

A How To Guide:

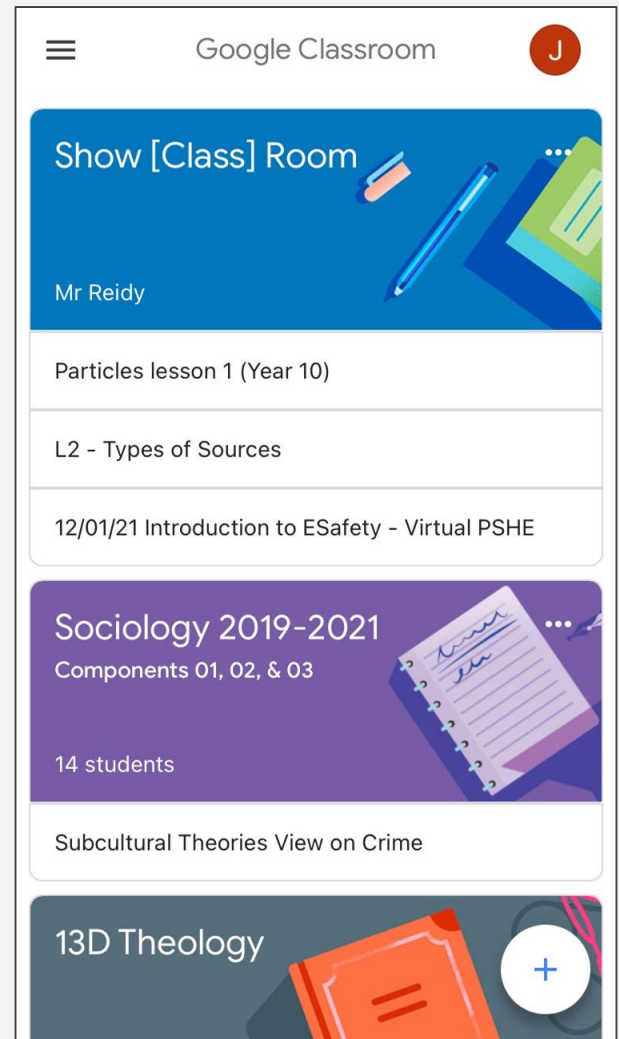
Submitting Assignments on Google Classroom

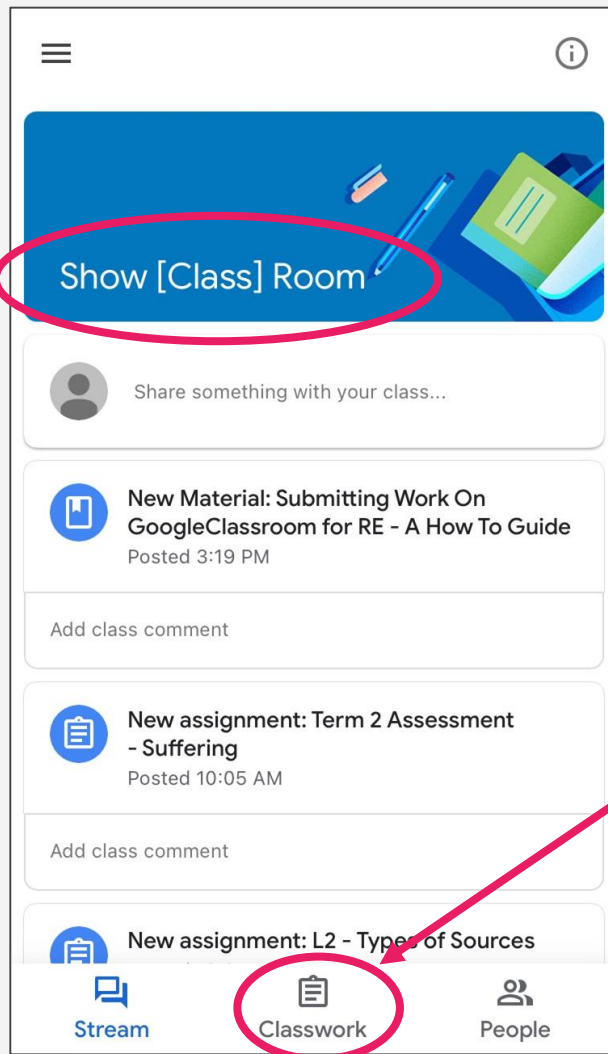
Mobile Phone/Tablet Edition

Once you are signed in on the Google Classroom app, you should be able to see all the classes you are part of/invited to.

Tap on the Classroom that has the assignment you need to submit.

Note: You can skip this page by accessing assignments sent to your school email.

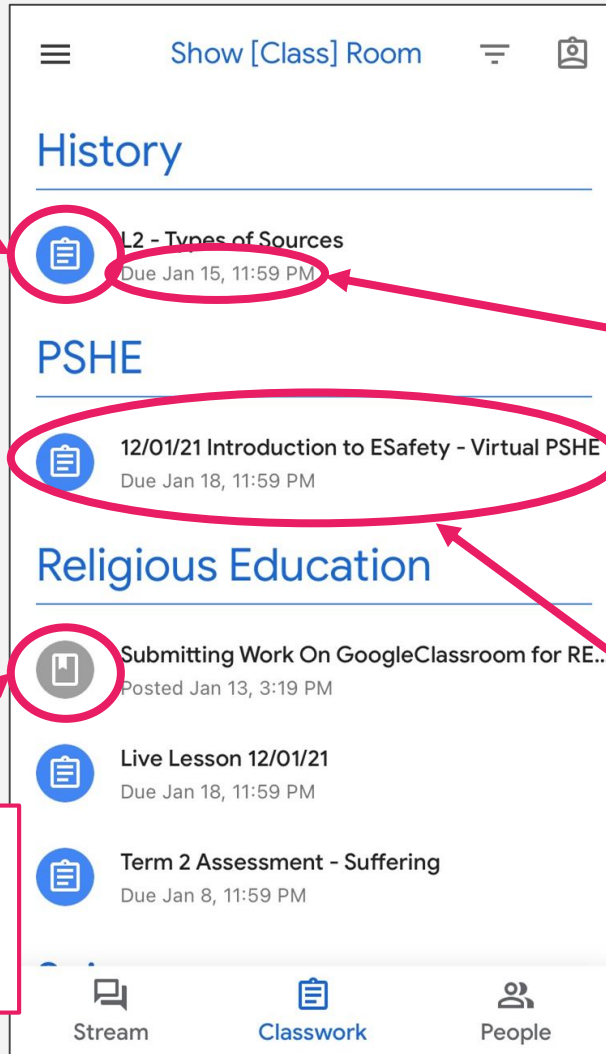




Use this title to identify which subject's Google Classroom you are in.

STEP 1: To find assignments or materials tap on **“Classwork”**

This icon represents an assignment to complete.



If the assignment has a due date, it will be shown here.

STEP 2: Tap on an assignment to expand it.

This icon represents a material that has been posted. For example, a PowerPoint.

Tap this icon to go back to the classwork page.



Due Monday

12/01/21 Introduction to ESafety - Virtual PSHE

Add class comment

Please watch the attached video and complete the attached questions. You can complete the questions on the GoogleDoc, a Word Document or on a piece of paper. Regardless of method you choose to use, please ensure that your work is submitted by Monday 18/01/21. Please email Miss Manns (j.manns@dbmac.org.uk) if you have any questions.

Attachments

Orange Digital Dirt Think About How You...

Introduction to ESafety - Virtual PSHE

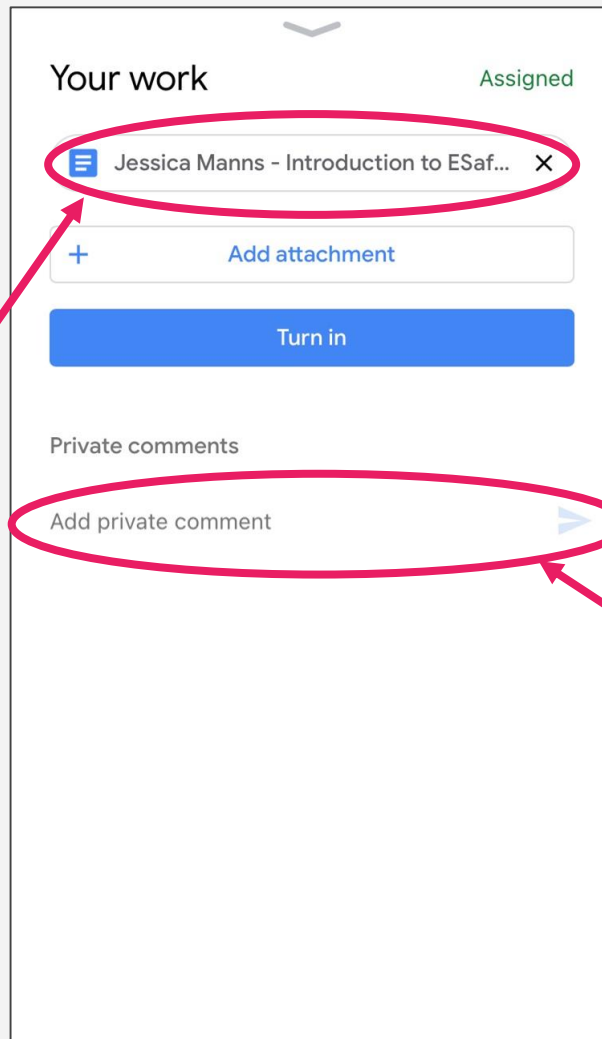
Your work

Assigned

Add private comment

Some assignments might include instructions and/or attachments such as videos or PowerPoints.

STEP 3: Tap here to expand and view your submission options.

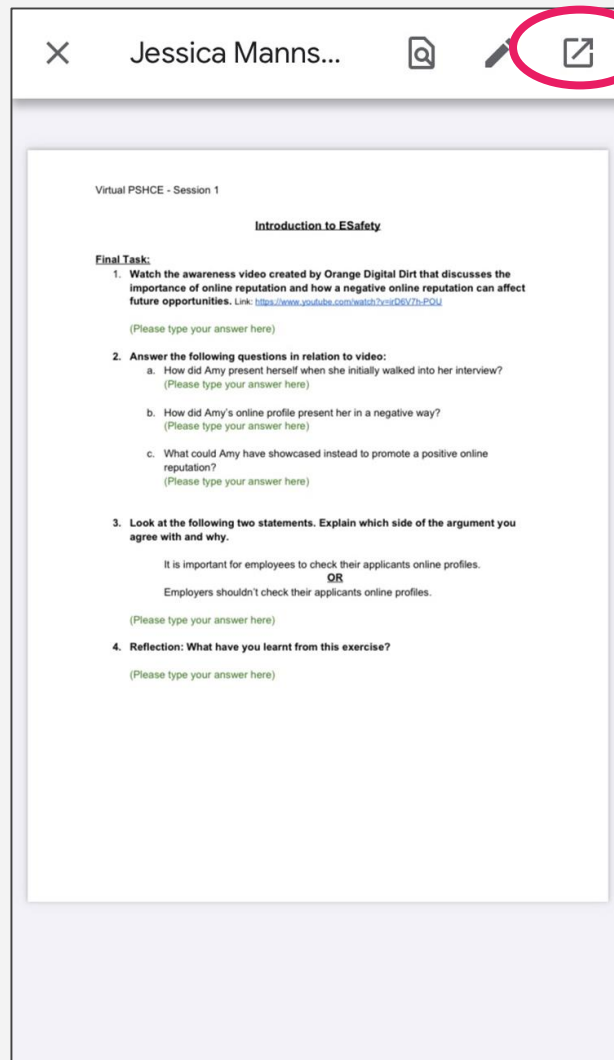


STEP 4.1: Some teachers may provide you with a GoogleDoc. To edit the pre-prepared worksheet, click here.

Use this space to communicate any questions to your teacher.

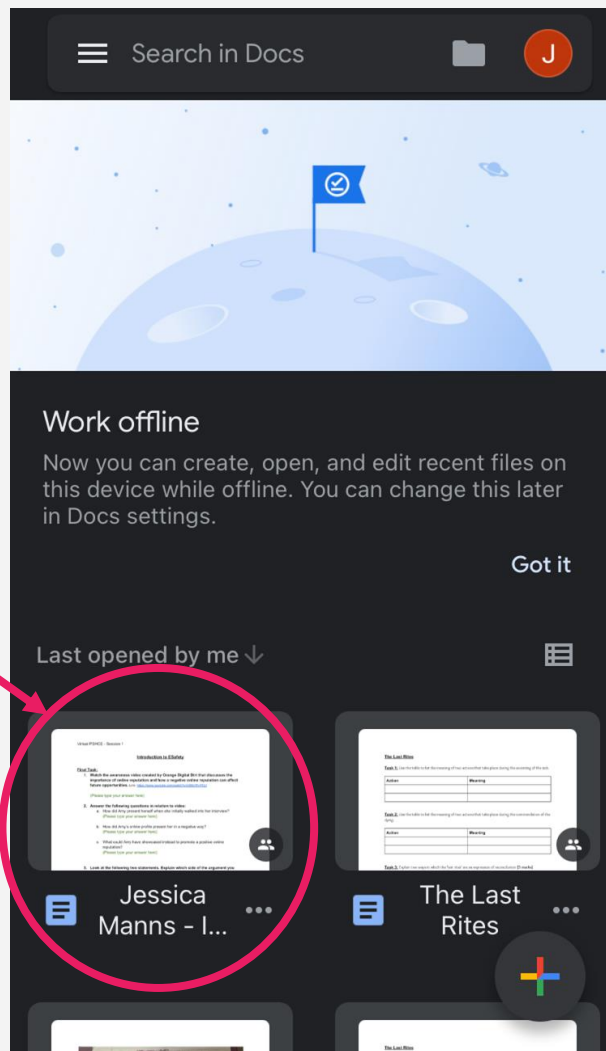
When you open your GoogleDoc you will see a pre-prepared document.

Note: In order to edit this document, you will need to also have the GoogleDoc app downloaded on your device.



STEP 4.2: To be able to edit this document tap on this icon.

STEP 4.3: Tap on the document you would like to edit.



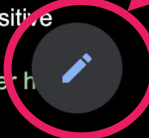
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Introduction to ESafety ⌆

Final Task:

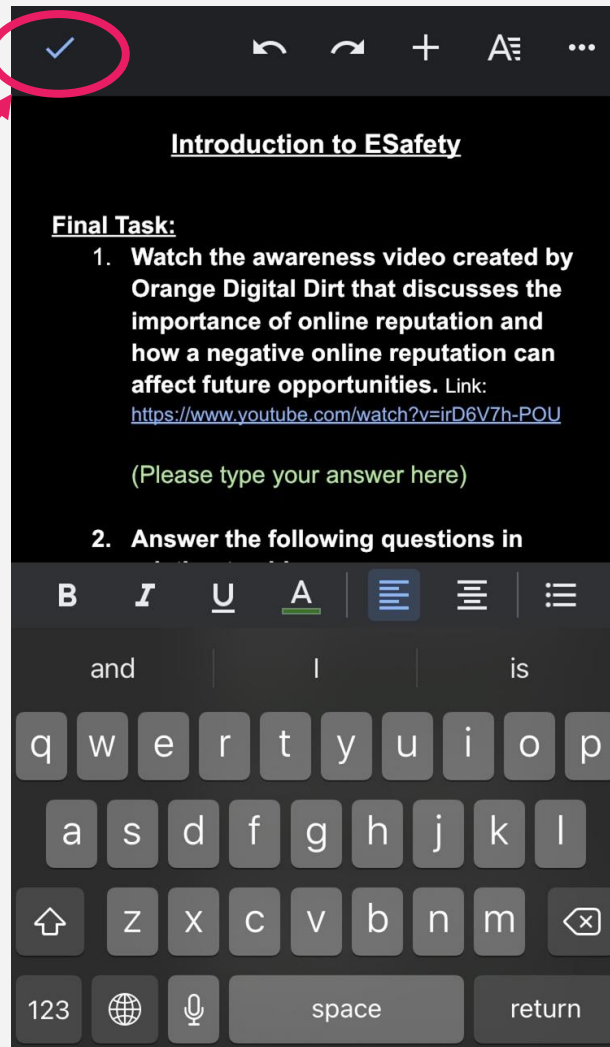
- 1. Watch the awareness video created by Orange Digital Dirt that discusses the importance of online reputation and how a negative online reputation can affect future opportunities. Link:**
<https://www.youtube.com/watch?v=irD6V7h-POU>

(Please type your answer here)
- 2. Answer the following questions in relation to video:**
 - a. How did Amy present herself when she initially walked into her interview?**
(Please type your answer here)
 - b. How did Amy's online profile present her in a negative way?**
(Please type your answer here)
 - c. What could Amy have showcased instead to promote a positive online reputation?**
(Please type your answer here)



STEP 4.4: Tap on this icon to be able to add and remove text on the document.

STEP 4.5: When you are done editing, tap on this icon to save your changes.



The screenshot shows a mobile text editor interface. At the top, there is a dark header bar with a checkmark icon circled in red, and other icons for undo, redo, bold, italic, and more options. Below the header, the text "Introduction to ESafety" is displayed in a bold, italicized font. Underneath, the text "Final Task:" is followed by a numbered list. The first item is "1. Watch the awareness video created by Orange Digital Dirt that discusses the importance of online reputation and how a negative online reputation can affect future opportunities. Link: <https://www.youtube.com/watch?v=irD6V7h-POU>". Below this, there is a green prompt "(Please type your answer here)". The second item is "2. Answer the following questions in". At the bottom, there is a keyboard with various formatting icons (B, I, U, A) and a list of bullet points. The keyboard also includes standard keys like "and", "l", "is", "q", "w", "e", "r", "t", "y", "u", "i", "o", "p", "a", "s", "d", "f", "g", "h", "j", "k", "l", "z", "x", "c", "v", "b", "n", "m", "123", "space", and "return".

Introduction to ESafety

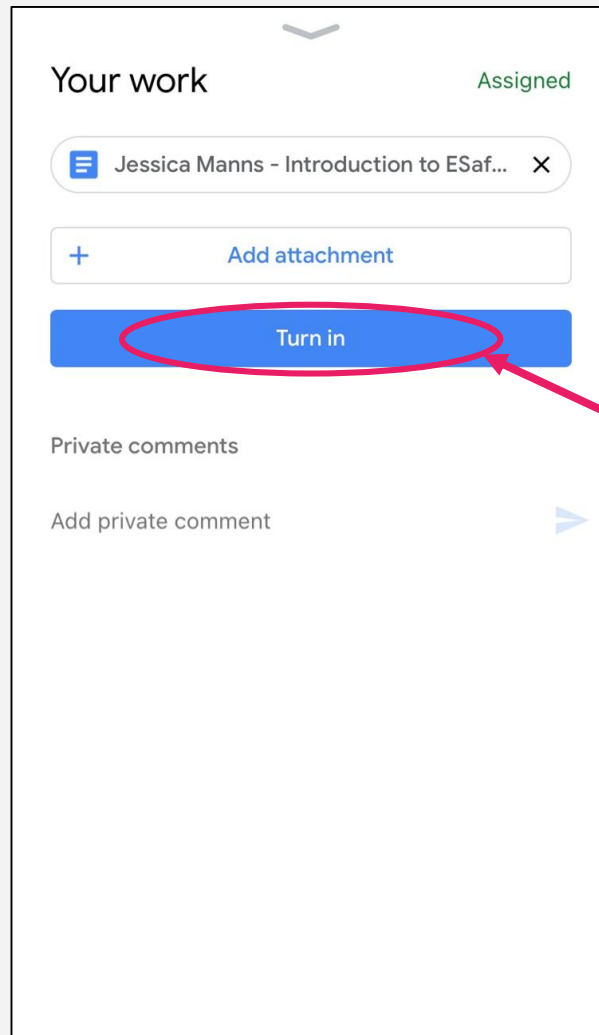
Final Task:

1. Watch the awareness video created by Orange Digital Dirt that discusses the importance of online reputation and how a negative online reputation can affect future opportunities. Link: <https://www.youtube.com/watch?v=irD6V7h-POU>

(Please type your answer here)

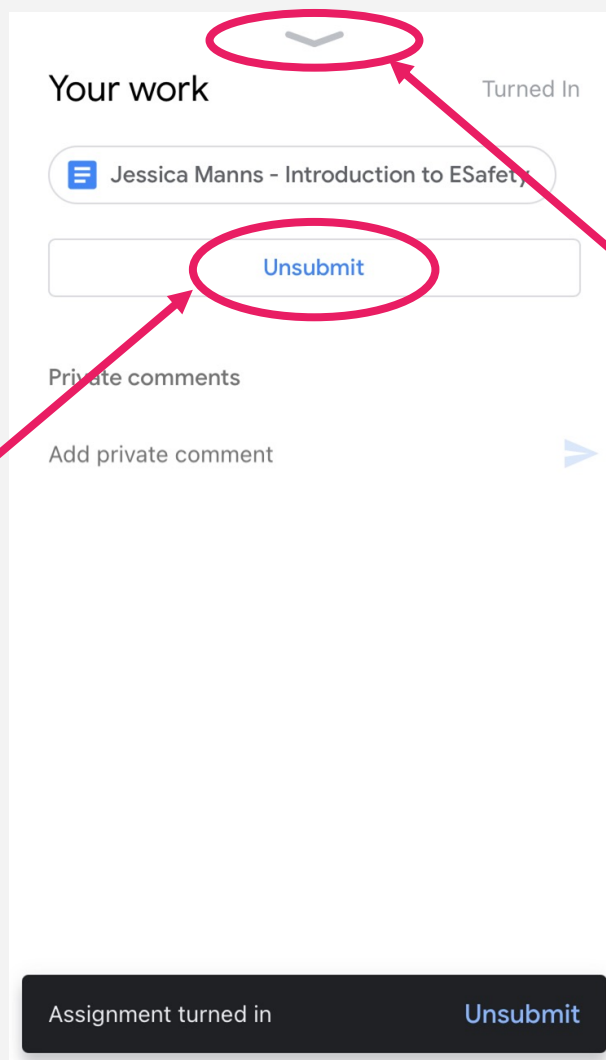
2. Answer the following questions in

When you return to this page in your Google Classroom app, all your changes on your document will be saved and ready to be submitted.



STEP 4.6: Tap on “**Turn In**” to submit the completed document to be marked.

STEP 4.7: If you submitted by accident or would like to change anything, you have the option to unsubmit by tapping here.



STEP 4.8: When you are done, collapse submission area by tapping this icon.

Your work

Assigned

☰ Jessica Manns - Introduction to ESaf... ✕

+ Add attachment

Turn in

Private comments

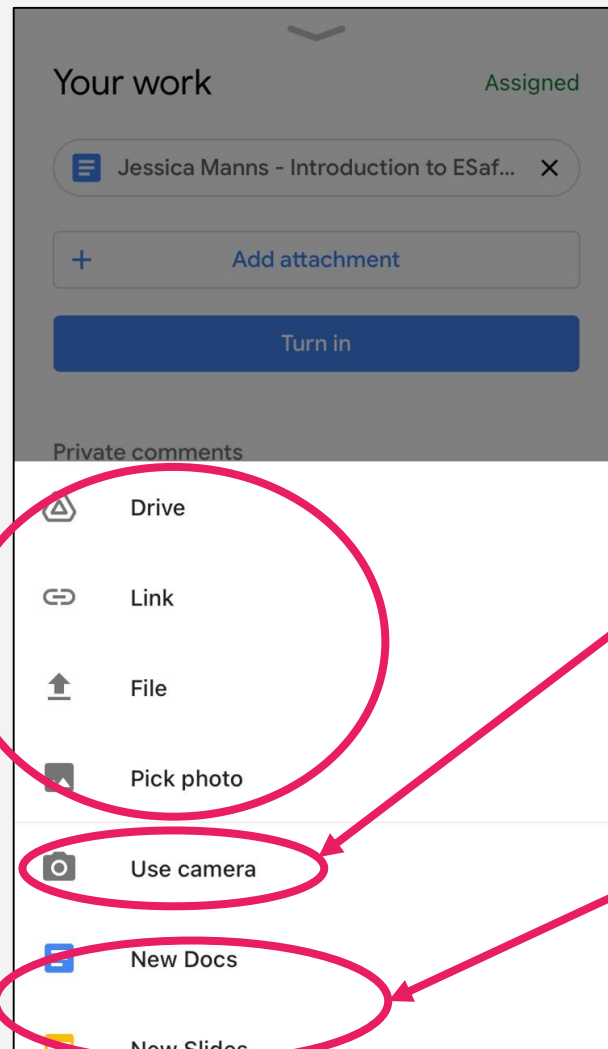
Add private comment



STEP 5.1: Some teachers may want you to attach a document or pictures. To do this, tap here.

STEP 5.2: Select what you would like to attach from your phone.

If you have done your work on paper and have already taken a picture of your work to submit, you will tap on **“Pick Photo”**.

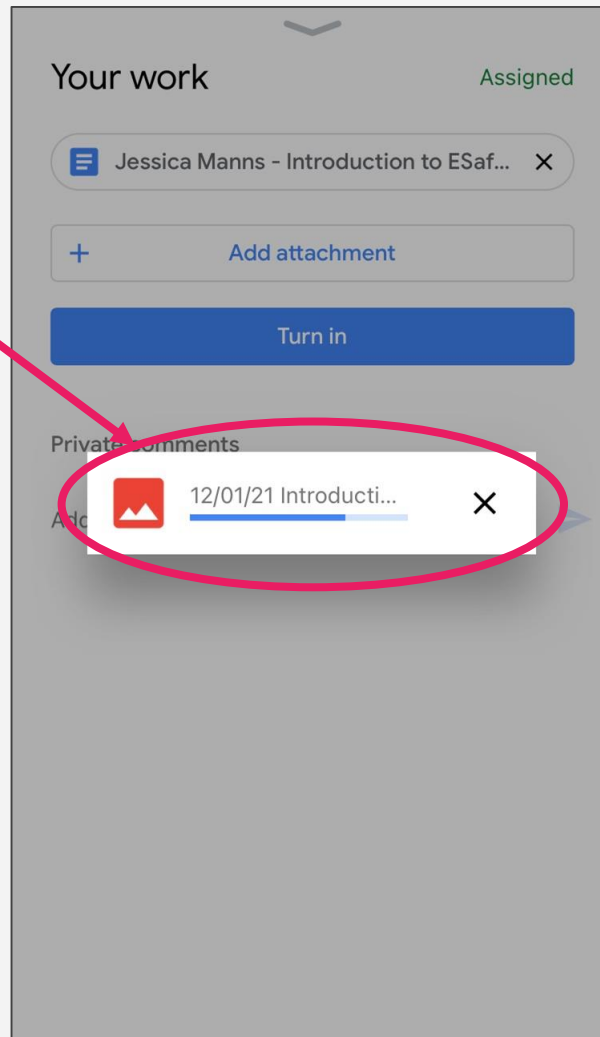


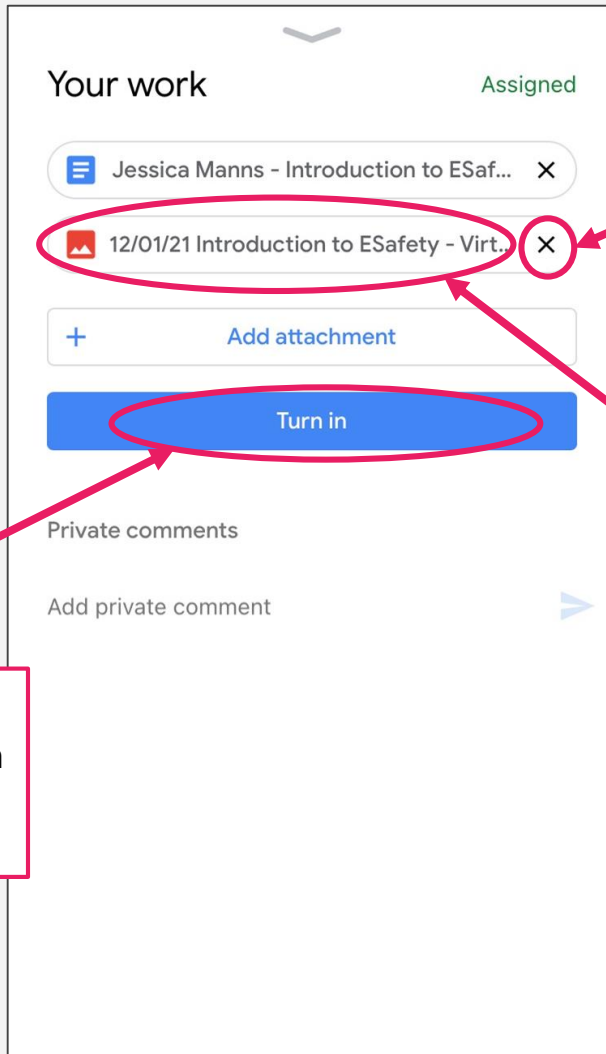
If you haven't already taken a picture, you can tap on **“Use Camera”** and the photo will immediately attach. Continue to tap if you need to take more pictures.

You can also create your own GoogleDoc, Slides, etc. to attach; however, this will require you to have those apps downloaded to your device as well.

This shows that your new attachment is uploading.

Be patient as it might take a little while to start uploading.



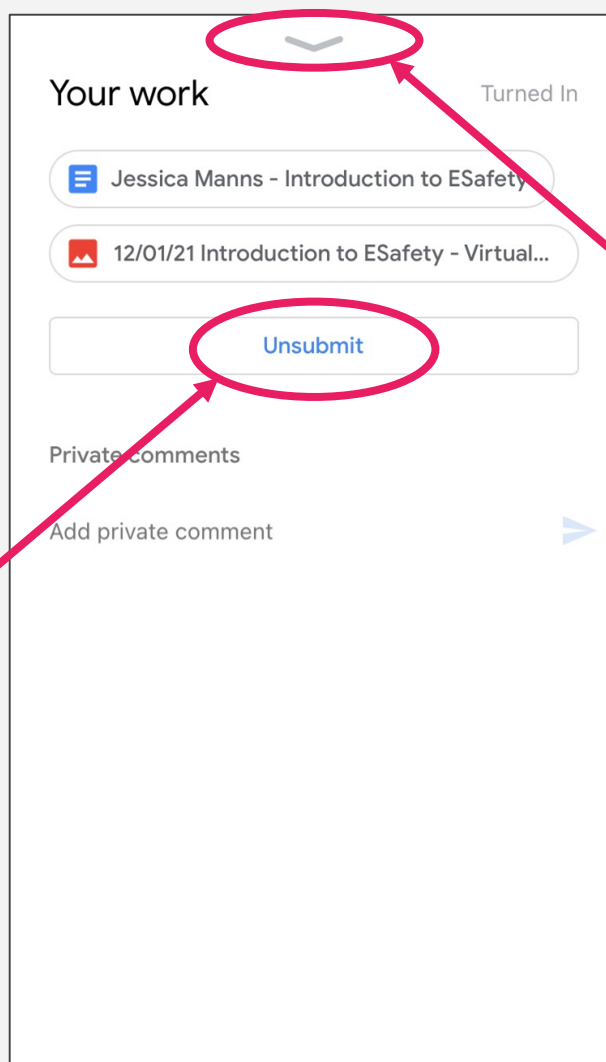


Tap on the “x” if you have uploaded the wrong attachment.

Your attached documents will appear here.

STEP 5.3: Tap “Turn In” to submit your assignment with your attachments.

STEP 5.4: If you submitted by accident, noticed you attached the wrong item or would like to change anything, you have the option to unsubmit by tapping here.




STEP 5.5: When you are done, collapse submission area by tapping this icon.

STEP 6: Tap this icon to go back to the classwork page.



Due Monday

12/01/21 Introduction to ESafety - Virtual PSHE

 Add class comment

Please watch the attached video and complete the attached questions. You can complete the questions on the GoogleDoc, a Word Document or on a piece of paper. Regardless of method you choose to use, please ensure that your work is submitted by Monday 18/01/21. Please email Miss Manns (j.manns@dbmac.org.uk) if you have any questions.

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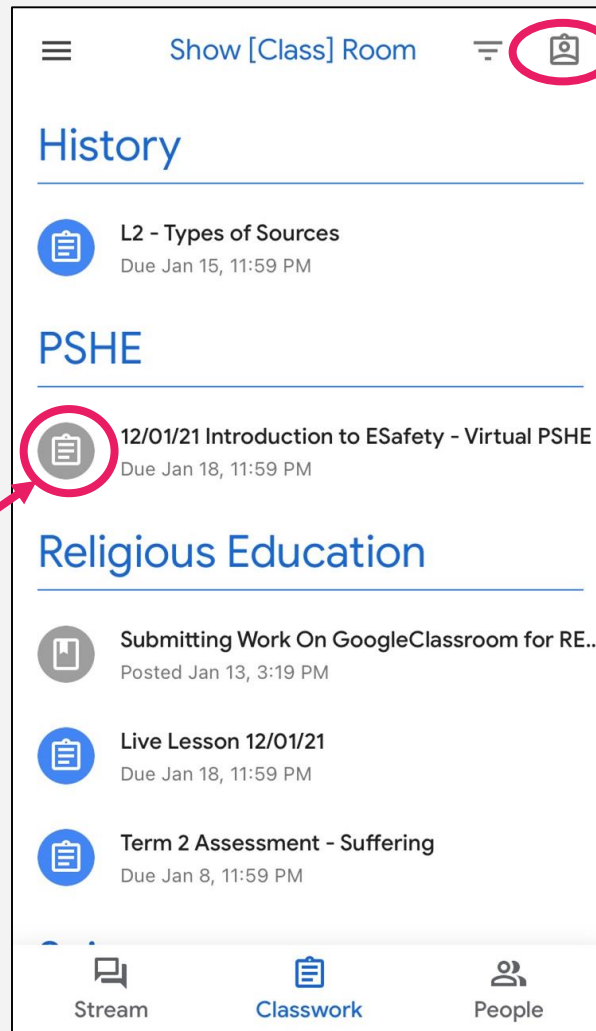
 Orange Digital Dirt Think About How You...

 Introduction to ESafety - Virtual PSHE

Your work

Turned In

 Add private comment




Once as assignment is submitted, the assignment icon will turn grey. Any icons that are blue still need to be completed and submitted.

If you want to see a more detailed outline of your assignments tap on this icon.

✕ ☰

Jessica Manns

Term 2 Assessment - Suffering Due Jan 8	Missing
L2 - Types of Sources Due Friday	Assigned
Particles lesson 1 (Year 10) Due Friday	Assigned
Live Lesson 12/01/21 Due Monday	Assigned
12/01/21 Introduction to ESafety - ... Due Monday  1	Turned in

Missing indicates an incomplete assignment that is overdue.

Assigned indicates an assignment that hasn't been completed/submitted but isn't due yet.

Turned In indicated an assignment that has been submitted to be marked.

This page will show you what you have turned in and what you are missing.

You are able to click on any assignment to expand to see any attachments or instructions.