


Parent/Pupil guide on how to use Google Docs

Please see below for a step-by-step guide on how to access and use Google Docs. Your teacher may set some homework that can be completed using this programme, but if you would prefer to print out the work and upload a picture, then that is also fine. It is not a requirement to use Google Docs for your homework.


On a laptop/desktop

1. Log onto your classroom and find the homework that has been set.


 Tuesday 9th June 2020 - LITERACY - WALT: ...
Due 12 Jun

Follow the instructions carefully:


1. Watch the video lesson or follow along with the lesson pdf
2. Complete the 'Tuesday 9th June 2020' Google Doc - you can do this directly onto the document (it will automatically save) or you could print it out
3. UPLOAD A PICTURE OR PDF OF YOUR WORK or 'HAND IN' in Google Doc



Tuesday's Literacy lesson...
PDF



Notebook - Tuesday's Le...
<https://www.loom.com/share...>



Your name will appear here

Google Docs

[View assignment](#)

This is the logo for Google Docs

Your name will appear here

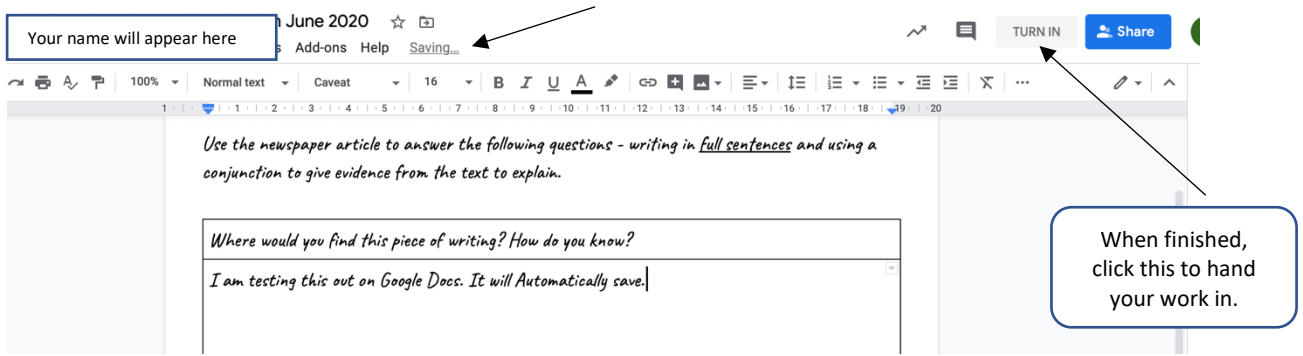
2. Follow the instructions for your homework – any work to ‘hand in’ will look like a clipboard.

3. Click on the Google Doc to complete your homework. It will open in a Google Doc – see *below*:

Use the newspaper article to answer the following questions - writing in full sentences and using a conjunction to give evidence from the text to explain.

<i>Where would you find this piece of writing? How do you know?</i>
<i>How do you think the title of the book links to the article you have just read?</i>

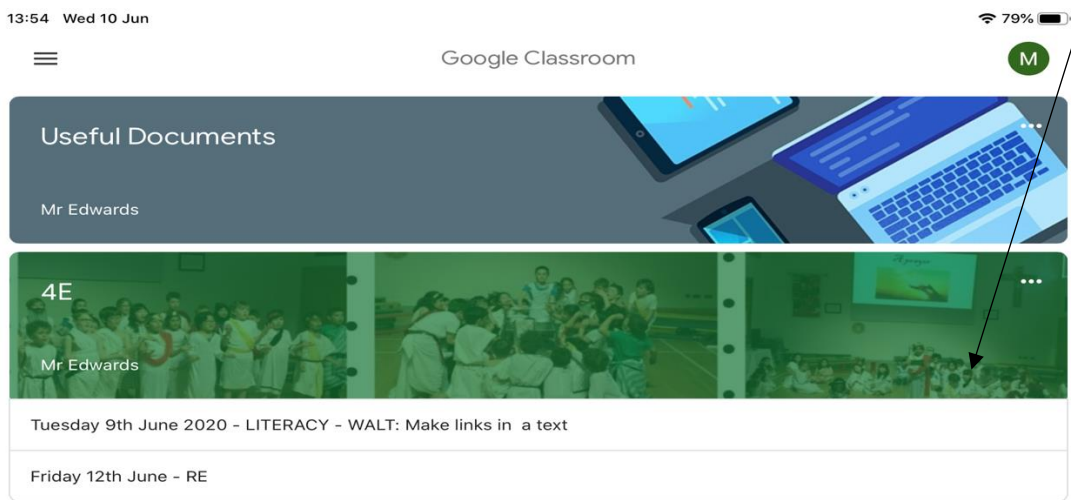
4. Type into the document – just like you would in a normal Word document – **you do not need to download or save the work as it will automatically save.**



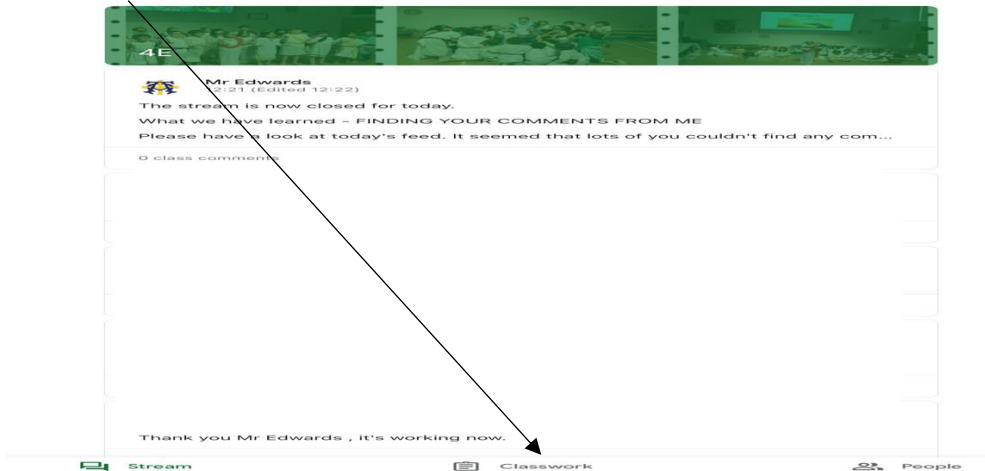
5. Click 'Turn in' when you have finished and type a private comment about your learning if you wish. This will automatically send it to your teacher; you do not need to check we have received it.

On an iPad/tablet- please note you will need the additional app 'Google Docs'

1. Log onto your classroom in the app 'Google Classroom' and click on your class







2. At the bottom, click 'Classwork' to access the work your teacher has set you.



3. Click the work you wish to complete – any work to ‘hand in’ will look like a clipboard.

Tuesday 9th June (Week 2)

-  Daily Check In - How are you feeling today?
Due 9 Jun, 17:00
-  Tuesday's Maths - WALT: Multiply 3 by 1 digit numbers
Due 13 Jun, 23:59
-  Tuesday 9th June 2020 - LITERACY - WALT: Make links in a text
Due 12 Jun, 23:59
-  Tuesday 9th June - Science
Posted 7 Jun, 08:04

4. Follow the instructions and when you are ready to complete the homework, click the link at the bottom 'Your Work'.



13:55 Wed 10 Jun

Due Friday
Tuesday 9th June 2020 - LITERACY - WALT: Make links in a text
0 class comments

Follow the instructions carefully:

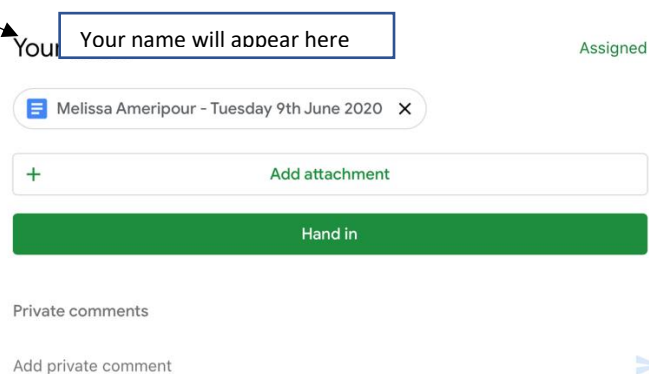
1. Watch the video lesson or follow along with the lesson pdf
2. Complete the "Tuesday 9th June 2020" Google Doc - you can do this directly onto the document (it will automatically save) or you could print it out
3. UPLOAD A PICTURE OR PDF OF YOUR WORK or 'HAND IN' in Google Doc

Attachments


-  Tuesday's Literacy lesson presentation.pdf
-  Notebook - Tuesday's Lesson - WALT- make links in the text

Your work Assigned
Add private comment

5. Click on your name or the Google Doc logo (the blue square)




You Your name will appear here Assigned

 Melissa Ameripour - Tuesday 9th June 2020 X

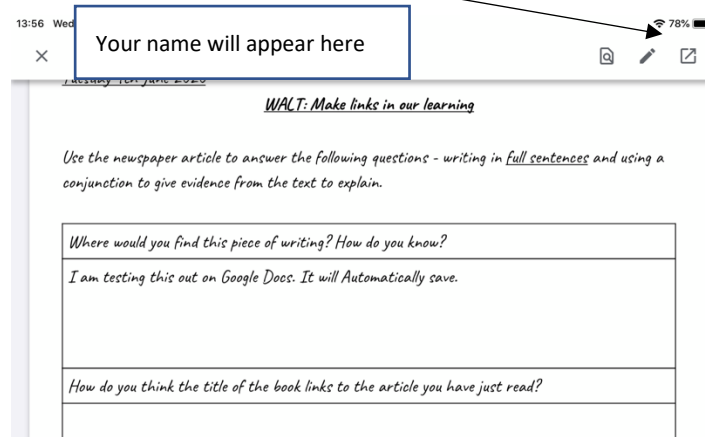
+ Add attachment

Hand in

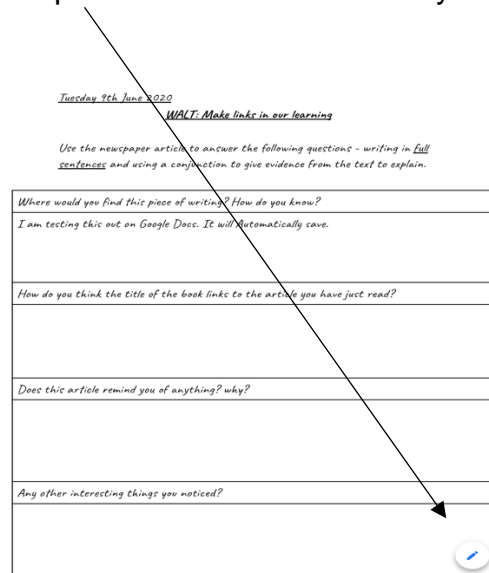
Private comments

Add private comment 

6. This *should* take you directly to the Google Doc app on your device (it may prompt you to download it if you haven't already). To be able to **edit** (write on) the document, you must click the square export button on the top right of the screen. This will open the document in Google Docs.

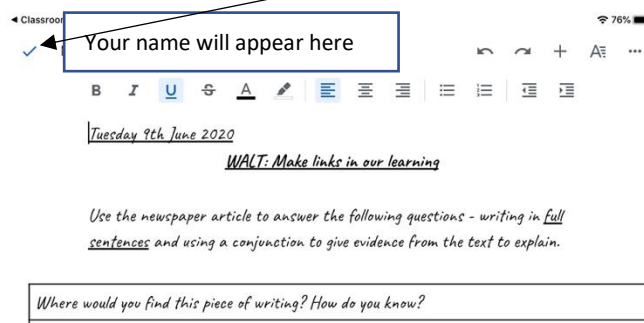


7. At the bottom of the page, click the pencil icon – this will allow you to type into the document.



Remember – it will automatically save so you do not need to worry about saving it.

8. When finished, click the blue tick at the top left of the screen.



Then, click the 'classroom' and arrow at the top of the screen – or go back to your Classroom app – clicking the blue tick will confirm you have finished work on the document and will allow you to hand in your work. You may need to come out of the app and go into the Classroom app.

9. If it shows you your work then click the X at the top left

10. Click 'Hand in', adding a private comment if you want to. Your teacher will automatically be sent the work, you do not need to check if we have received it.

Your work Assigned

Your name will appear here e 2020 ×

+ Add attachment

Hand in

Private comments