

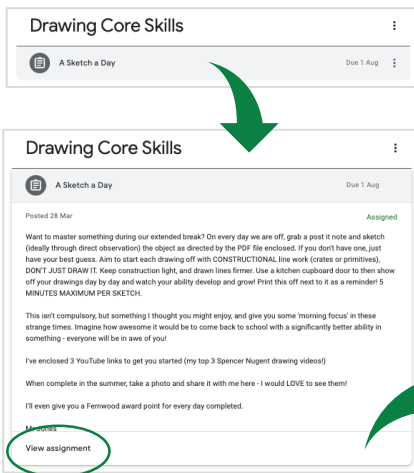


# Google Classroom Help

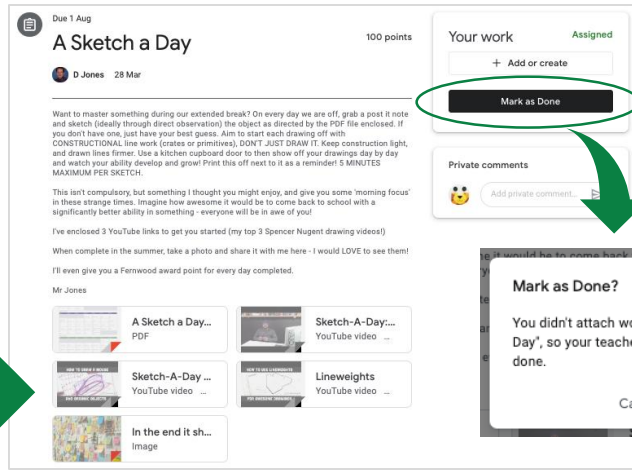
## Mark as Done / Handing in work

Google Classroom

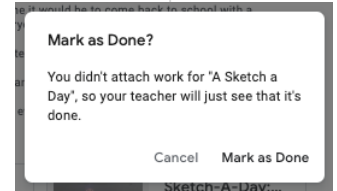
### Mark as Done



You can find your assignments (work to do) either from the **stream** or the **classwork** tab. Click on them **once** to get a preview, or click the 'View assignment' button to then enter into the full assignment, and see any resources.

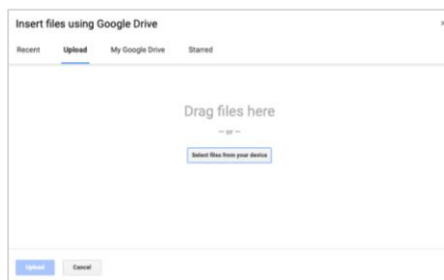
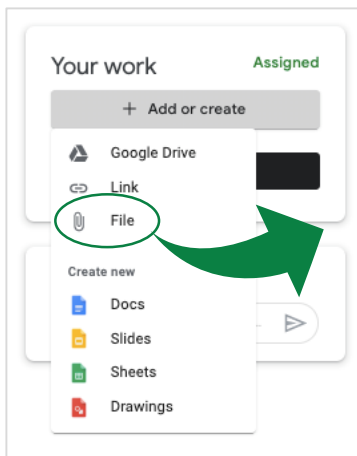


If the assignment will result in work that you hand in physically, or it is work that will not produce anything tangible (i.e. directed reading), just click 'Mark as Done' and the assignment will disappear from the to do list, and will not feature on the parental emails as being incomplete.



Google will double check you meant to press the button.

### Uploading files



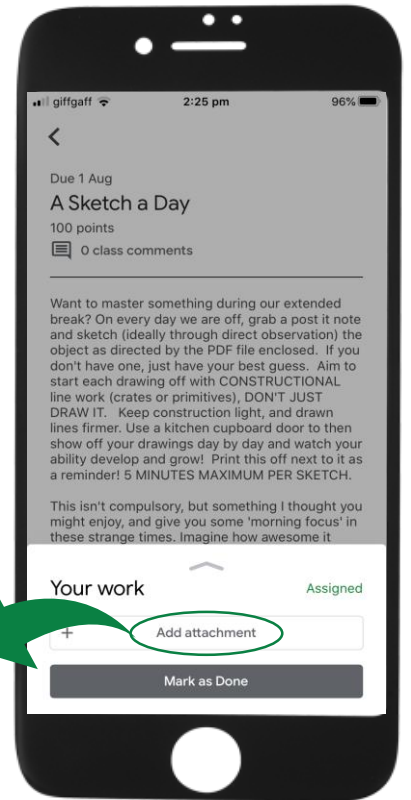
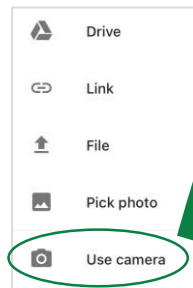
When using the file upload function we recommend using **Google Chrome** as your internet browser as it tends to work more reliably.

#### On a laptop / desktop:

Click on **+ Add or create** on the assignment screen and you can either create a new file via google docs (similar to Word/PowerPoint/Excel), or upload a file that is already on your computer through the **File** option (paperclip).

#### On a mobile device:

Swipe up / press the foot of the screen, and the same options appear. On a mobile device you will also be able to **use the camera** to instantly photograph and submit work.



If you need help with a task, firstly get someone else to read through the instructions and check to see if they understand. If not, please speak to another child in the class to see if they can help. If all else fails and you need to communicate with your busy teachers, please use their email addresses rather than the private comment function within Google Classroom. Staff will check their emails far more regularly. Their email address can be found in the directory (press To: in your email), in the format [j.smith@fernwoodschool.org.uk](mailto:j.smith@fernwoodschool.org.uk)