




Submitting Your Child's Work In Google Classroom

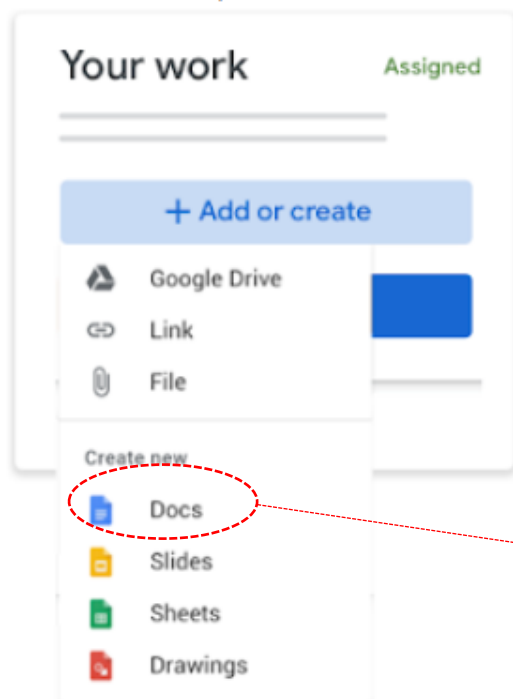
From the week beginning 22.6.20, teachers will be providing feedback to children's [writing home learning task](#). Children will have the option to either:

- a) **Complete their assigned writing task on Google Docs (Google's version of Word).**
They can type directly into Google Docs online and then submit this.
- b) **Complete their writing task on paper and then upload a photograph of the writing.**
Photographs of children's writing outcomes can be uploaded as a file and then submitted for the teacher to view.

Please see the guidance below regarding how to submit your child's completed writing outcome. A video has also been uploaded to the school website under the 'Our Learning' tab and then 'Google Classroom'.

Turn in an assignment

1. Go to classroom.google.com .
2. Click the class > **Classwork** > the assignment.
3. To attach an item:
 - a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File .



This option is to upload a photograph of your child's work/ writing.

This option will allow children to type into Google Docs directly. Teachers will add a Google Docs for the children to use, if they wish, when they assign their weekly writing activity.

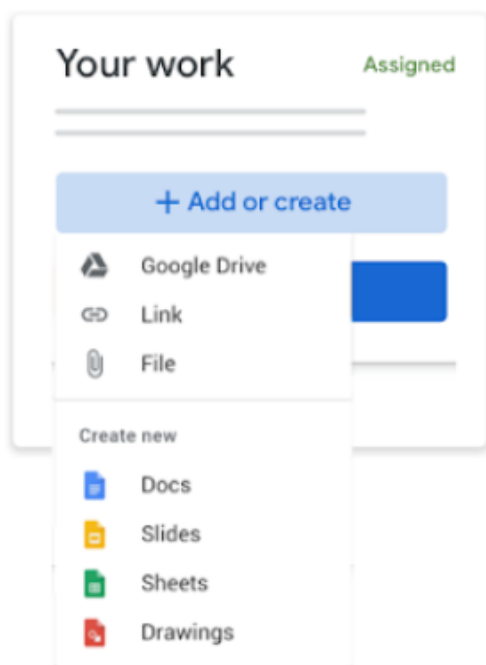
- b. Select the attachment or enter the URL for a link and click **Add**.
Note: You can't attach a file you don't own.

There is also an option for children to add additional documents, which they can then submit to the teacher. For example, this might be a drawing they have produced in Google Drawings, to accompany their written work.

4. To attach a new doc:

- a. Under **Your work**, click **Add or create** > select Docs , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.



- b. Click the file and enter your information.

Note: You can attach or create more than one file.

5. (Optional) To remove an attachment, next to the attachment's name, click Remove ✕.
6. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post ➤.
7. Click **Turn In** and confirm.

The status of the assignment changes to **Turned in**.

Your child can submit any work from their home learning that they would like their teacher to view by following the steps above. Please note that **teachers will provide weekly feedback to submitted writing tasks on Google Classroom and completed MyMaths activities** and will acknowledge all other uploaded outcomes outside of this with a short comment.

If you have any further questions regarding submitting your child's work on Google Classroom, please email your child's teacher via the year group email address.