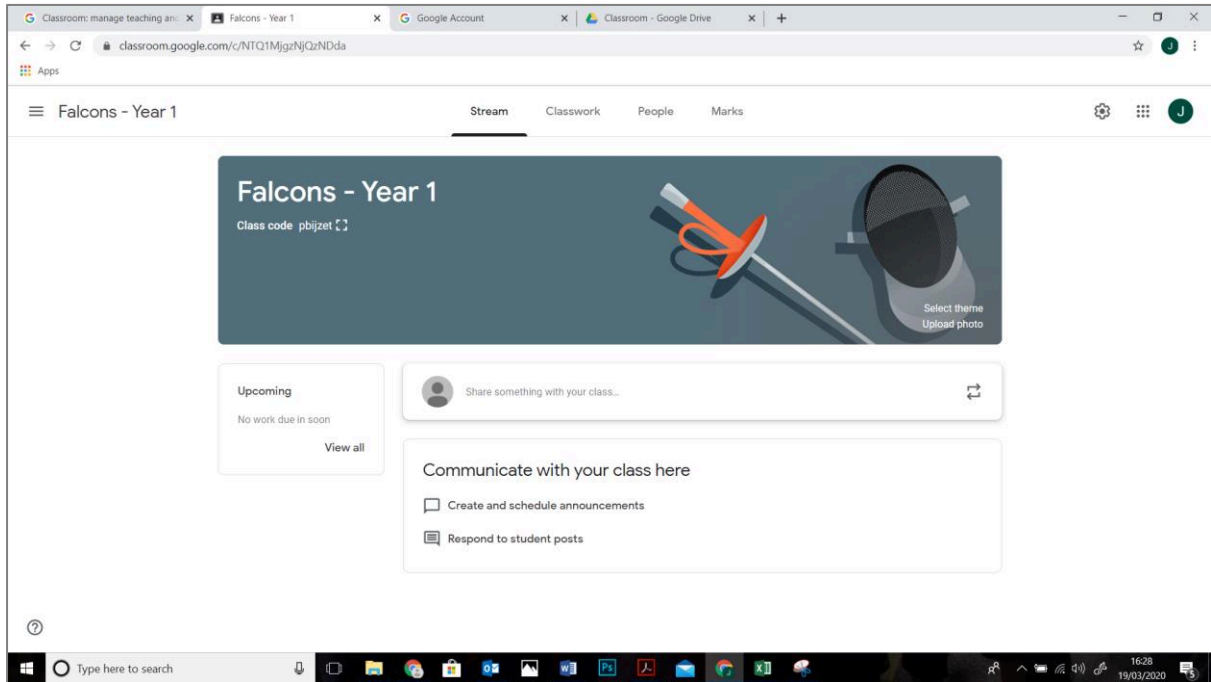


Using Google Classroom- Children

We're online! By now hopefully you are connected to your online classrooms.

Here are a few pointers for using Google Classroom, like viewing work you have been set and uploading photos etc.



If you can't find what you need in this document, try this website:

<https://support.google.com/edu/classroom/answer/6020297>

You can create files and upload pictures.

Maybe you could use the Docs to write a story?

Can you use the Slides to create an informative Power-point?

Can you upload any pictures of your learning activities?

PARENTS

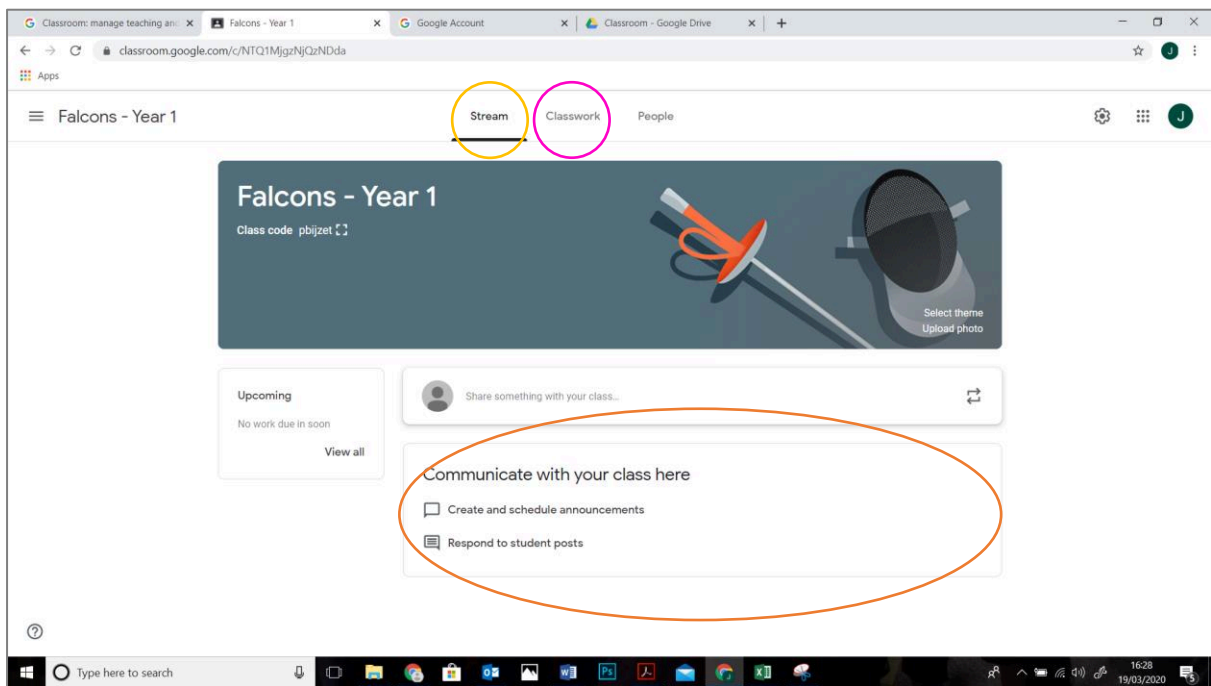
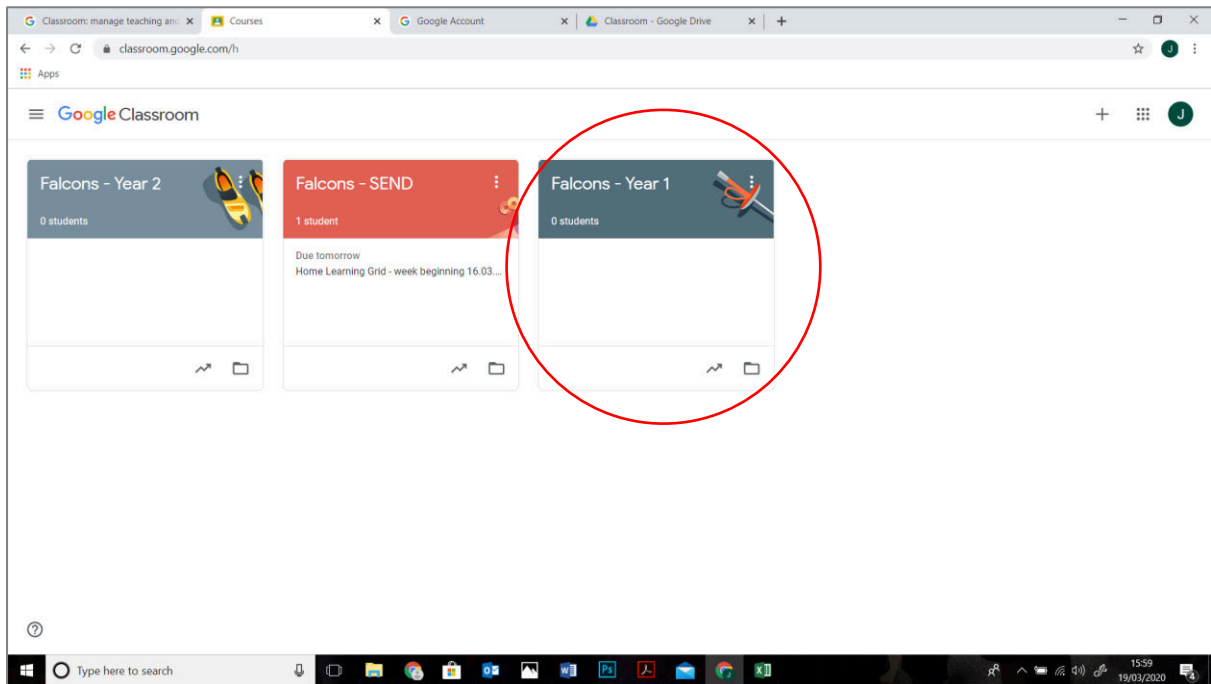
If the Google Drive app is installed on an iPad, tablet, or smart phone – content can be viewed and uploaded directly from the device.

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Accessing work

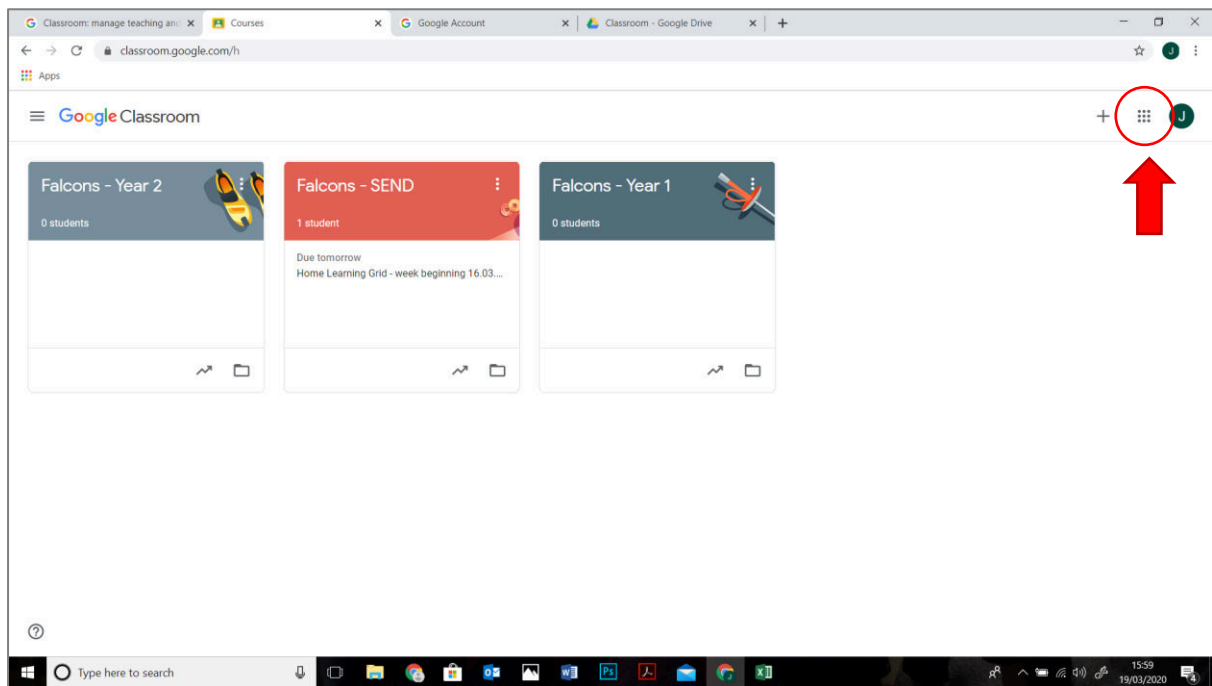
Go to the Classroom page, and choose your class.



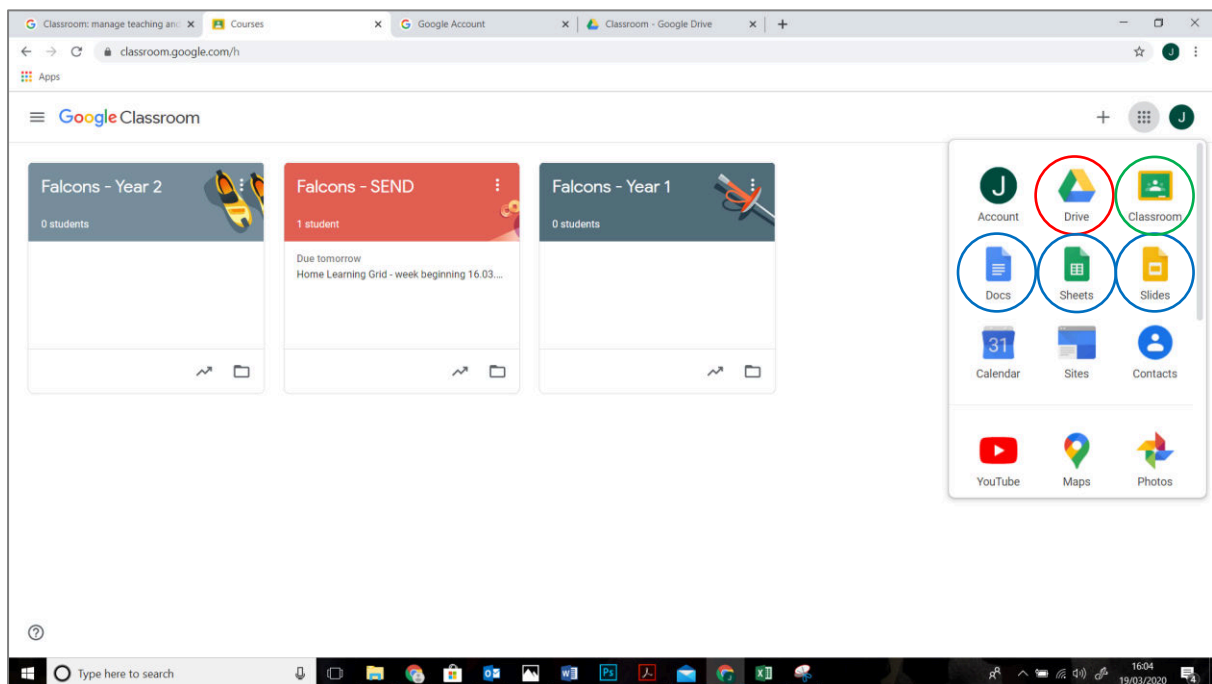
The **Stream** works very much like a Facebook wall, where you can see messages from your teacher and see work updates. Any new updates or task will appear in the orange circle.

Classwork is where you will see all of the work that has been set.

Uploading Documents / Photos etc.



In the red circle you will find the apps. Most of the programs are similar to what we use in Microsoft Office, but some of the features may be in a different place.

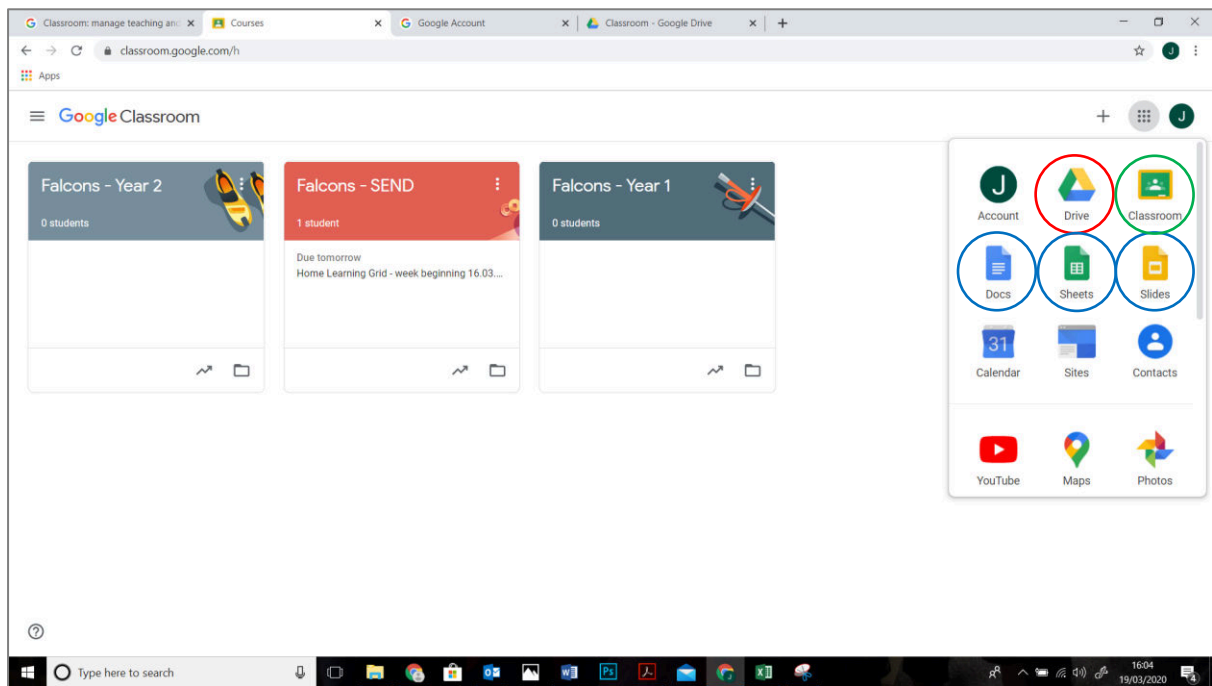


You can use **Docs** to create written pieces, similar to Word.

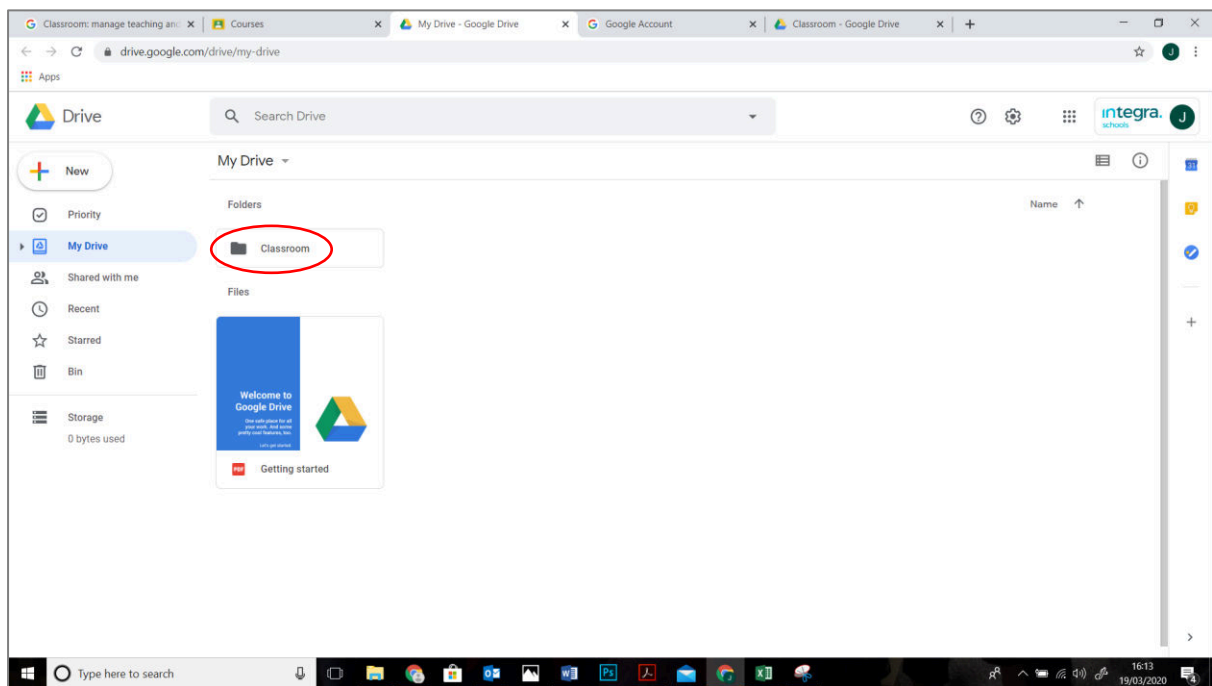
Sheets is similar to Excel, **Slides** in similar to Power-point. The **Drive** is where all of the resources etc. we upload will be stored. **Classroom** will bring you back to the screen currently shown.

Photos can be useful to upload evidence of activities, but it may be better to store everything in the drive.

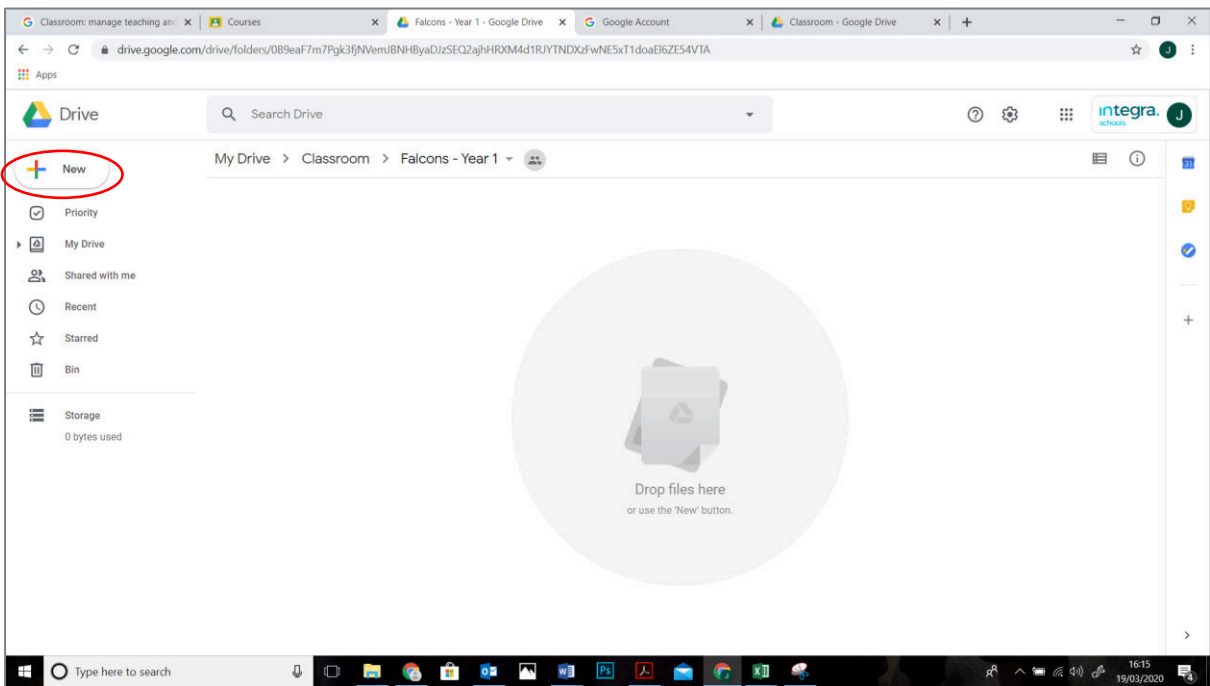
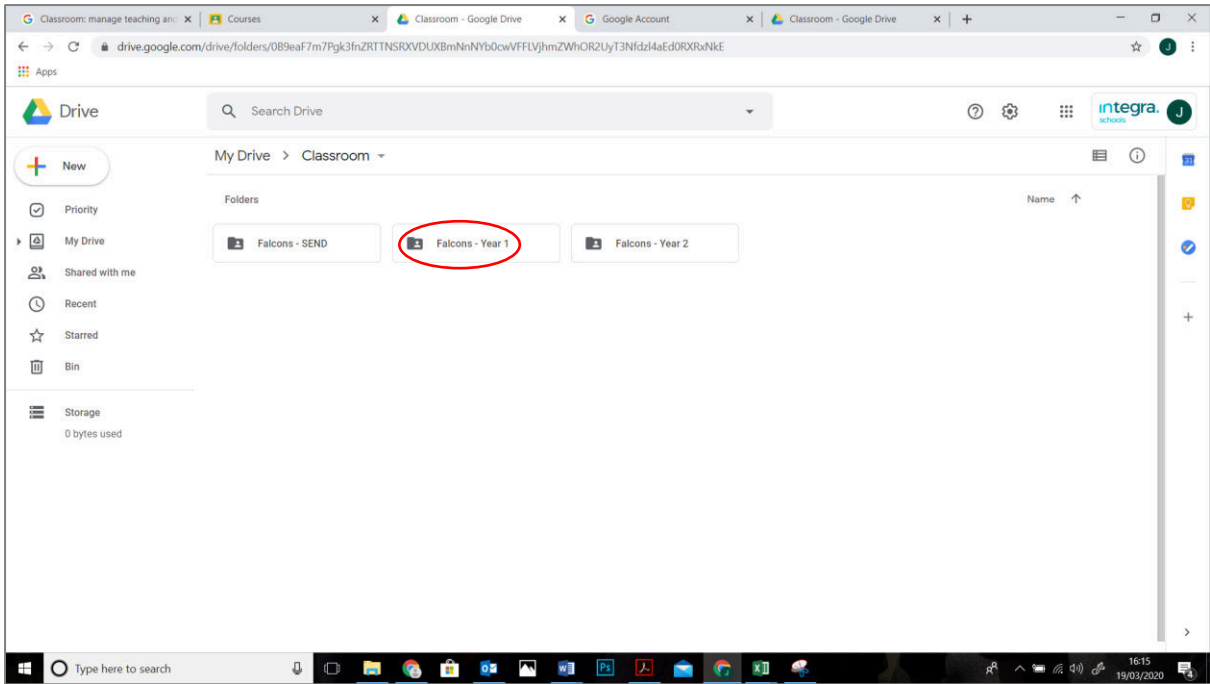
Adding things to the Drive



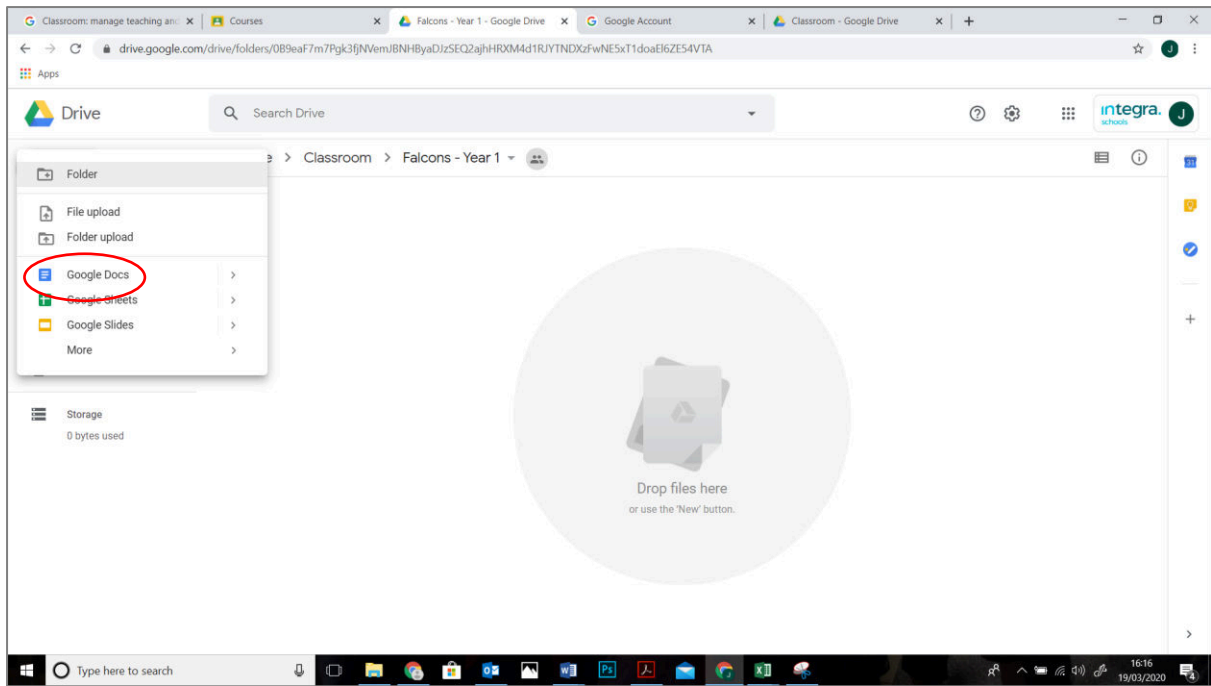
You can either create a document by clicking on the app symbol – it will automatically save it into the Drive for you – or by going into the Drive itself.



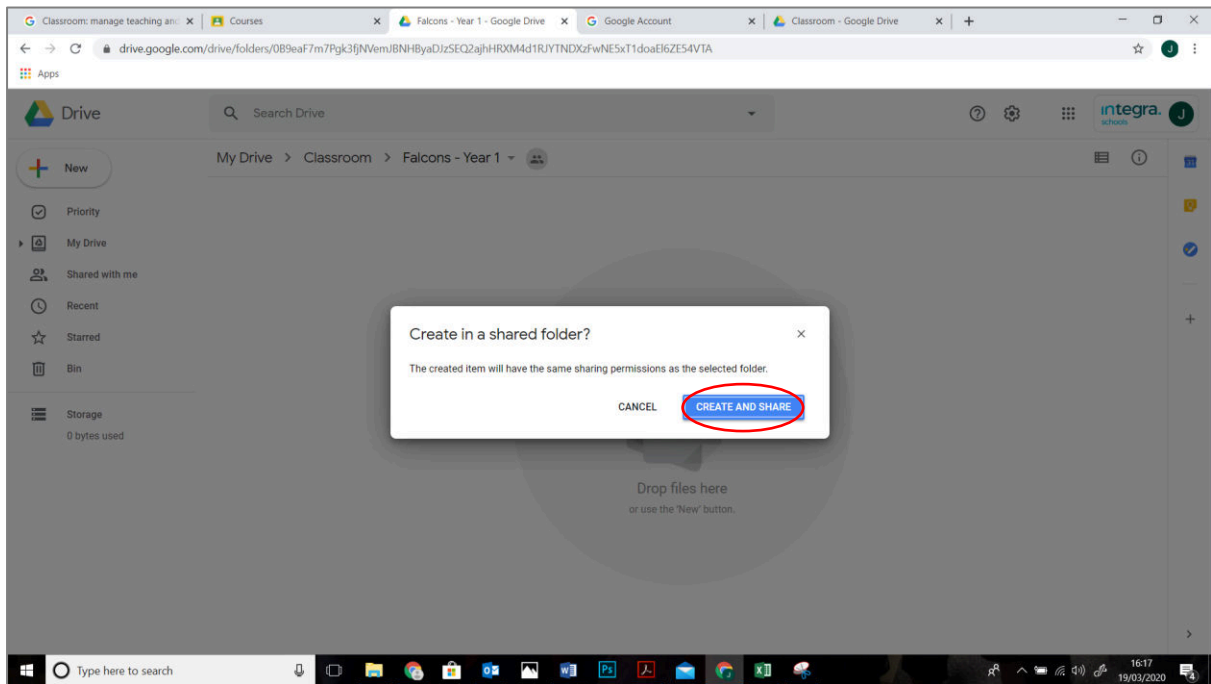
Go to Classroom – and choose the group you want to create work for.



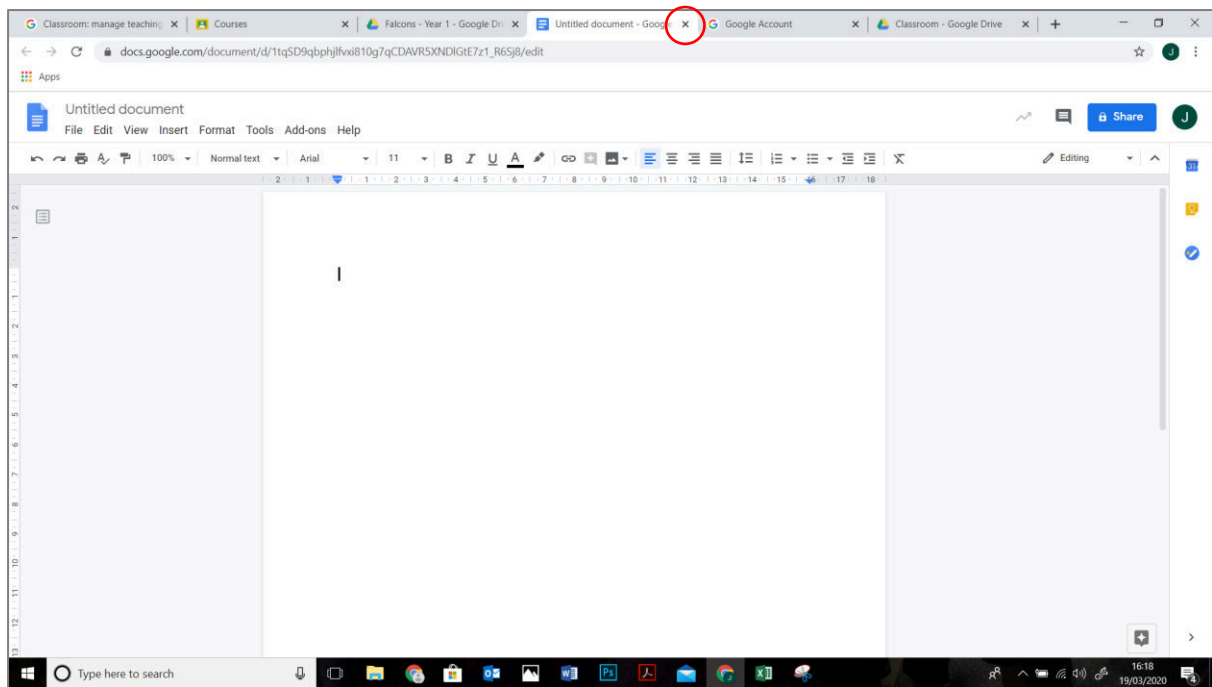
Click on the '+ New' button in the top left and choose what you want to create.



By clicking 'Create and Share' your teacher will be able to see the document you've created.



If you're creating a Doc – the following screen will open.

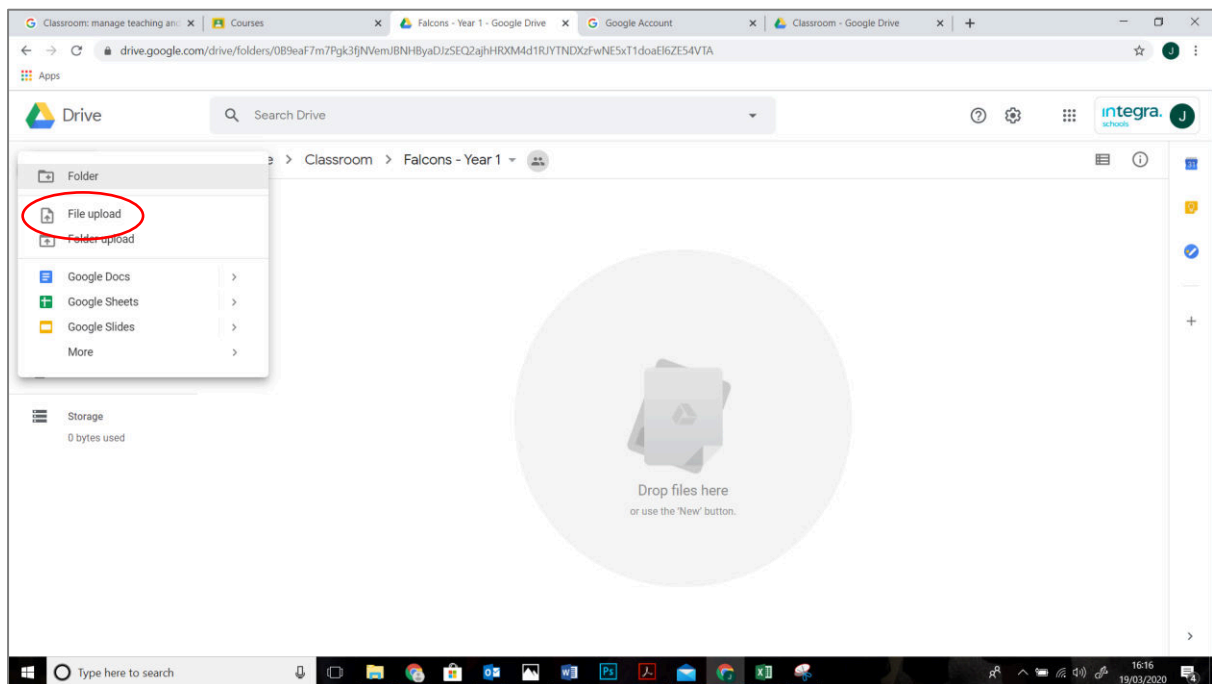
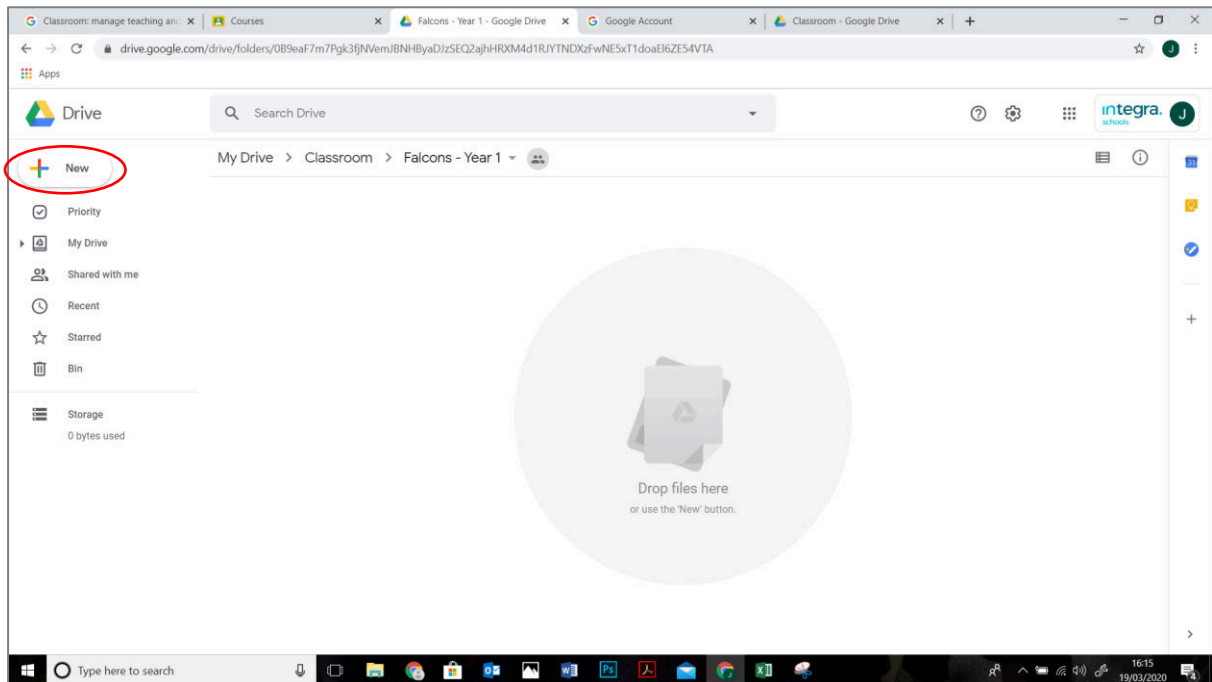


The document will save automatically – don't forget to name the file at the top. To close the file, you just need to close the tab.

The same process applies for Sheets and Slides.

Uploading a PDF, photo or video

Follow the previous steps using the Drive, until you reach the '+ New' option. Choose 'File Upload'.



Choose the PDF or photo you want to upload and it will appear in your chosen folder.

Moving items between folders

Items can be moved between folders, by selecting the item, right click and selecting 'Move To'. Choose your destination folder.

