

## Editing work on a Google Document / other Google app (iPad/Tablet)

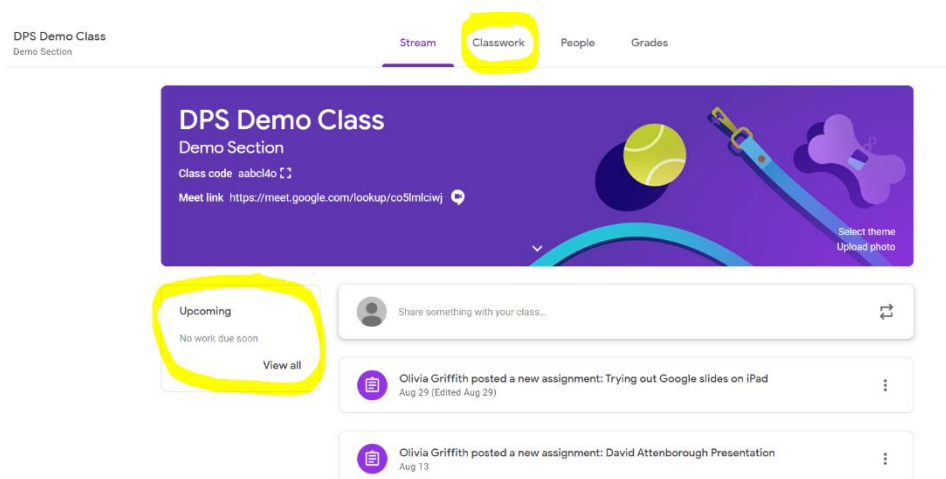


**TOP TIP** - To ensure everything can be accessed smoothly, please install the following apps to your iPad or tablet.



**USEFUL INFORMATION** - Even though you have to sign in separately to each app, once you have typed your email address in once, it will be saved. So all you will need to do is type in your password.

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.

Home Learning	
Telling the time  1	Posted May 7
Did you enjoy the last book you read?	No due date
Cooking	Posted Aug 13
Cooking	Posted Aug 13
Three Times Table  1	Due Aug 10
Make a poster about the capital of England	No due date

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

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

Three Times Table 1 Due Aug 10

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Posted Aug 6 Turned in

Remember to continuing practising your three times table. Show me a picture of what you have done!

1 class comment

[View assignment](#)

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

### Poetry Lesson 1 - Find and understand new words from a poem

Olivia Griffith • 10:30 PM

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.

[Animals on Show.pdf](#) PDF

[Lesson 1.notebook](#) Unknown File

**Your work** Assigned

DPS Student2 - Us... Google Docs

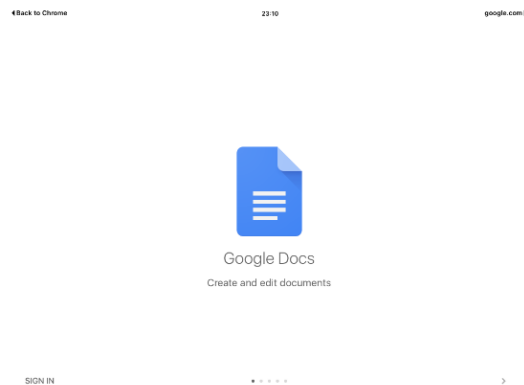
[+ Add or create](#)

[Turn in](#)

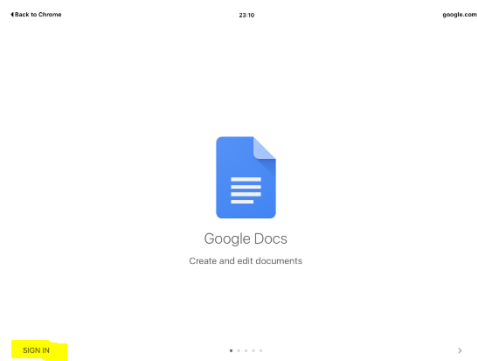
**Class comments**

**Private comments**

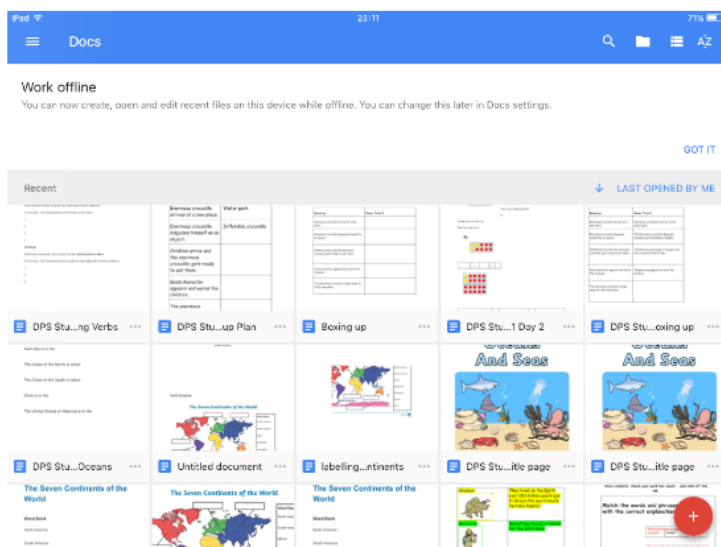
7. This will take you to the relevant app (docs, slides, forms or drawings).



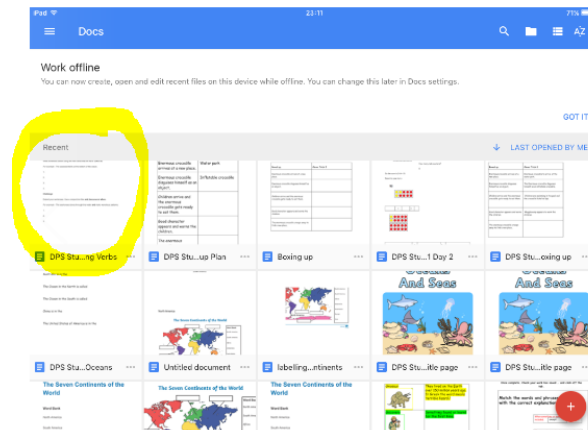
8. You will need to sign in again at this stage. Remember your email ends in @downside-primary.co.uk



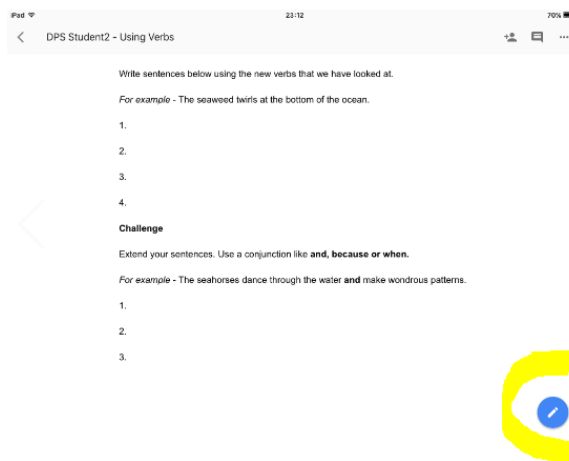
9. Now you will see all of your documents.



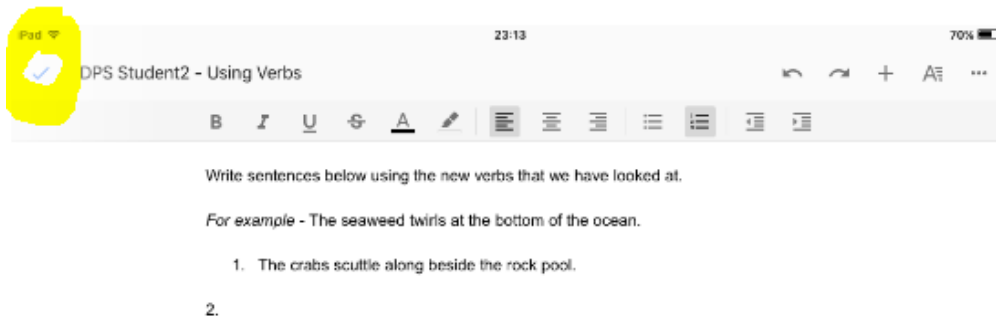
10. Click on the most recent document (the one that shows first). You will also be able to see the name of the document.



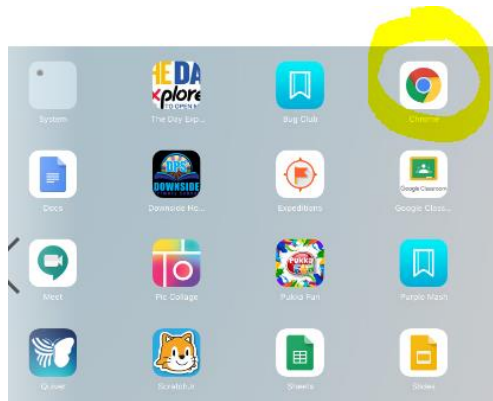
11. Click the pen or double tap to edit.



12. Click the tick to finish editing.

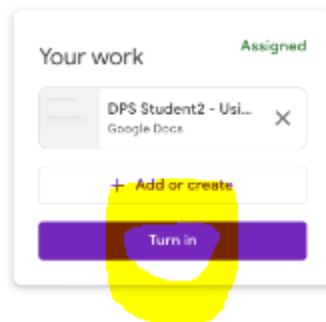


13. Go back to chrome/classroom.

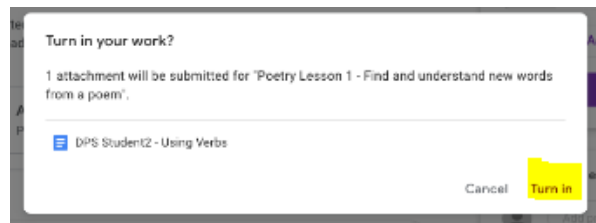


14. Your document will be automatically saved in the classroom.

15. Press hand in or turn in.



16. Then press hand in/turn in again.



17. Your assignment is now submitted.