Shellharbour Public School Guide to Using Google Classroom for

Stage 3 Learning @ Home 2020

Part 2 Completing your work and 'turning it in'

How to use Google Classroom

1. Login and click on your classroom.

On this screen you will see a list of reminders for when tasks are due.

2. When you enter your Google Classroom you will l again see the *Upcoming* tasks and when they are due on the left. You will also see a box to *communicate* with your teacher and 3 tabs at the top of the page (Stream, Classwork, People).

The Stream

When you enter your Google Classroom the *Stream* page will be the first page you see. This is how you communicate with your teacher in the Classroom.
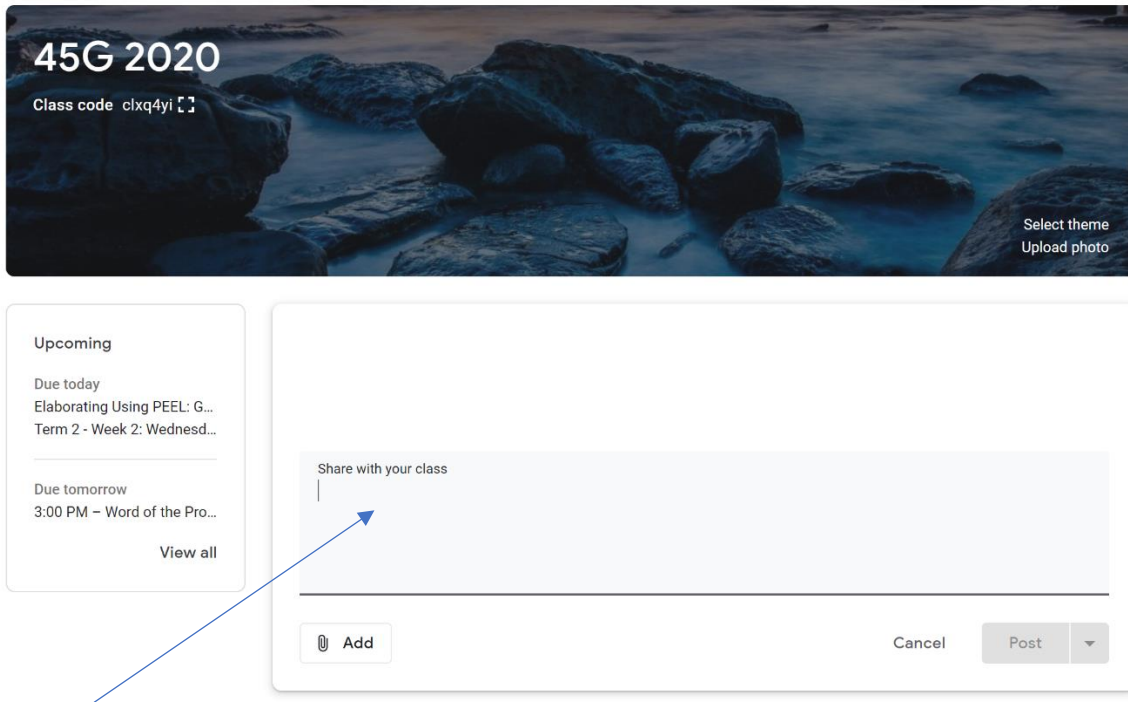
Type your message here. Make sure you press the Post button to 'post it' to your stream.

To find your work
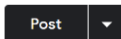
There are a few different ways that your teachers can set work using the Google Classroom. In the *Classwork* tab you will see the tasks that are assigned to you.

Click on the task and it will open up your activity. You may also access your tasks by clicking on the *All Topics* (subject) tab on the left side of the page or you can click on the *View your work* tab.
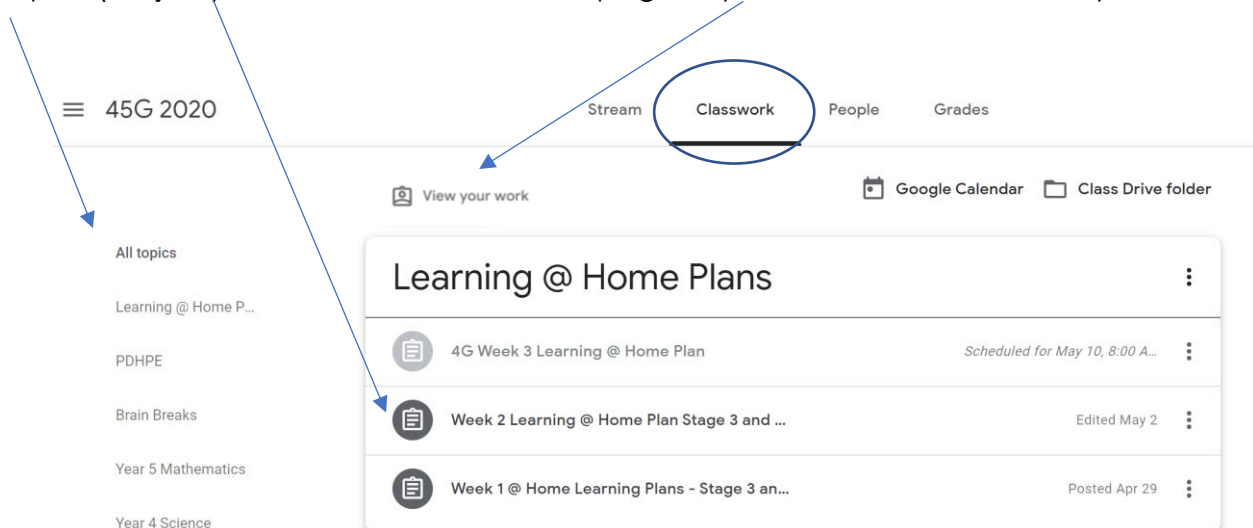
View your work

When you click on the *View your work* button 📷 View your work   the screen will show you what work has been assigned, returned or missing. It will also show you the due dates of your assignments.

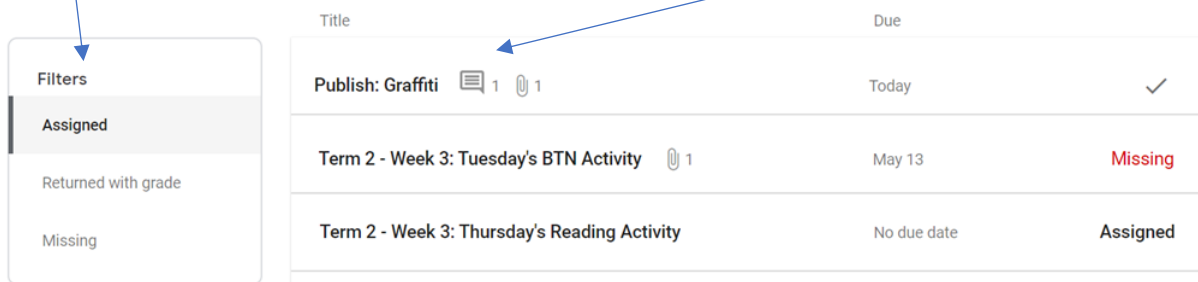Assigned = your teacher has scheduled work for you to do

Missing = You have not completed or submitted the activity on time and it is missing from the teachers grade book. You can submit work when it is missing and turn it in late.

✓   = your teacher has marked your work and returned it to you

The *Filters* box will help you to sort your work. You can select *Assigned* if you only want to see the work that you need to complete. You may click *Returned with Grade* ✓ if you are looking for feedback from your teacher. Your teacher feedback may have a comment icon or they may comment directly on your work.
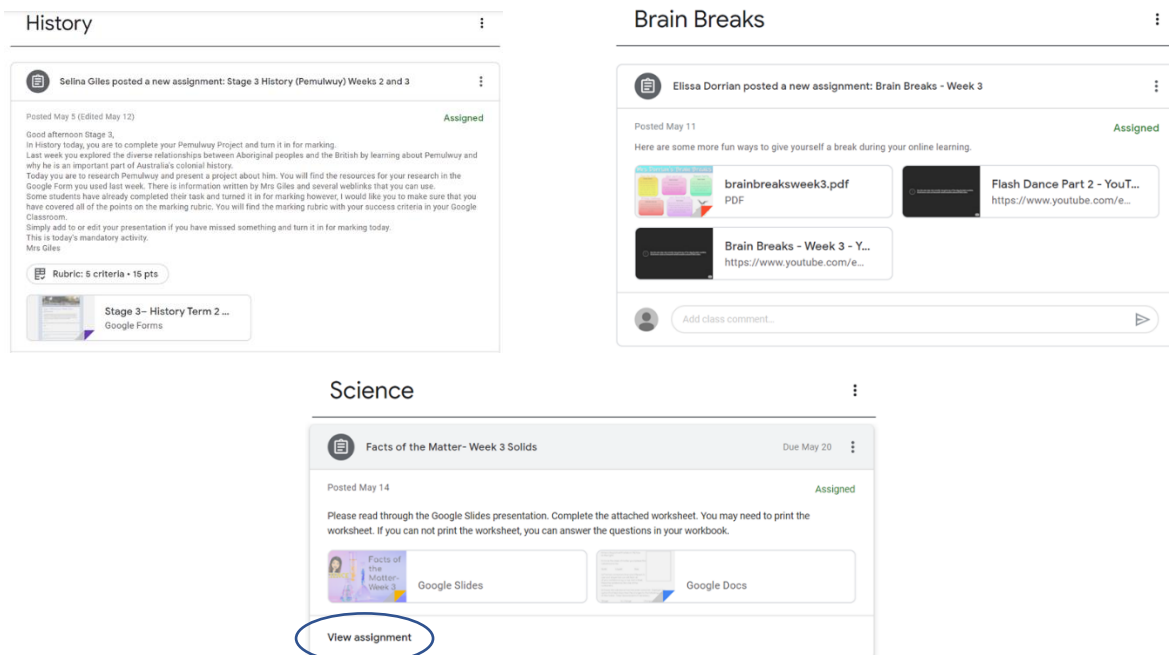
	Title	Due	
Filters	Publish: Graffiti 💬 1 📎 1	Today	✓
Assigned			
Returned with grade	Term 2 - Week 3: Tuesday's BTN Activity 📎 1	May 13	Missing
Missing	Term 2 - Week 3: Thursday's Reading Activity	No due date	Assigned

What my work may look like

When you enter the task, it will look similar to these. You may have a PDF, Google Form, Google Slides or video links. The instructions may be written above the tasks or inside them. You may sometimes see a marking rubric.

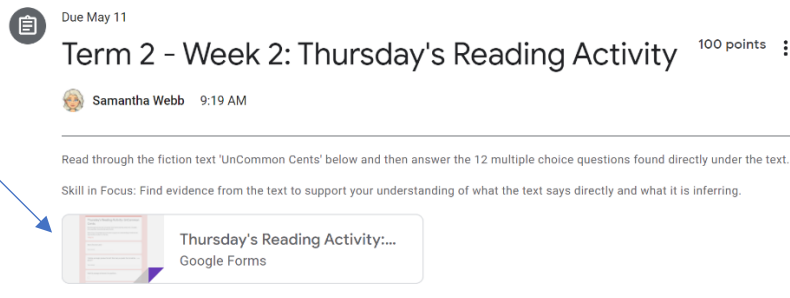**Click on view Assignment** so that you can see all of the instructions.

History

Selina Giles posted a new assignment: Stage 3 History (Pemulwuy) Weeks 2 and 3   ⋮

Posted May 5 (Edited May 12)   Assigned

Good afternoon Stage 3,
In History today, you are to complete your Pemulwuy Project and turn it in for marking.
Last week you explored the diverse relationships between Aboriginal peoples and the British by learning about Pemulwuy and why he is an important part of Australia's colonial history.
Today you are to research Pemulwuy and present a project about him. You will find the resources for your research in the Google Form you used last week. There is information written by Mrs Giles and several weblinks that you can use.
Some students have already completed their task and turned it in for marking however, I would like you to make sure that you have covered all of the points on the marking rubric. You will find the marking rubric with your success criteria in your Google Classroom.
Simply add to or edit your presentation if you have missed something and turn it in for marking today.
This is today's mandatory activity.
Mrs Giles

📋 Rubric: 5 criteria · 15 pts

Stage 3– History Term 2 ...
Google Forms

Brain Breaks

Elissa Dorrian posted a new assignment: Brain Breaks - Week 3   ⋮

Posted May 11   Assigned
Here are some more fun ways to give yourself a break during your online learning.

brainbreaksweek3.pdf
PDF

Flash Dance Part 2 - YouT...
https://www.youtube.com/e...

Brain Breaks - Week 3 - Y...
https://www.youtube.com/e...

👤 Add class comment...   ➤

Science

Facts of the Matter– Week 3 Solids   Due May 20   ⋮

Posted May 14   Assigned

Please read through the Google Slides presentation. Complete the attached worksheet. You may need to print the worksheet. If you can not print the worksheet, you can answer the questions in your workbook.

Facts of the Matter- Week 3   Google Slides

Google Docs

View assignment

Completing a Google Form

After clicking on the task, your instructions and the activity will open up. Click on the Google Form and complete the activity. It will make a form for each student and will auto save.

Due May 11

Term 2 - Week 2: Thursday's Reading Activity   100 points ⋮

Samantha Webb   9:19 AM

Read through the fiction text 'UnCommon Cents' below and then answer the 12 multiple choice questions found directly under the text.

Skill in Focus: Find evidence from the text to support your understanding of what the text says directly and what it is inferring.

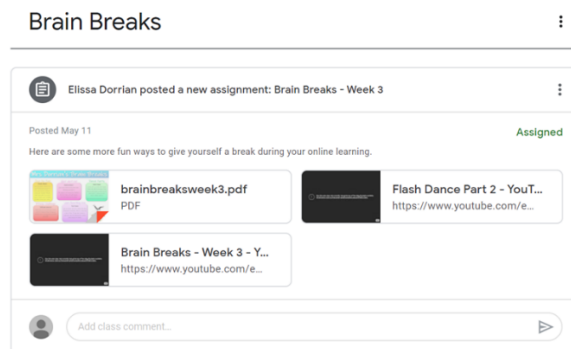Thursday's Reading Activity:...
Google Forms

When you have finished the Google Form you will need to submit your work. There is a button at the end of the page called 'Submit'. This will send your work to your teacher. **Submit**

If you do not press the submit button your work will not be handed in.

PDF's and Video links

To access these documents simply click on them and view. All of our YouTube videos have been embedded so that you should not see the advertising and unwanted content.

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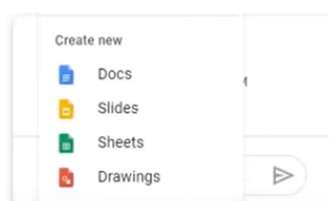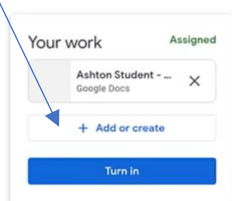Add class comment...   ▷

Creating your own document

You may need to complete a writing task or projects and hand your work into your teacher. You can open a Google Slide (PowerPoint) or Google Doc. (Word document) within your task. In the *Classwork* tab click on the task you want to complete and click the *View Assignment* button.

View assignment

Click on the Add or Create button and select the type of new document you need. At the end, you will need to 'Submit or Turn In' your work. If this button is not selected your teacher will not be able to view your work.

Your work   Assigned

Ashton Student - ...   ✕
Google Docs

+ Add or create

Turn in

Create new

📄 Docs
🟡 Slides
🟢 Sheets
🔴 Drawings   ▷

Using the Google Slide Template from your teacher

Your teacher may schedule a Google Slide Presentation or a Google Doc and ask you to edit it by writing your answers or uploading a photo of your work.

When your teacher sets the Google Slides they will be set for every student to have an individual copy. If you find that everyone is on the same document simply send your teacher a polite message in the *Stream* to have it corrected.

Work through the activities and when there is a section for you to complete an activity you can do this on this presentation. When you have completed the activities, you will need to 'turn in' your work. To turn in you may need to return to the *Classwork* tab and open *View Assignment*. You will see the work you have completed and the '*turn in*' button below it.
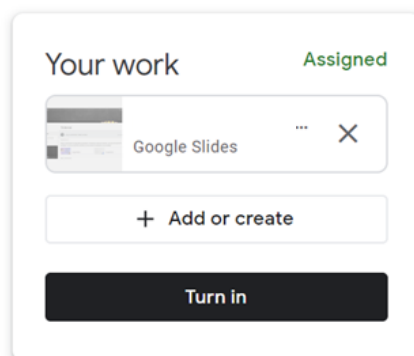
If you accidently turn in your work and need to make a change. Simply return to the *Classwork* tab and open *View Assignment*. You will see the work you have completed and the '*Unsubmit*' button below it. Click on *Unsubmit* and your work can be edited again.