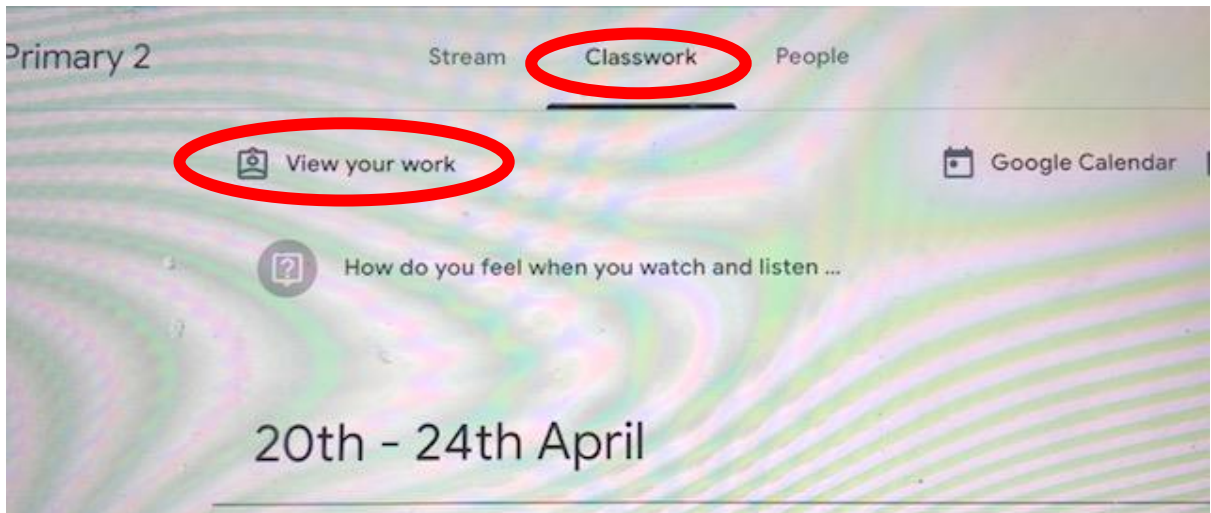
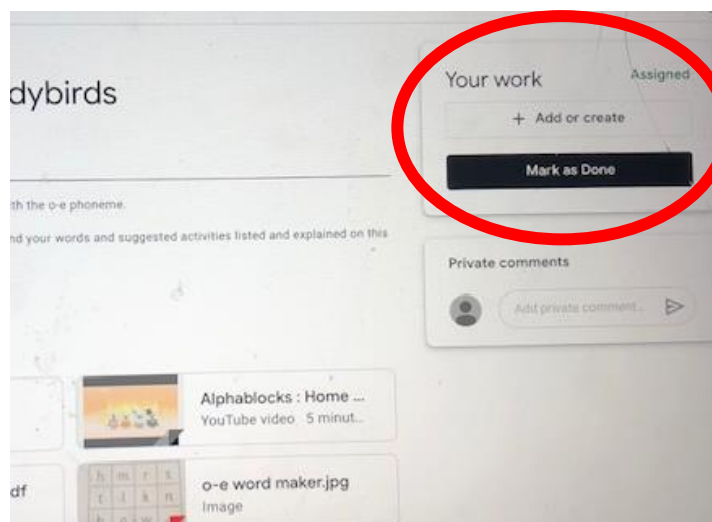


How to upload your work onto google classroom:

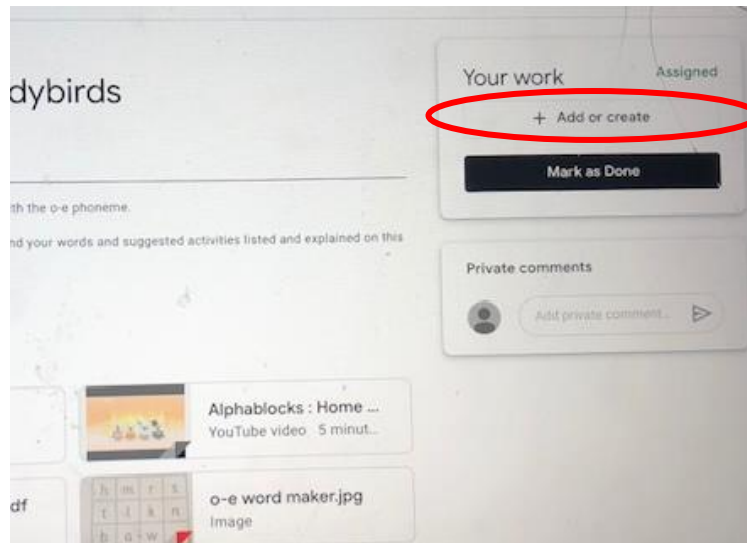
1. Click on “classroom” and then “view your work”.



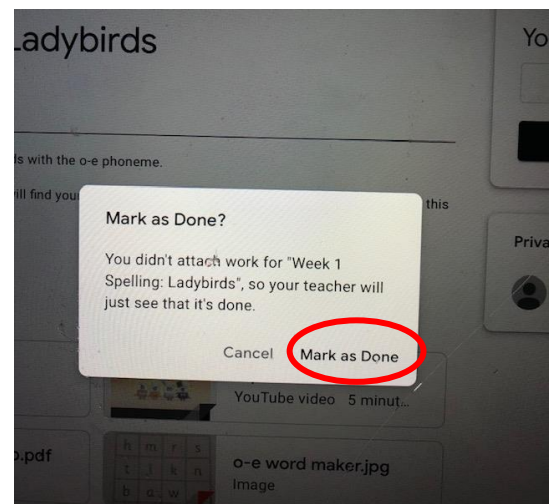
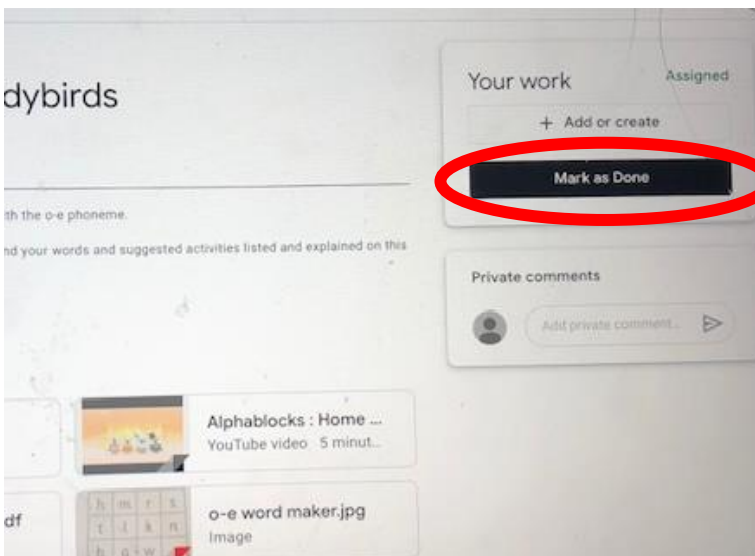
2. Click on the file that you would like to upload work for e.g. Literacy, Numeracy, Spelling, other.
3. Click on “view details”.
4. A screen will appear with the work for this topic and the “your work” box will be on the right.



5. If you want to upload a document or photo, click on “add or create”. You will then be able to choose a file to upload.



6. If you have completed the work and are not uploading evidence, you can click “mark as done”. You will then be asked a question, and you click “mark as done” again.



This process allows all of your child’s classwork to be uploaded into an individual folder for them, and it also allows the teacher to see that the work has been completed, even if it has not been uploaded on to Google Classroom.

You will also see under the “mark as done” box, there is a “private comments” box. This is where you are best to ask the teacher anything specifically, and where any feedback from the teacher will appear. This is to ensure privacy.

