

Help in using Google Classroom For Home Learning



How to correctly check for new assignments,
share work, add comments and hand in
assignments.

Regularly Check

School Email

You will receive Google Classroom notifications, such as:

- New Assignments or quizzes etc.
- Reminders when assignments are due, e.g. Due tomorrow: . .)
- Resource Material
- Private Comments
 - Comments between you and the teacher that other class members can't see that are used for individual support and to give feedback.
 - You need to respond to private comments if asked to do further work etc.

Google Classroom

Check:

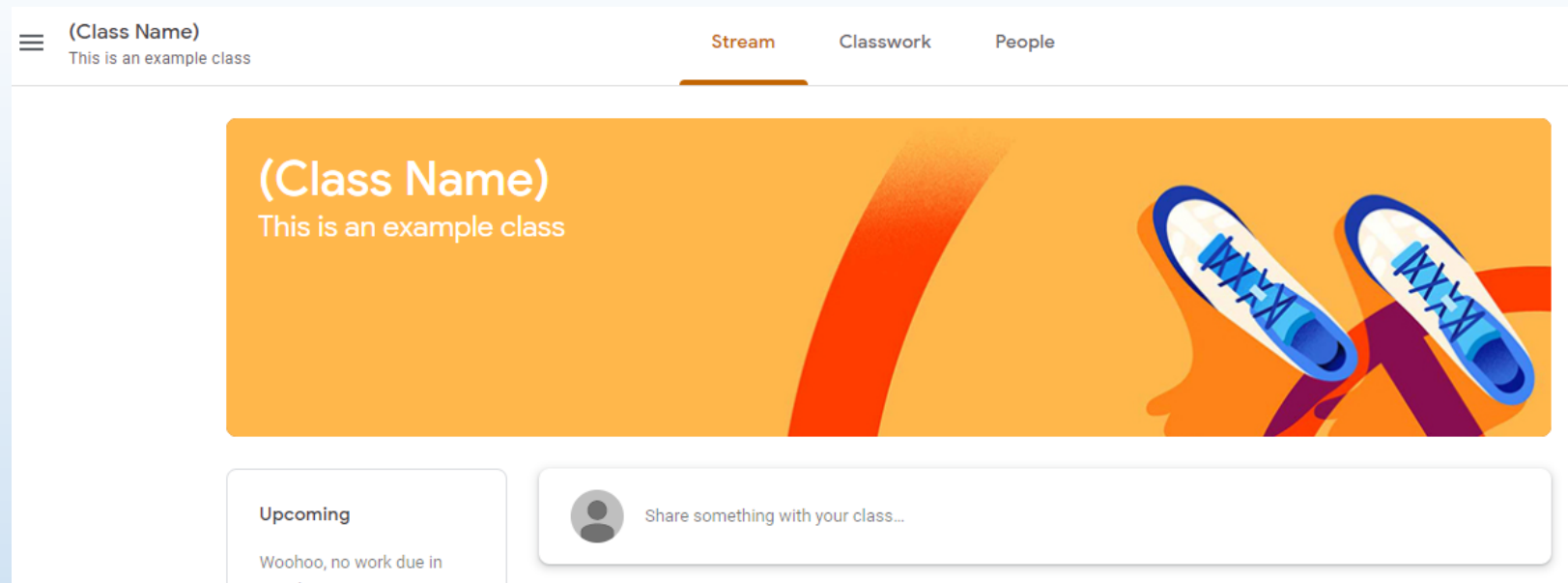
1. To Do
 - Assignment list with/without a due date
2. Tutor Group/Class Classrooms
3. Subject Classrooms

In classrooms check:

- Stream
 - For general information and material.
- Classwork
 - For assignments and resource material
- Assignments for any class comments

You need to respond to any private comments if the teacher asked you to.

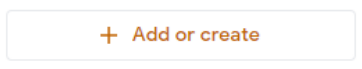

How to correctly share work and add comments within Stream.



Only stream comments or up-load files if you have been directed by the teacher to do so, e.g. to share your work for others to see and to give and receive class feedback.

- Don't use this area for general comments or class chat.
 - Such comments or chat will be deleted and you may be muted (restricted from using stream)
- Don't hand in work for an assignment here, unless directed by a teacher to do so.

How to correctly submit an assignment.

- Make sure all the work has been completed.
- Create or Upload work by clicking  to upload pictures, documents etc.
- Create a new Google document to add information or notes to your assignment. **Don't** add information or notes through comments.
- Leave a comment if you **haven't** uploaded or included a google document with information or notes so the teacher understands why you have submitted the assignment without work.
- Click on 
- If you need to add more work to your assignment after it has been submitted, you need to 'unsubmit' it first add the file then 'Mark as Done' again.

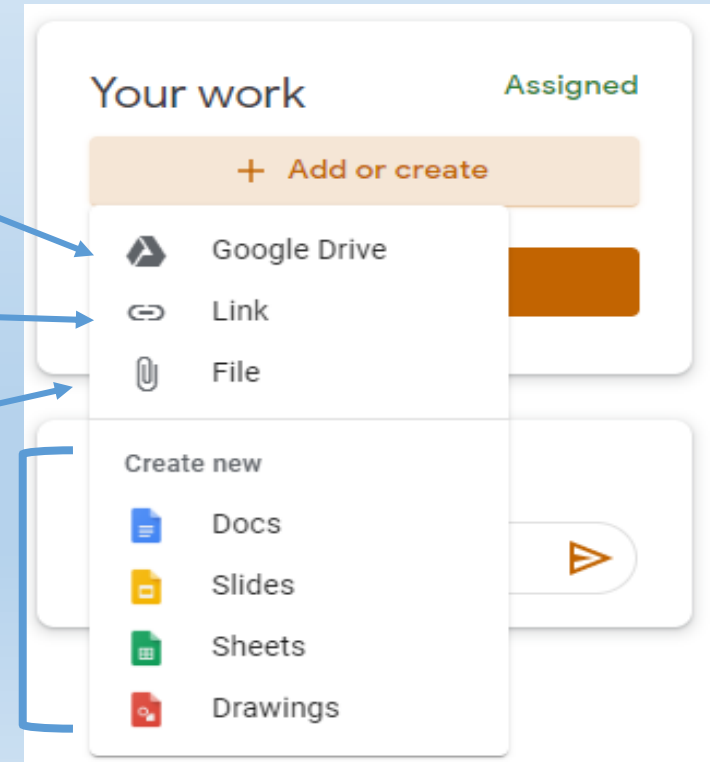
Only add work to the correct assignment.
Don't use "Stream" to hand in work.

To add work already in your Google Drive.


To add a hyperlink to a website etc.

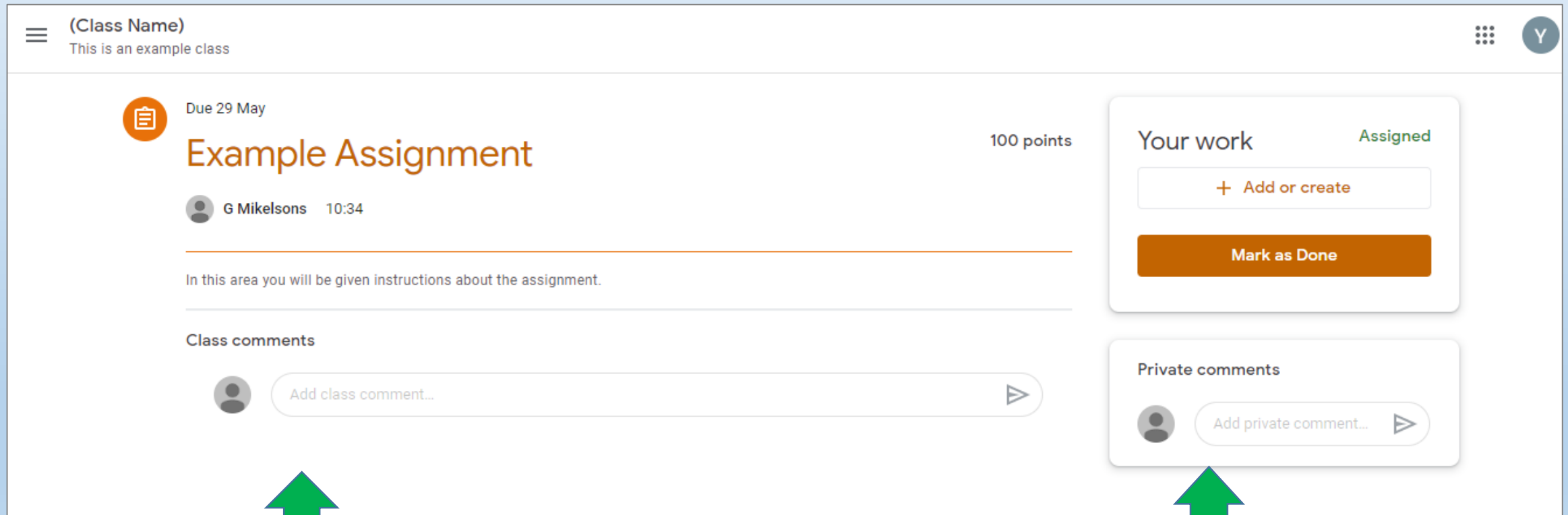
To attach a file from your computer.

To start a new document etc. This will automatically be linked to your assignment.
This is the best way to add notes to your assignment.



How to correctly use comments within an assignment.

- Choose the correct method, either to the whole class or privately to the teacher.
- Type in your comment and click the send icon .  The comment will then be sent.
- DO NOT "Mark as Done" unless you have completed the assignment.
- If you're not able to hand in work when asked, (e.g. couldn't attach a file), leave a comment. DON'T just click 'Mark as Done'



The screenshot shows a class assignment interface. At the top, it displays '(Class Name)' and 'This is an example class'. The assignment is titled 'Example Assignment' with a due date of 'Due 29 May' and a value of '100 points'. It is assigned to 'G Mikelsons' at '10:34'. Below the title, there is a section for 'Class comments' with a text input field 'Add class comment...' and a send icon. To the right, there are two panels: 'Your work' with an 'Add or create' button and a 'Mark as Done' button, and 'Private comments' with a text input field 'Add private comment...' and a send icon. Green arrows point from the bottom text boxes to the 'Add class comment...' field and the 'Add private comment...' field.

The teacher and the whole class will see this comment.

Private comment just to the teacher for help with the assignment etc.