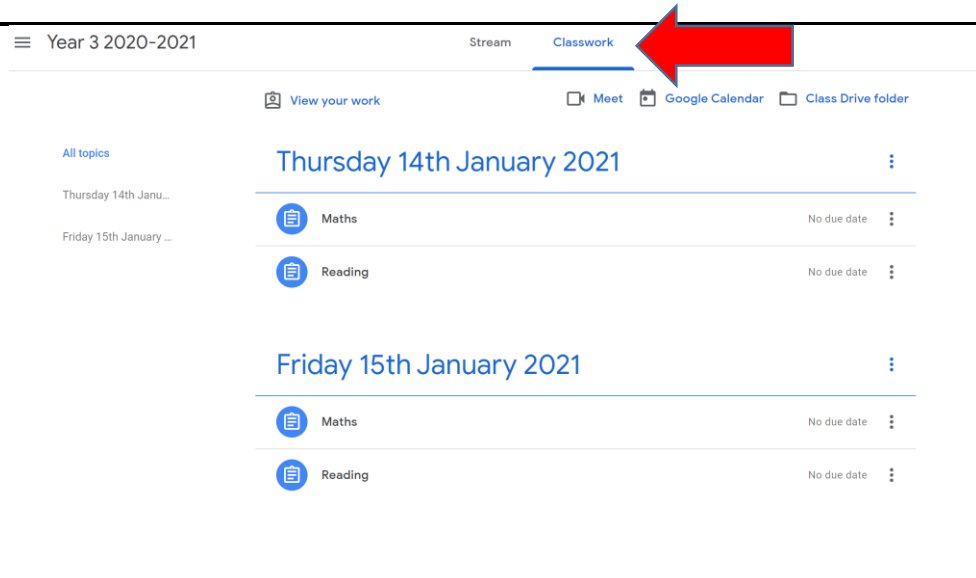
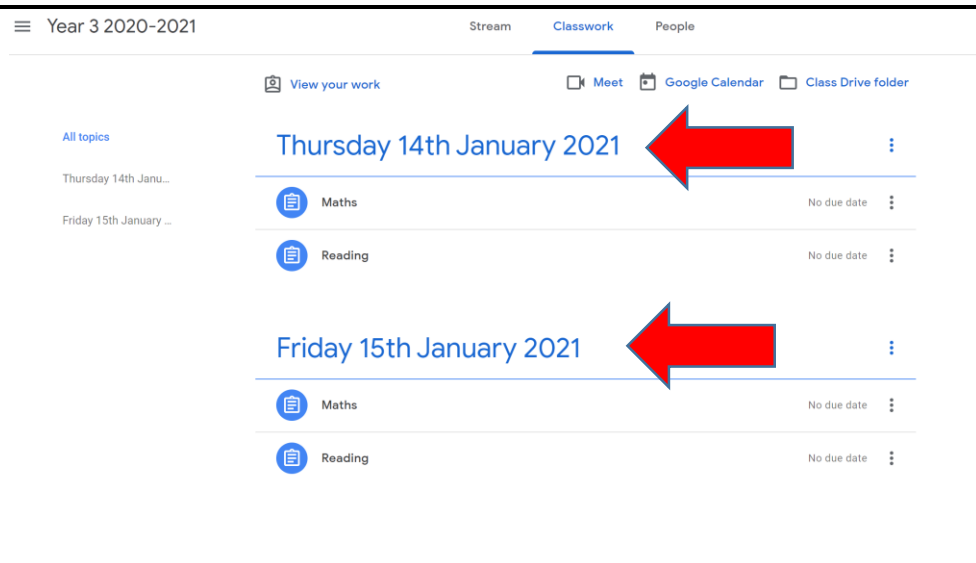


3. Google Classroom (Web Version) - Classwork

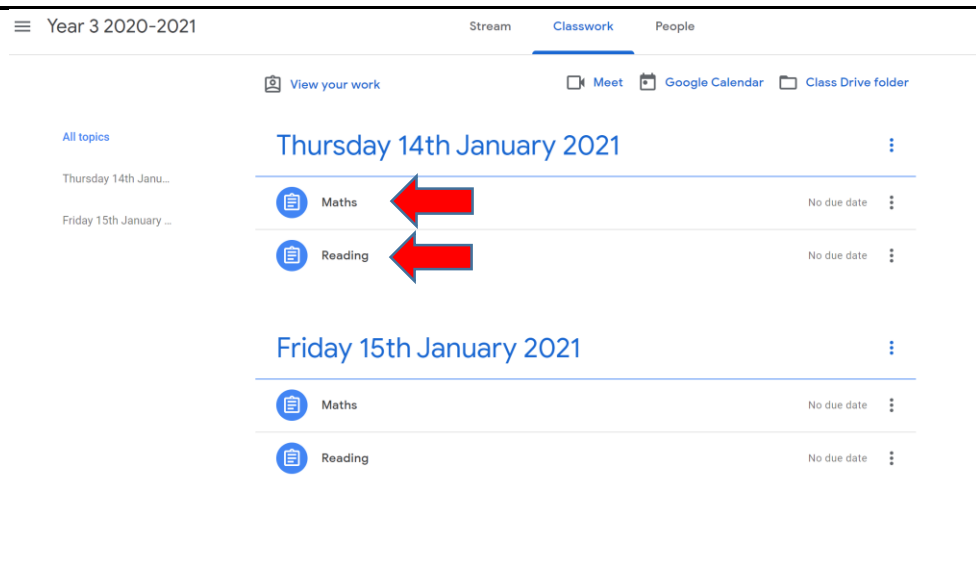
1. Use the 'Classwork' tab to view the work that has been set. This will be the view once you have selected the 'Classwork' tab.



2. All work for a particular day will be found in that folder.



3. Within the daily folders, there will be separate folders for each subject.



4. The subject folders can be opened by selecting them. This will allow you to view the instructions and the attached files for the task.

The screenshot shows the Google Classroom interface for 'Year 3 2020-2021'. The 'Classwork' tab is active. Under the date 'Thursday 14th January 2021', there is a 'Maths' assignment card. A red arrow points to the 'Maths' title. The card includes a 'View assignment' link at the bottom.

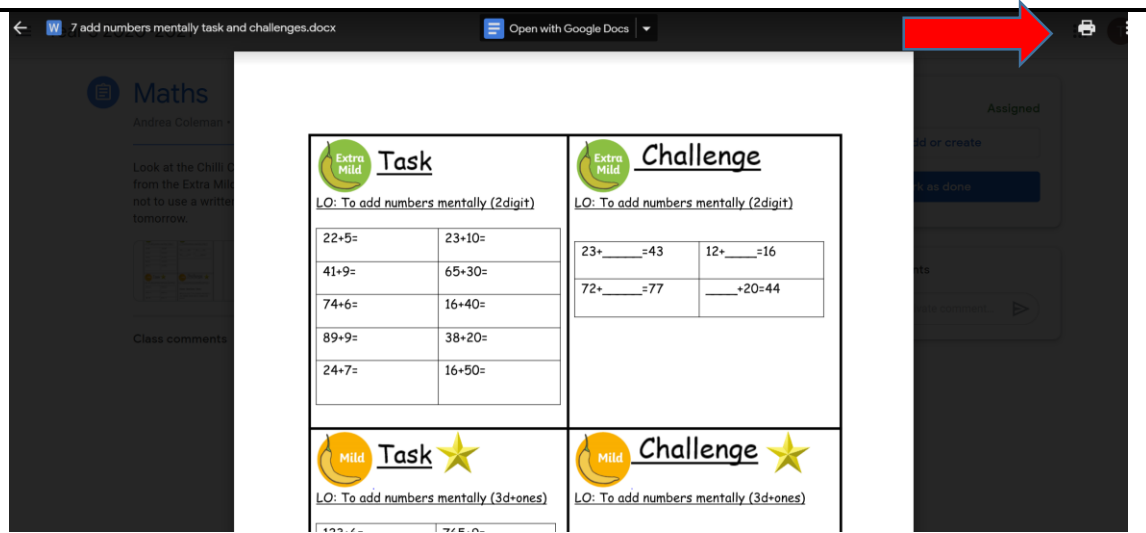
5. To view the activity, select 'View assignment'.

This screenshot is identical to the previous one, but a red arrow points to the 'View assignment' link at the bottom of the 'Maths' assignment card.

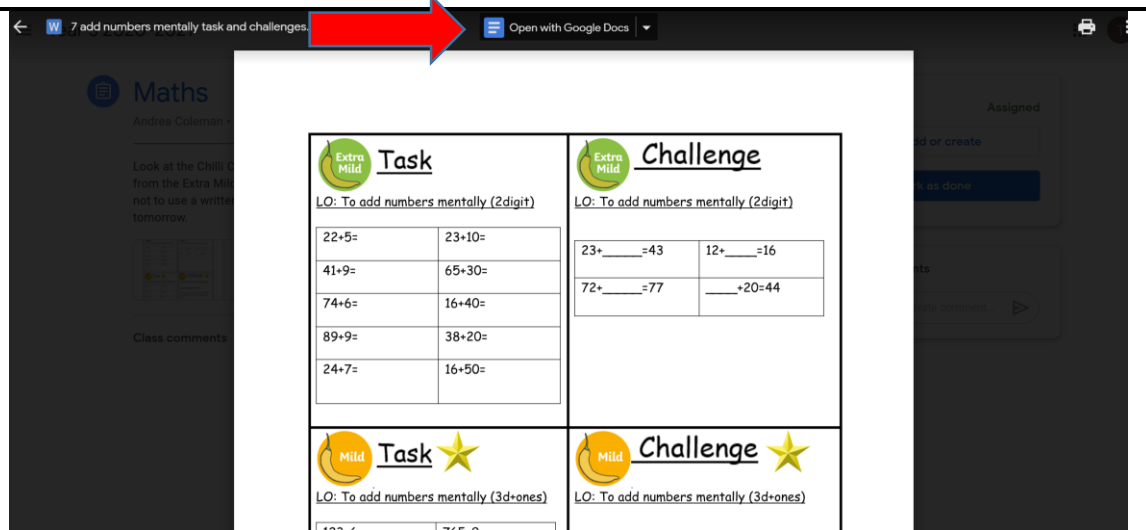
6. Once you have selected 'View assignment', the assignment will open so that you can view the attached files. To open the attached files, click here to open in a larger view.

The screenshot shows the detailed view of the 'Maths' assignment. The title 'Maths' is at the top. Below it is the assignment text: 'Look at the Chilli Challenge document. We wont be completing a progress check for this set of challenges so just start from the Extra Mild Task and work your way through each task and challenge. You will be adding numbers mentally. Try not to use a written method to complete these. These tasks and challenges will be completed over today and tomorrow.' Below the text is a card for the assignment: '7 add numbers mentally tas...' with a 'Word' document icon. A red arrow points to this card. On the right side, there are sections for 'Your work' (with 'Add or create' and 'Mark as done' buttons) and 'Private comments' (with an 'Add private comment...' input).

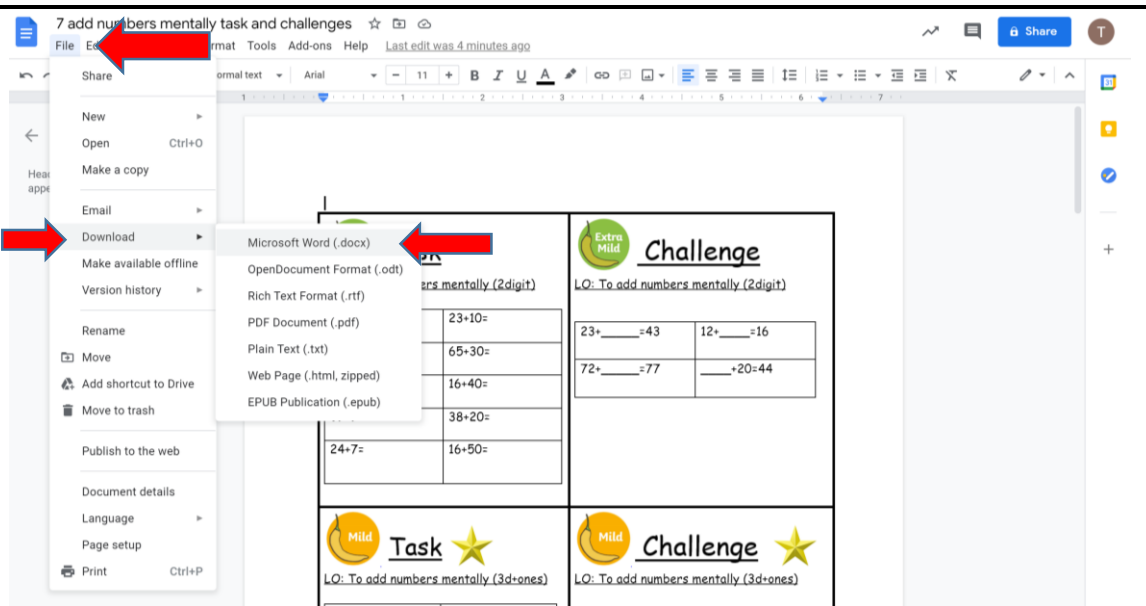
7. When the attachment is open, it can be printed from the top right corner. Work does not need to be printed to be completed.



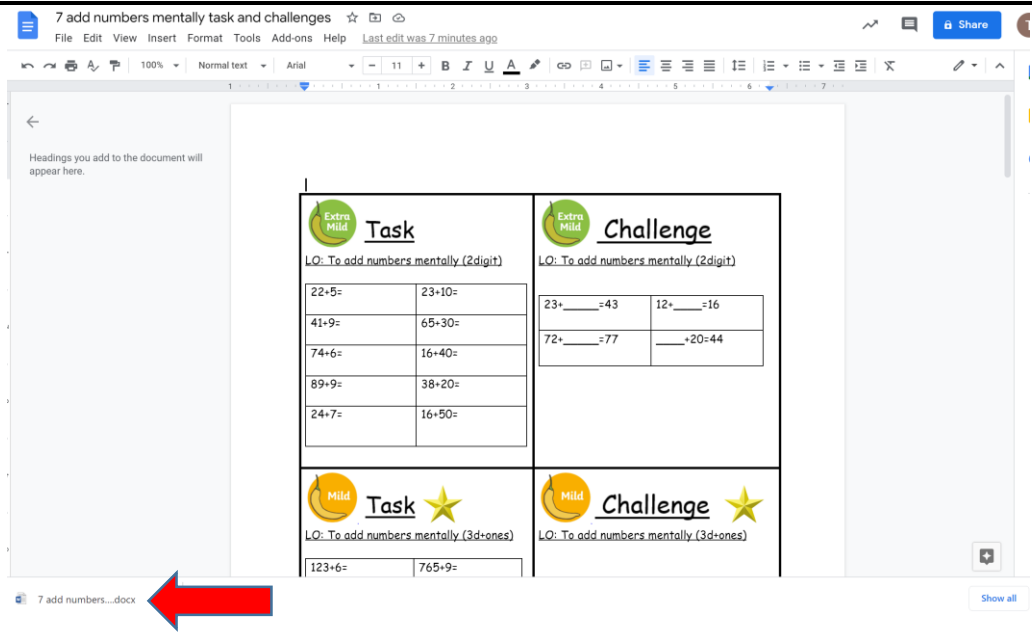
8. The attachment can also be downloaded by selecting 'Open with Google Docs' (do not select the downwards arrow).



9. Once you have selected, 'Open with Goggle Docs', the file will open in Google documents as shown. From here, the file can be downloaded into Word and edited from there. To download in Word, select File, Download, Microsoft Word.



10. The file will download and be shown at the bottom left of the screen. Open the downloaded file by selecting here.



11. The file will open in Word and can be edited within Microsoft Word. This will give you the option to save the completed work here and then upload to Google Classroom later (see uploading work section of the guidance).

