



Hobb Lane  
Hedge End, Southampton  
Hampshire, SO30 0GG

Telephone: (01489) 782295  
E-mail: [admin@freegrounds-jun.hants.sch.uk](mailto:admin@freegrounds-jun.hants.sch.uk)  
Website: [www.freegrounds-jun.hants.sch.uk](http://www.freegrounds-jun.hants.sch.uk)

Headteacher: Mr Ryan O'Hearn, BA (Hons)

Tuesday 31<sup>st</sup> March 2020

Dear Parents/Carers,

To help support families at home with the use of Google Classroom, we're sending out some short help/how to guides. These are taken from Google's help pages. We have included the pages which offer guidance for those using a computer but if you visit the original help site they do provide the information for those accessing Google Classroom via Andriod or Apple mobile devices. We've included the link for each section if you do wish to visit them.

These are just the basics on how to use Google Classroom – Seeing your work, completing and handing in assignments (tasks) and seeing any files you create on Google Drive.

This should be enough information for pupils to engage with the current tasks on the site without providing too much complicated or unnecessary information.

If you have any issues please email [webhelp@freegroundsjunior.co.uk](mailto:webhelp@freegroundsjunior.co.uk) and will aim to get back to you as quickly as possible.

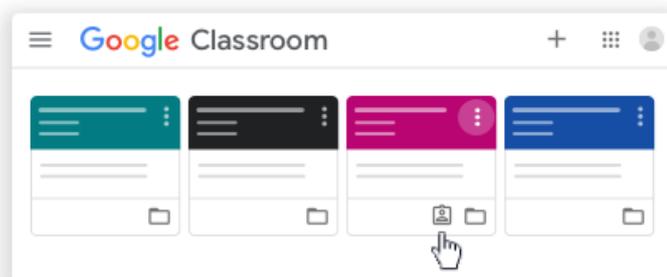
### **How to see your work:**

[https://support.google.com/edu/classroom/answer/6020284?hl=en&ref\\_topic=6163308](https://support.google.com/edu/classroom/answer/6020284?hl=en&ref_topic=6163308)

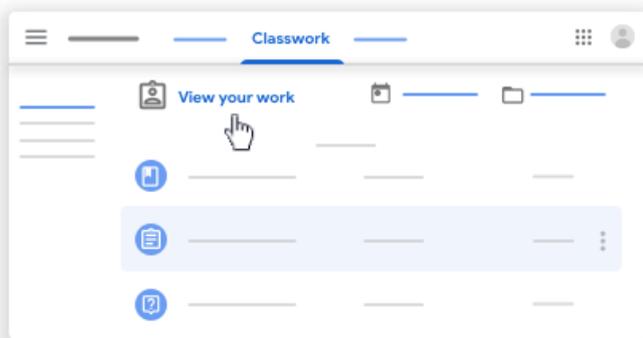
### *See all your work for a class*

You can see a list of all your work on the Your work page. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Choose an option:
  - On a class card, click Your work .



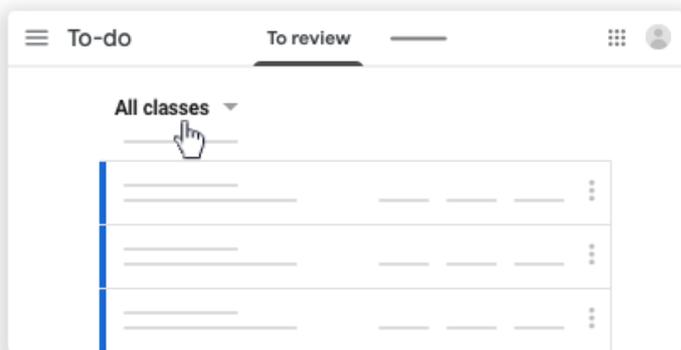
- Click the class > Classwork > View your work.



3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work > View details.

To see your work:

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click Menu ☰ > To-do.
3. (Optional) To filter your work by class, click All classes and select a class.



4. Click a title.
5. (Optional) To see work you already submitted, click Done and select a title to see feedback.

### *See the latest work and announcements*

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. (Optional) To see any instructions or feedback, click the assignment or question.

### *See work arranged by topics*

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

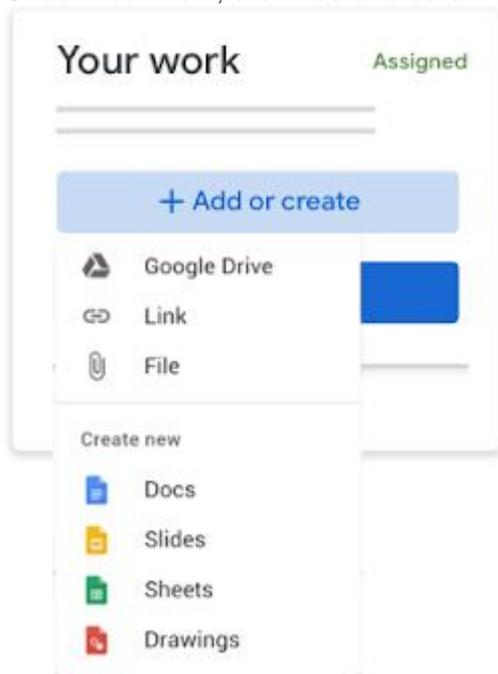
1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. At the top, click Classwork.
4. Under a topic, look for Question or Assignment .
5. (Optional) To see any instructions or feedback, click the post > View assignment or View question.

## How to turn in an assignment:

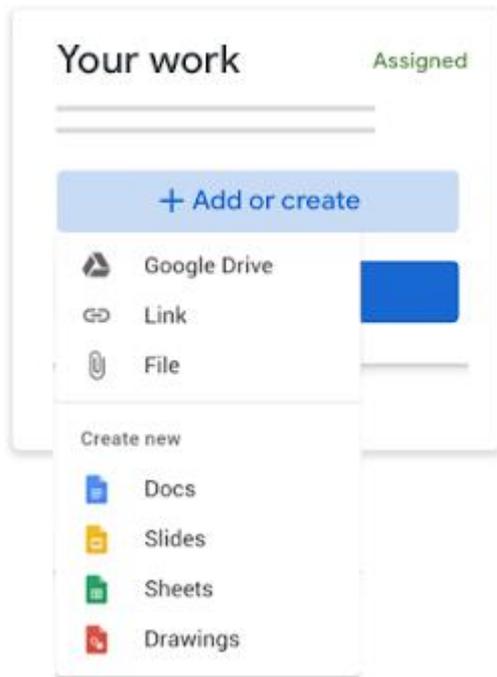
[https://support.google.com/edu/classroom/answer/6020285?hl=en&ref\\_topic=9050121&co=GENIE.Platform%3DDesktop&oco=1](https://support.google.com/edu/classroom/answer/6020285?hl=en&ref_topic=9050121&co=GENIE.Platform%3DDesktop&oco=1)

### 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:
  1. Under Your work, click Add or create > select Google Drive , Link , or File .



2. Select the attachment or enter the URL for a link and click Add.  
Note: You can't attach a file you don't own.
4. To attach a new doc:
  1. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .A new file attaches to your work and opens.

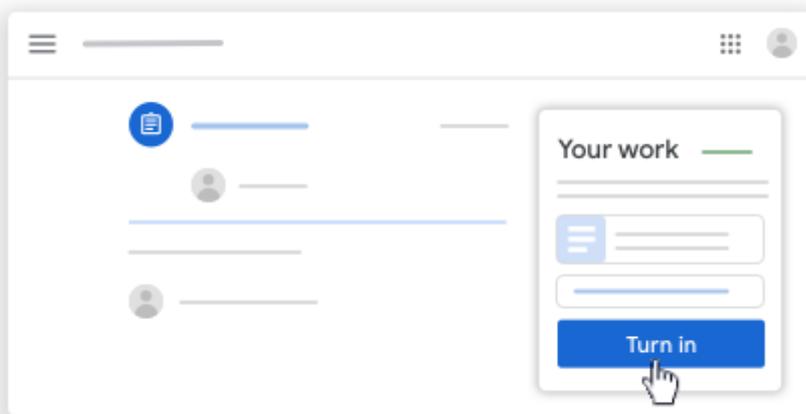


2. Click the file and enter your information.

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.



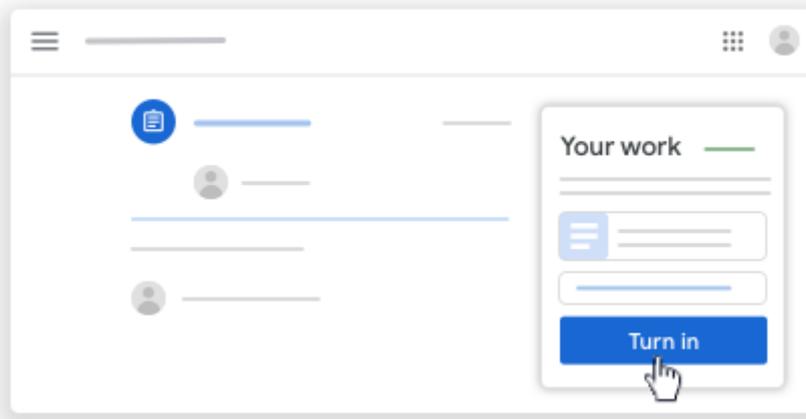
### *Turn in a quiz assignment*

### *Turn in an assignment with a doc assigned to you*

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.

4. Enter your work.
5. Choose one:
  - In the document, click Turn in and confirm.
  - In Classroom, in the assignment, click Turn In and confirm.



The status of the assignment changes to Turned in.

### Mark an assignment done

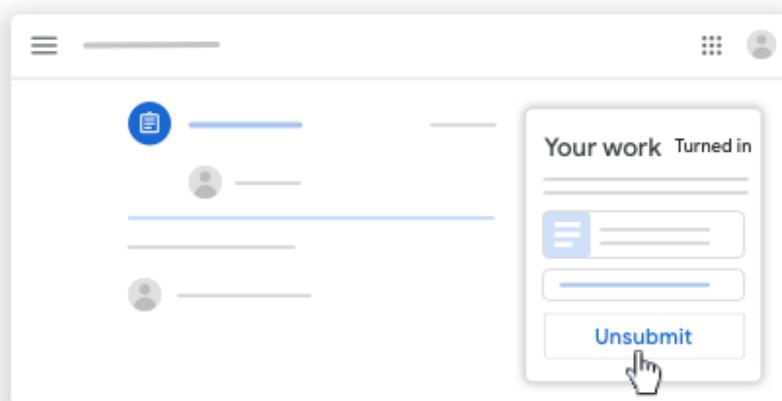
Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click Mark as done and confirm.

The status of the assignment changes to Turned in.

### Unsubmit an assignment

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class > Classwork > the assignment.
3. Click Unsubmit and confirm.



Note: This assignment is now unsubmitted.

### Check for missing assignments

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. Go to [classroom.google.com](https://classroom.google.com).

1. On a class card, click Your work .
2. At the right, you see the work status of each item:
  - Assigned—Work assigned by your teacher. Check the due date.
  - Turned in—Work you turned in on time.
  - Graded—For graded work that your teacher returned, you see your grade.
  - Returned—For ungraded work that your teacher returned, you see a check ✓ .
  - Missing—Work you didn't turn in.
  - Turned in: Done late—Work you turned in late.

### **Checking/accessing your files on Google Drive:**

[https://support.google.com/edu/classroom/answer/9751228?hl=en&ref\\_topic=9050121](https://support.google.com/edu/classroom/answer/9751228?hl=en&ref_topic=9050121)

In your Google Drive folder, you can view, organize, and create files and folders. For example, you can create a folder called *Science project* and add files to it.

You can open your Drive folder on web or mobile versions of Classroom.

Computer Android iPhone & iPad

1. Go to [classroom.google.com](https://classroom.google.com).
2. Choose an option:
  - On a class card, click Open folder .
  - Click a class > Classwork > Class Drive folder .