

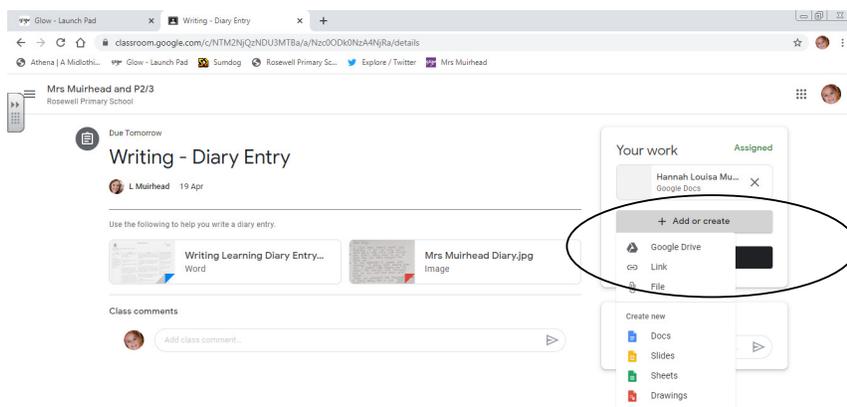
Using Google Classroom Online Tools

Clicking on the Classwork tab, takes you to the tasks and assignments that have been set by your teachers. When you view the assignment, you can read any instructions and click on any downloadable resources required.

There is no expectation for you to print out any materials. Most of your tasks can be done in your jotter or on paper if you do not have a printer or prefer to work offline. You can then take a photograph of a completed task and upload this to Google Classroom.

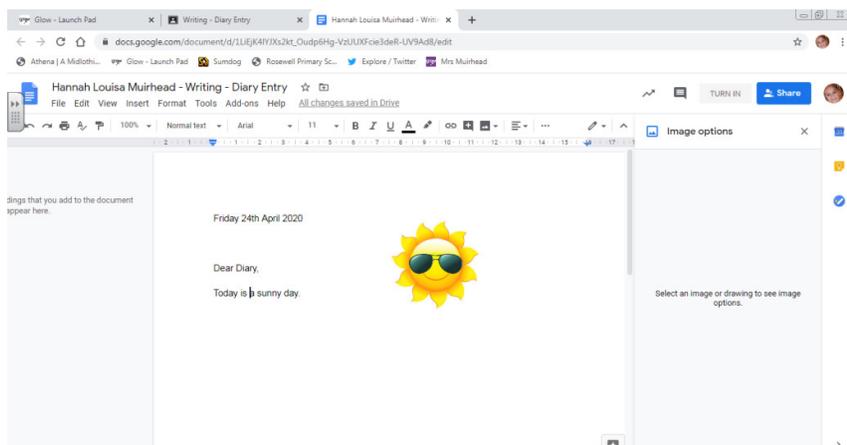
Within Google Classroom there are online tools which you could also use to complete your tasks should you prefer. The following information will explain each feature.

1. If you want to work online, you can use features within Google Classroom. Click on 'add or create'.

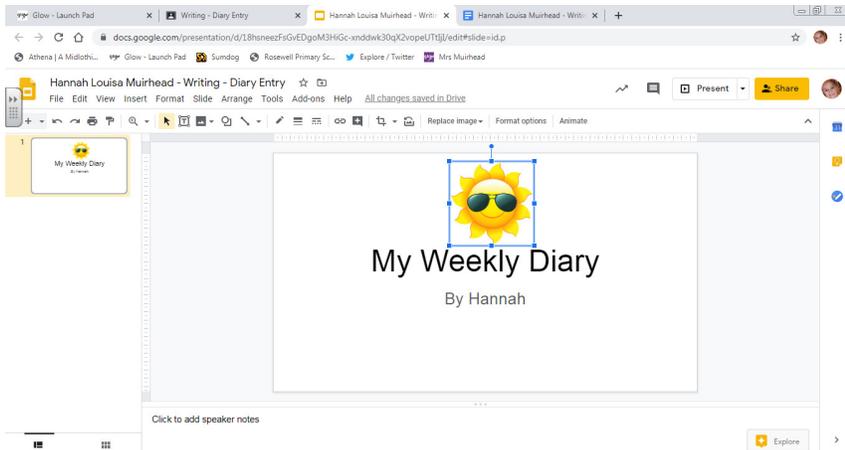


②

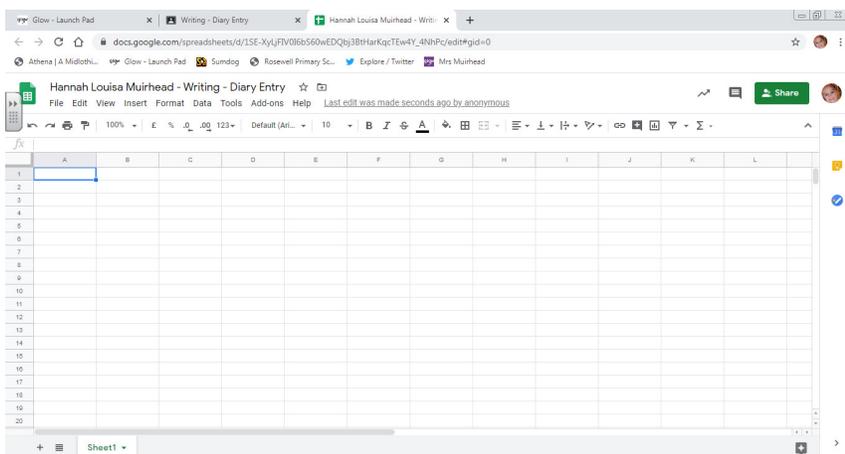
2. Choosing 'docs' takes you to an online version of a Word document. Here you can use all the features of a Word document including changing font, letter size, colour etc. You can even add clipart. All changes are saved as you go. You can also close the window and go back to edit or continue at another time.



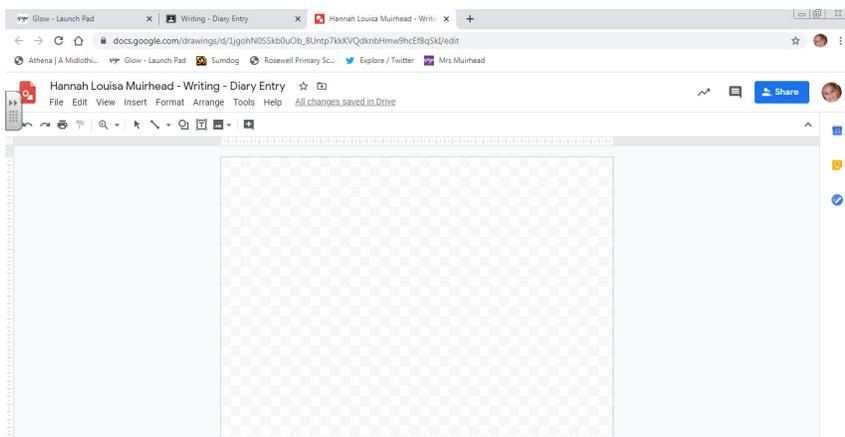
3. Choosing 'slides' takes you to an online version of PowerPoint with all the same features.



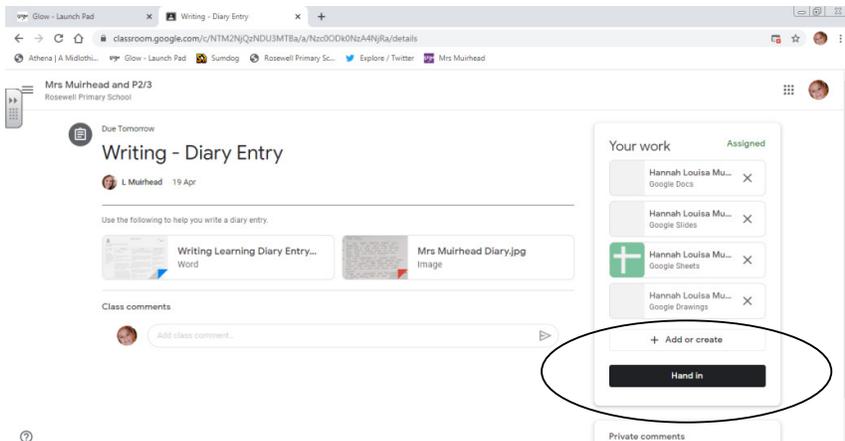
4. Choosing 'sheets' gives you an online version of a spreadsheet.



5. Choosing 'drawings' gives you an online creative drawing tool. Within here you can create content by drawing, pasting images, linking videos and websites, and inserting text, shapes, tables, and other content. This is also a collaborative page where you can work on group tasks with others remotely.



6. Once you have completed all aspects of the task, you can then 'Hand in' the task.



7. Once your teacher has reviewed your task, it will be returned to you and you will be able to read the feedback and message. If you wish, you can resubmit the task following your feedback or if you would like to add anything further.