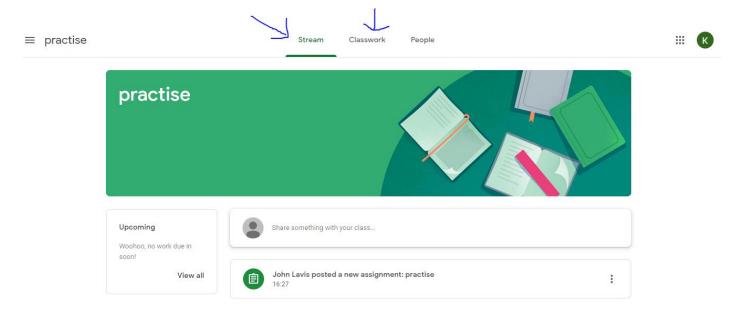## How to log on and open and complete work

Type in classroom.google.com into a browser and then type in your e mail address and password.

You should then see invites to a class / classes from your teacher.
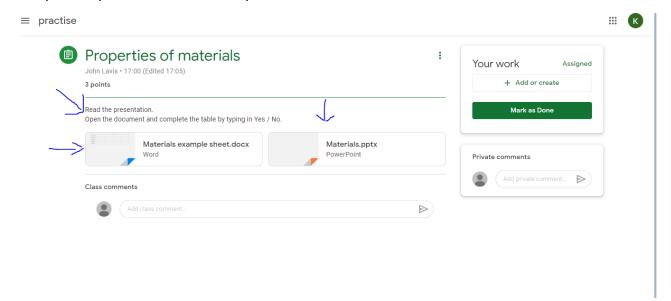
Click Join.

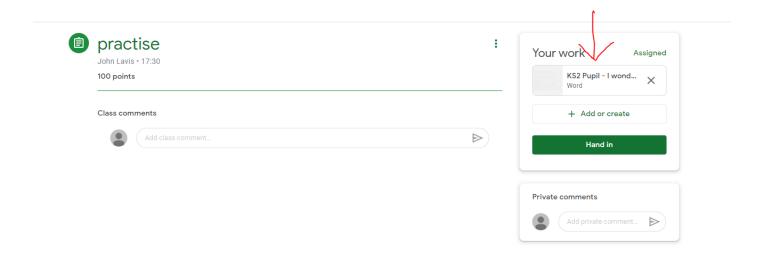Work will appear in both the Stream (newsfeed) and Classwork options.

Click on the new assignment and the following will appear.

You will see any instructions given by your teacher along with any presentations / documents they want you to look at / complete.
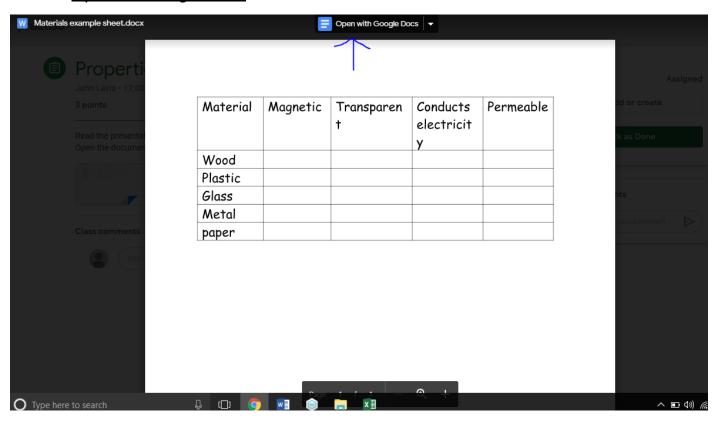
The work might also appear on the right hand side of the screen underneath <u>Your Work</u>.

To complete the work, click on the document and the following will appear.
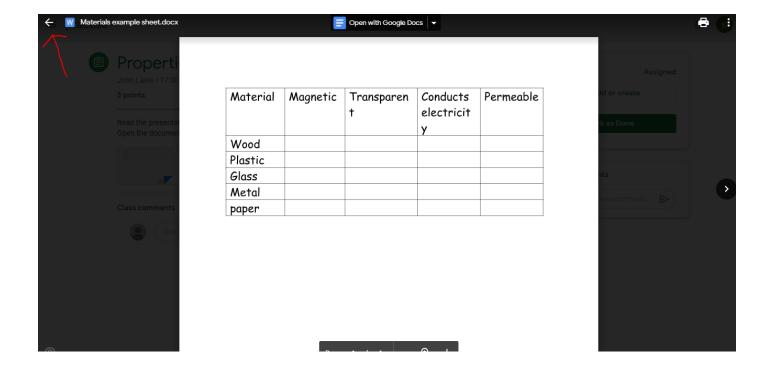
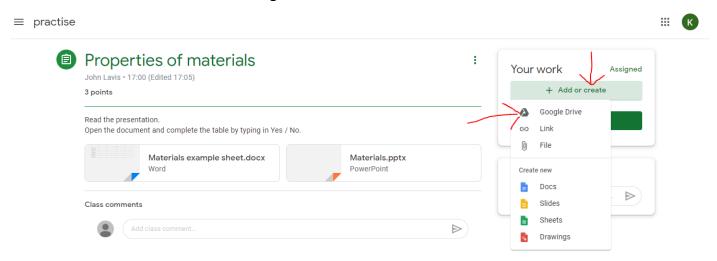Click on <u>Open with Google Docs.</u>

The document will then appear and you will be able to type into it.

Once you have completed the work, close Google Docs. It will save automatically.
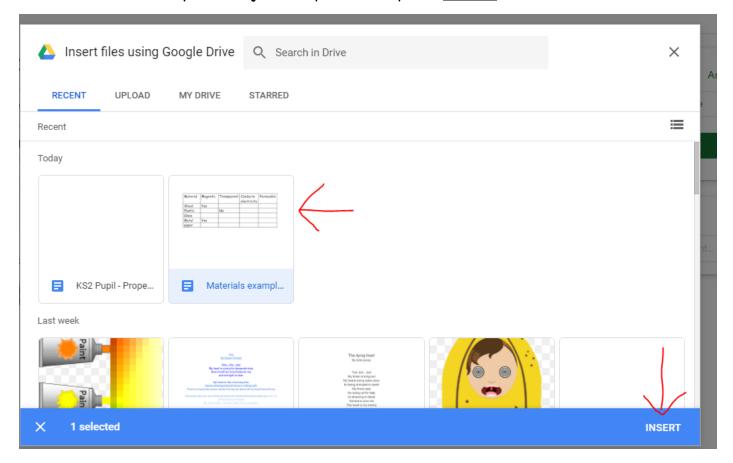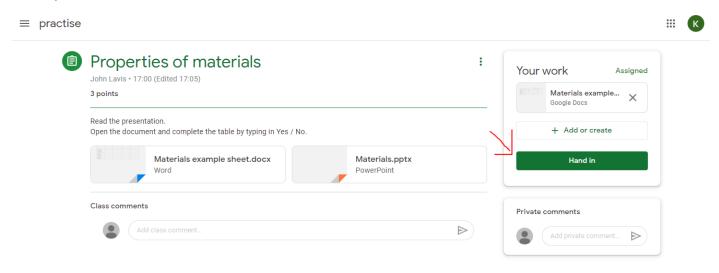
Click the back arrow (see below)

Properti...

John Lavis • 17:00

3 points

Read the presenta...
Open the documer...

Material	Magnetic	Transparent	Conducts electricity	Permeable
Wood				
Plastic				
Glass				
Metal				
paper				

Class comments

Your work might appear underneath where it says <u>Your work</u>. If it doesn't you will need to click <u>Add or Create</u> and select <u>Google Drive.</u>

☰ practise   ⚏ K

Properties of materials

John Lavis • 17:00 (Edited 17:05)

3 points

Read the presentation.
Open the document and complete the table by typing in Yes / No.

	Materials example sheet.docx Word		Materials.pptx PowerPoint

Class comments

Add class comment...

Your work   Assigned

+ Add or create

▲ Google Drive
🔗 Link
📎 File

Create new

📄 Docs
🟧 Slides
🟩 Sheets
🟥 Drawings

Then select the work you have just completed and press <u>Insert.</u>

Then press <u>Hand in.</u>

Your teacher will now be able to see your work.