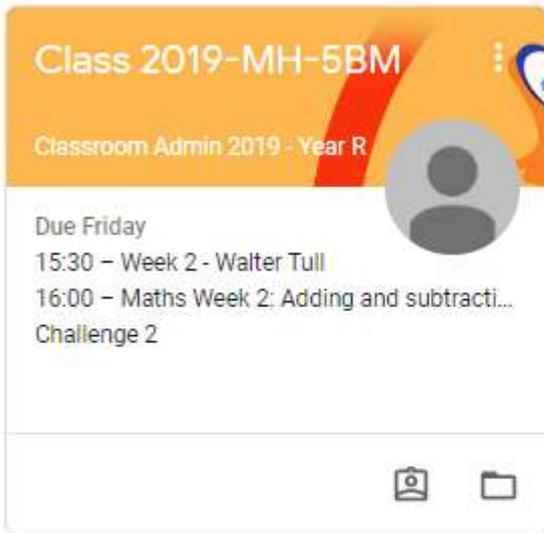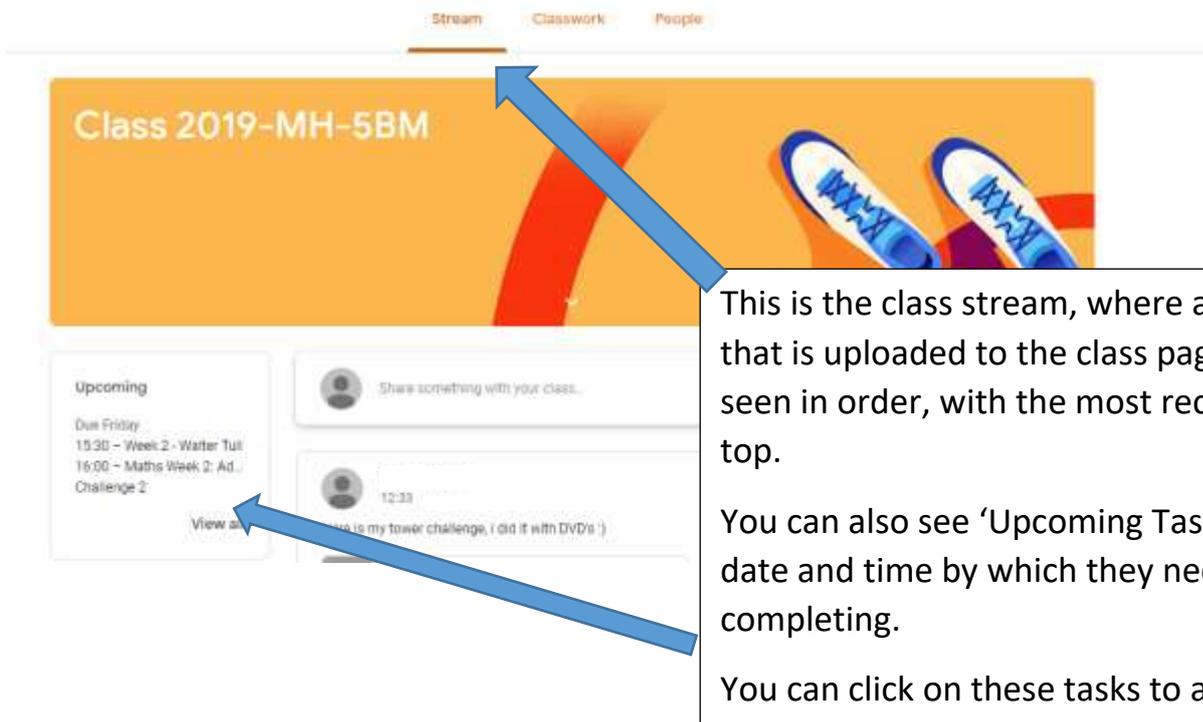# A step-by-step guide to uploading work

Once you have logged in to google classroom, your class page should appear on the screen.

Click on the class name. *(This is an example of the year 5 classroom.)*

This is the class stream, where anything that is uploaded to the class page can be seen in order, with the most recent at the top.

You can also see 'Upcoming Tasks' and the date and time by which they need completing.

You can click on these tasks to access them.

Maths Week 2: Adding and subtracting fractions (W.C. 30.03.20)

Hannah Barrow   30 Mar

Watch the lesson slides before completing your task each day. They will help you to understand the types of questions you will be given. Remember, you can go back to the slides at any point throughout the week if you need to or ask me a question if you get stuck. Don't forget to complete the maths quiz on Friday to check how much you have learnt! :-)

I will leave the whole week's learning up for you to complete as and when you can. Each day you submit your work I will give you 20 marks and will comment on what you have produced. You can then resubmit the assignment each day.
Plenty of house points up for grabs too!

Adding & Subtracting Fracti... Video	Adding and Subtracting Frac... Video
Adding & Subtracting Fracti... Video	Adding Fractions with differ... Video
Friday Adding & Subtracting ... Word	Monday Adding & Subtractin... Word
Thursday Adding & Subtracti... Word	Tuesday Adding & Subtracti... Word
Wednesday Adding & Subtra... Word	

Class comments

Add class comment...

100 points

Your work   Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

Here is an example of an assignment, which I have accessed by clicking on it in the 'upcoming tasks' tab.

I can read the information about the task and click on any of the attachments, which will help me to complete the task.

Options for completing and uploading work:

If none of these options are possible, see final page.

If you have a printer & scanner:

1) Print the worksheet/task
2) Complete the worksheet/task
3) Scan the completed worksheet /task back in as a file

If you have a printer & no scanner:

1) Print the worksheet/task
2) Complete the worksheet/task
3) Take a photograph of the completed work and upload it as a file.

If you have no printer or scanner:

1) Complete the work by responding to the task in the exercise book that was provided in the learning pack or on spare paper.
2) Take a photograph of the completed work and upload it as a file.

How to upload a file:

Due 3 Apr, 16.00

Maths Week 2: Adding and subtracting fractions (W.C. 30.03.20)

100 points

Hannah Barrow 30 Mar

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Adding & Subtracting Fracti... Video	Adding and Subtracting Frac... Video
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Wednesday Adding & Subtra... Word	

Class comments

Add class comment...

Your work — Assigned

+ Add or create

Mark as Done

Private comment

Add private comment...

Once you have uploaded your files to the device you are using, click the 'add or create' button.

Your work — Assigned

+ Add or create

- Google Drive
- Link
- File

Create new
- Docs
- Slides
- Sheets
- Drawings

Choose to upload a 'file'

Insert files using Google Drive

Recent   Upload   My Google Drive   Starred

Drag files here
- or -
Select files from your device

Upload   Cancel

Select files from your device

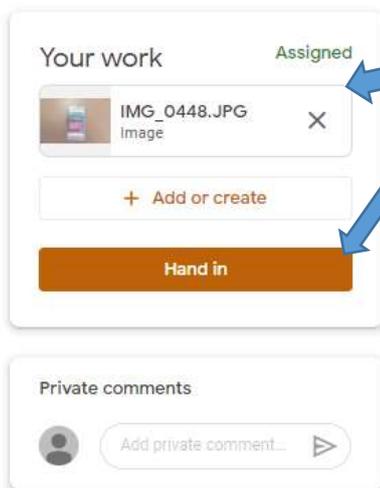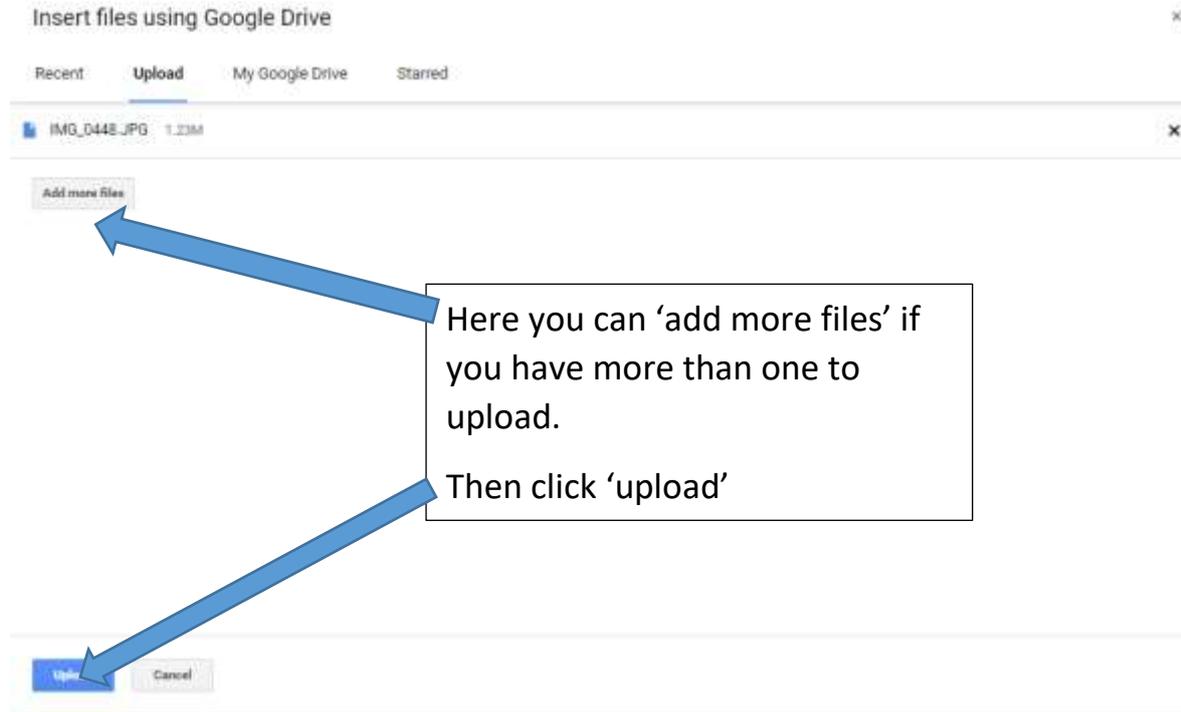Select the file you want to upload and click 'open'

Insert files using Google Drive ✕

Recent **Upload** My Google Drive Starred

📄 IMG_0448.JPG 1.23M ✕

Add more files

Upload Cancel

Here you can 'add more files' if you have more than one to upload.

Then click 'upload'

Your work — Assigned

IMG_0448.JPG ✕
Image

+ Add or create

Hand in

Private comments

👤 Add private comment... ➤

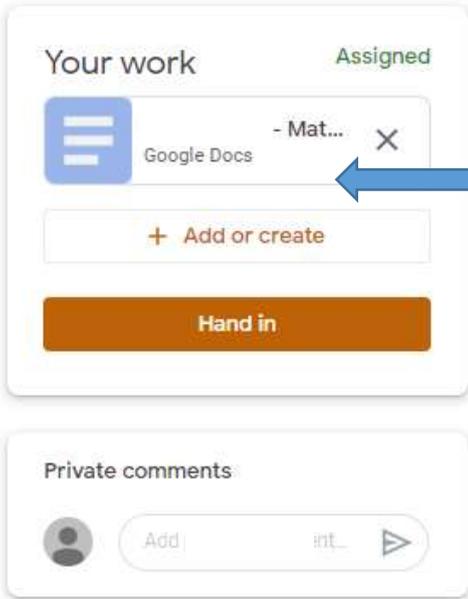Your uploaded file will appear under 'your work' and you can then click 'hand in'.

At this point, you can also write a private comment to the teacher if you wish to.

The teacher can then see you completed work, mark it, respond to you by private comment and return your work.

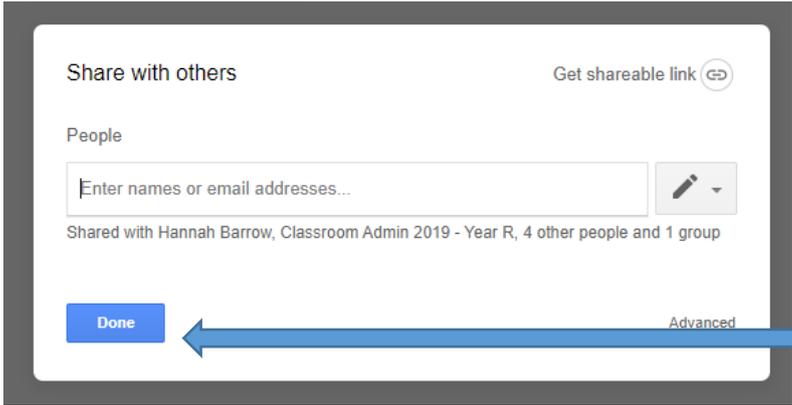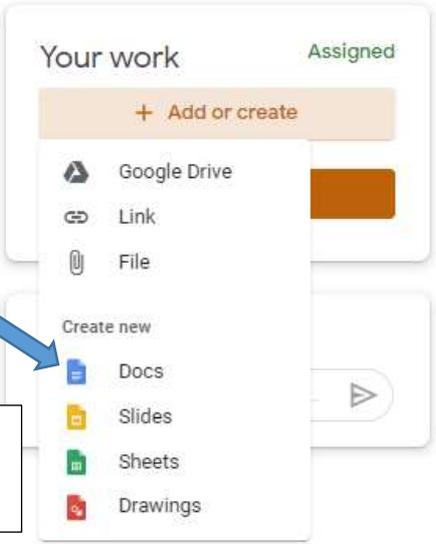You can then **resubmit** your work at any point using the same steps.

How can I complete the work *without* uploading files?

Your work — Assigned

+ Add or create
- Google Drive
- Link
- File

Create new
- Docs
- Slides
- Sheets
- Drawings

Select 'docs'

Your work — Assigned

Google Docs — Mat... ✕

+ Add or create

Hand in

A document will then appear under 'your work'

Click on the document, which will take you to a blank google document that you can type your work on to.

Private comments

Add int...

Maths Week 2: Adding and subtracting fractions (W.C. 30.03.20)

Share with others — Get shareable link

People

Enter names or email addresses...

Shared with Hannah Barrow, Classroom Admin 2019 - Year R, 4 other people and 1 group

Done — Advanced

Once you have completed your work, click share in the top right corner.

It will automatically share with the teacher so you can just click 'done'.

You can then close the document and click hand in when you are happy with it.

Your work — Assigned

Google Docs — Mat... ✕

+ Add or create

Hand in