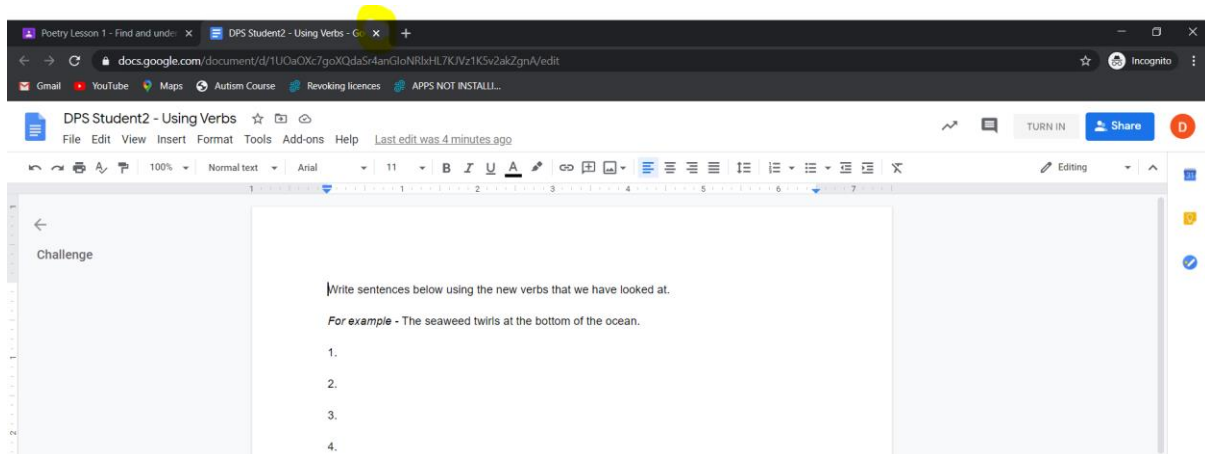
7. This will take you to a document that you can edit. For example ...

The screenshot shows a Google Docs document titled 'DPS Student2 - Using Verbs'. The document content includes a 'Challenge' section with the following text: 'Write sentences below using the new verbs that we have looked at. For example - The seaweed twirls at the bottom of the ocean. 1. 2. 3. 4. Challenge Extend your sentences. Use a conjunction like and, because or when. For example - The seahorses dance through the water and make wondrous patterns. 1.' The document is displayed in a Google Docs editor window with a toolbar at the top.

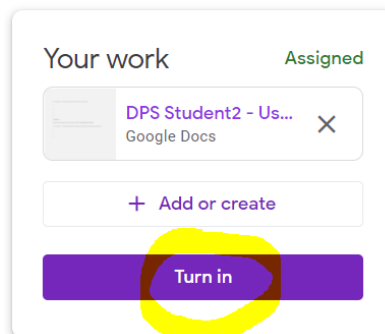
8. When you have completed the work by typing on to the worksheet or using the tools to 'draw', they can press turn in / hand in.



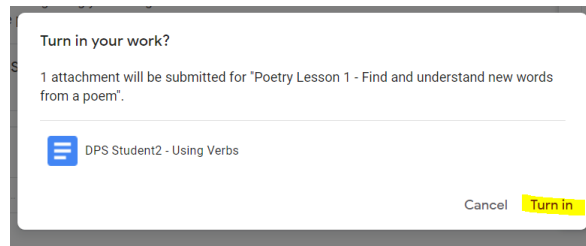
Alternatively, you can cross off the document because all Google Documents save automatically.



9. You will then need to press turn in/hand in.



10. Then turn in / hand in again.



11. Finally, you will see that the work has been submitted.

