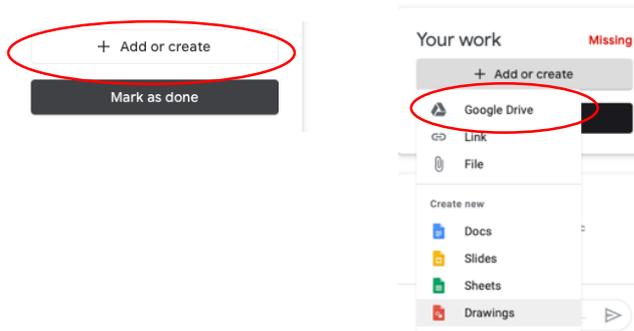


# Google Classroom Tips & Tricks

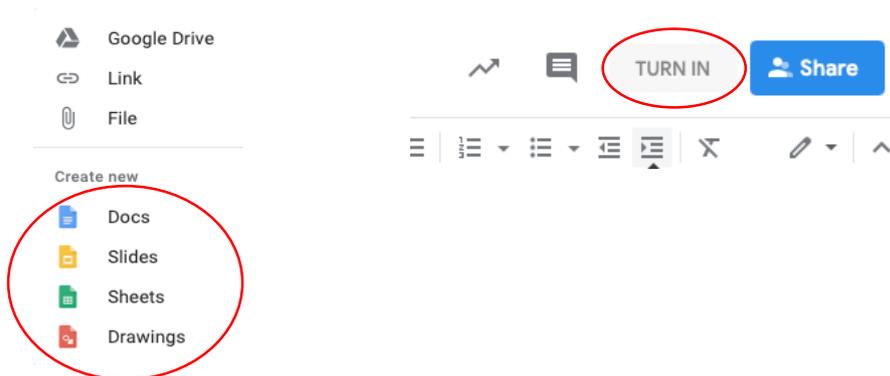
## How do I upload a document or a photograph of my work?

1. On your device take a photo of your completed work.
2. Go into Google Classroom, select the assignment and click + Add or create, then click Google Drive.



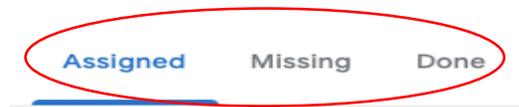
3. Click Upload, then select browse, then go to photo library and select your chosen photo (of the work you have completed), then click done and Turn In.

Note: for creating a new document (rather than uploading an existing file), click + Add or create (as in step 2), select from the list (Docs, Slides, Sheets and Drawings) to create your piece of work. Click Turn in (top right) to submit your completed work.



## How do I know what still needs to be completed?

1. Click on menu bar: 
2. Select To do. This gives you a screen with three tabs:



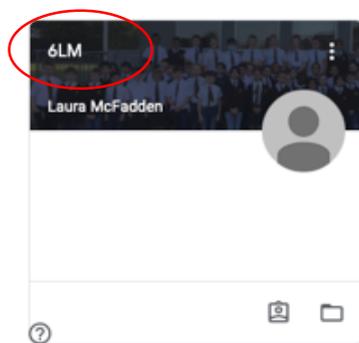
Assigned shows work set but not yet completed.

Missing shows work that has not been completed and is overdue.

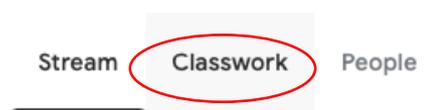
Done shows all completed and submitted work.

## How do I know if my work has been submitted successfully?

1. Click on menu bar: 
2. Select your class (eg 6LM).

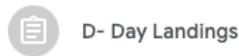


3. At the top of the screen, click Classwork.



4. This shows all your assignments organised by subject. There is a clipboard next to each assignment.

A light grey clipboard means the work has been successfully turned in:



A dark grey/black clipboard means it has not been turned in/finished:



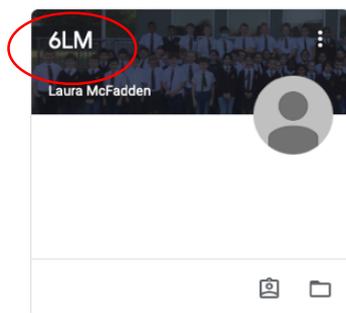
### **How do I save my work?**

If the assignment includes a document for you to work on, any changes you make will be saved automatically.

When you have finished the piece of work, you can click 'turn in' directly from the document in order to submit your work.

### **How do I know when an assignment is due?**

1. Go to your class home page.
2. Click on your class name.

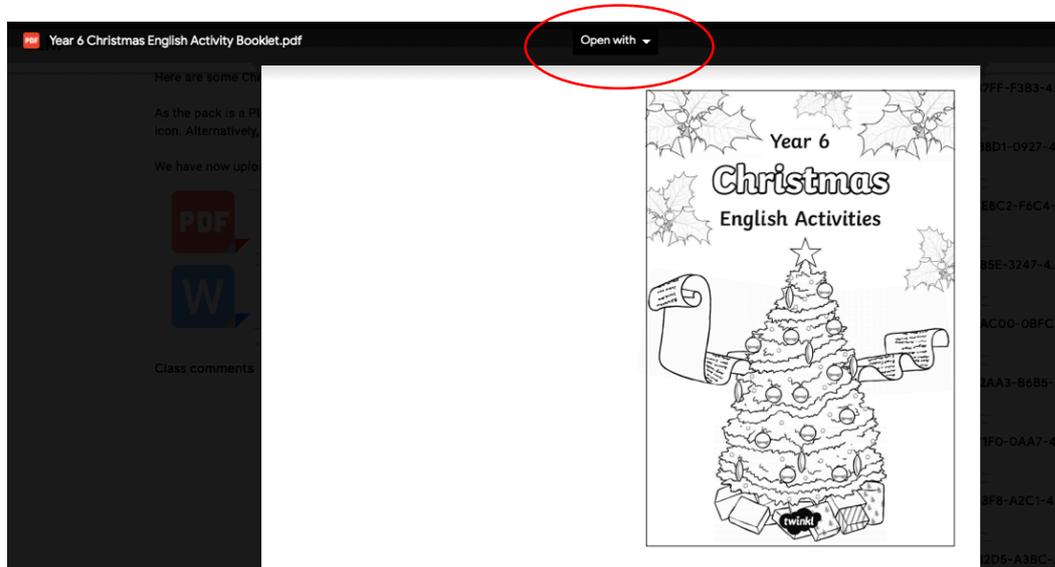


3. At the top of the screen, click on Classwork. This will show all assignments and their due date.

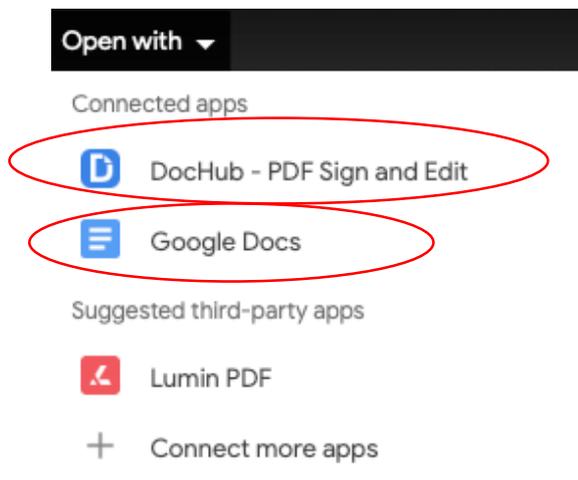


## What do I do if the formatting looks wrong when I open a document attached to an assignment?

1. Open the document.
2. Click Open with (top in the middle):



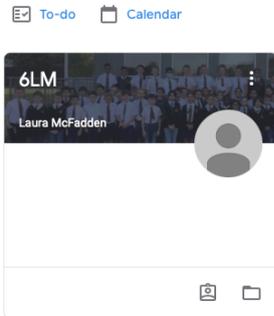
3. Try opening with the different options until the formatting looks right.



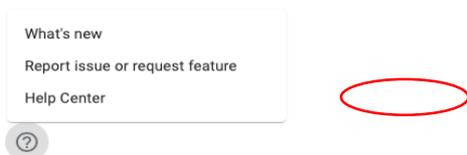
In my experience, DocHub is best for opening PDFs and Google Docs works best for non-PDFs (eg PowerPoint, Word).

## Where do I find extra help?

1. Go to your class homepage.
2. At the bottom left hand corner, click on the question mark:



3. Select Help Centre:



4. Type into the search bar the key words of what you need help with.

