

## 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.**

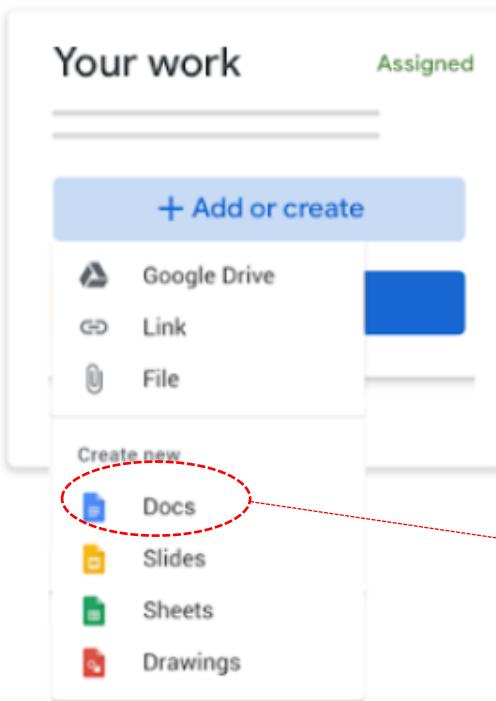
Photographs of children's writing outcomes can be uploaded as a file and then submitted for the teacher to view.

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](https://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.

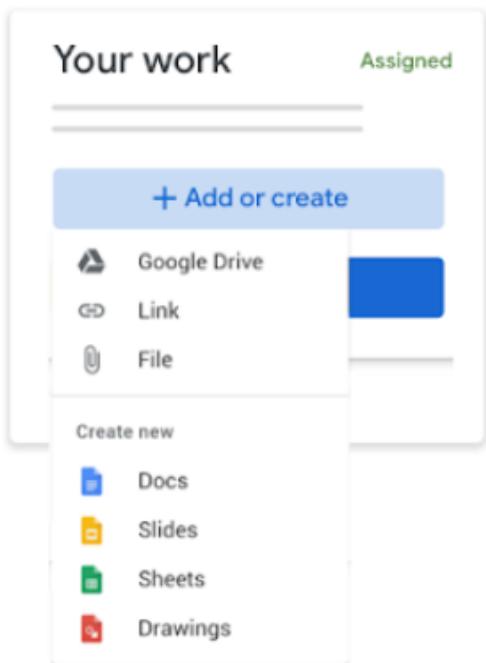
- b. Select the attachment or enter the URL for a link and click Add.  
Note: You can't attach a file you don't own.

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.