



## **A Parent Guide to Accessing and Handing in Work on the Google Classroom App**

Follow these steps so that you can support your child to access and hand in learning tasks set on Google Classroom using the Google Classroom App.

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### **How to access work (Mobile Devices - Android or iOS)**

- Open the Google Classroom App
  - Tap on your child's class, then 'Stream' (at the bottom) to see comments and messages from the class teacher.
  - Tap on 'Classwork' (at the bottom) to see an assignment
  - Tap on the assignment
  - Follow the instructions on the assignment, it might include an online lesson to watch, a video from the class teacher, some information slides to read through, a worksheet or a task to complete.
  - Tasks will be age appropriate with younger children completing most tasks offline and older children completing more online tasks.
  - To return to the list of assignments click the 'back arrow' in the top left hand corner of the screen.
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### **How to show work is done and hand it in (Mobile devices - Android or iOS)**

If the task is an online one that your child has completed (e.g. something on a google docs, google slides or google form)

- Tap on the 'Your Work' at the bottom of the screen
- Tap 'Hand In', then 'Hand In' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work

If the task you have been set by the teacher is an offline task, either a practical task or one that has been completed in your child's green home learning exercise book once the task is completed please tap on the 'Your Work' at the bottom of the screen and then tap the '**Mark as Done**' at the bottom of the page so the teacher knows the task has been completed.

If the teacher has asked for evidence of the task that has been completed you can take a photo of your child's work and upload it to Google Classroom by following the steps below:



- Take a photo of your child's work using your phone or tablet
- Tap on 'Your Work' at the bottom of the page and tap 'Add Attachment'
- Choose 'Pick Photo' and select the photo you want to submit
- Allow a moment or two for it to upload
- Tap 'Hand In', then 'Hand In' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work