How to upload and return work

When your child has completed their work each day, they need to attach their work and hand it in to the teacher so that we can see how they have got on with their learning. If you select 'hand in' without attaching any work the teacher will not know how your child has got on. There are two different ways to do this using either a computer or the app which can be downloaded for free onto your phone.

It is easiest to hand in photos of your child's work using the app on your phone. If you are returning a word document or PowerPoint this is easier to do using a computer or tablet. We have included instructions for both below.

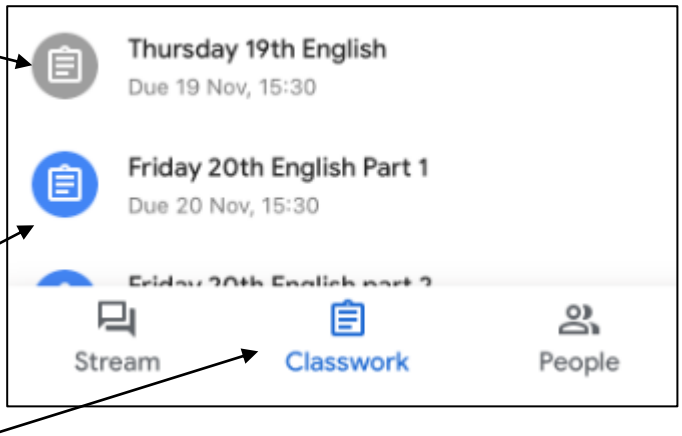
Returning work using the app

When you first open the App, it brings up your stream. Click on the classwork tab at the bottom of the screen. This will bring up a page similar to the one below. Work with a blue circle next to it is live and needs to be completed. Work with a grey circle is work that was given earlier in the week.

Grey circle: This work was set on a previous day but you can still go back and look at it or hand in work. It might say 'turned in late.'

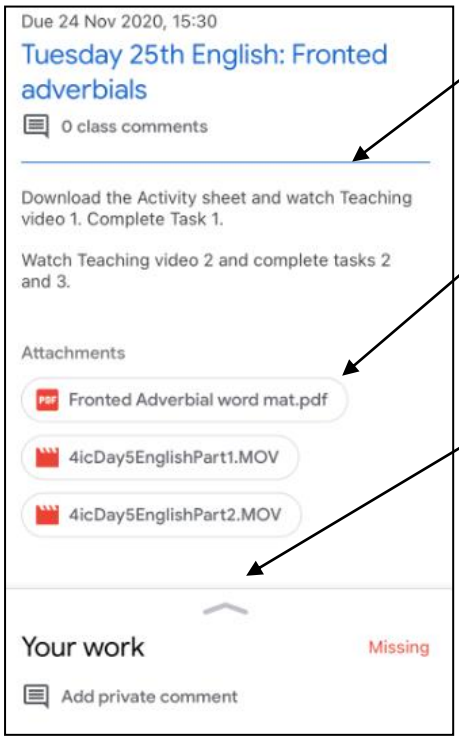
Blue circle: This work has been set for today

Tap on the classwork icon to see all of the work that has been set.



Tap on the lesson that you would like to hand in.

Headteacher: Mr David Bessant BA (QTS)
Deputy Headteacher: Miss Rebecca Vousden BSc PGCE
Mill Rythe Junior School, Havant Road, Hayling Island, Hampshire PO11 0PA
02392 463663 **www.millrythejunior.co.uk**

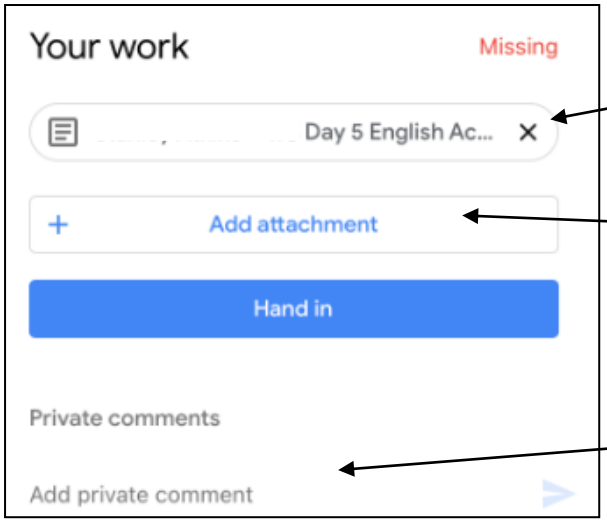


Explanation for what needs to be done

Attachments including teaching videos and worksheets. Please watch these in the order that they are shown.

To hand your work in slide up on the arrow where it says 'Your work.'

Now you should be able to see a screen similar to the option below. Before you select 'Hand in' you need to attach your work. Tap on the 'Add attachment' icon.



The lesson that you are submitting work to.

Tap on the +Add attachment icon.

There is the option here for your child to write a message to their teacher if there is anything that they would like to explain about the work that they are handing in.

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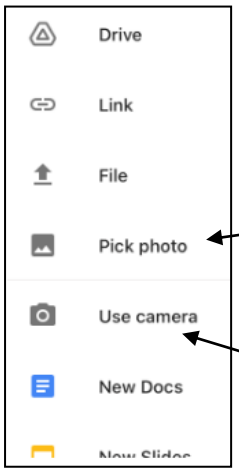
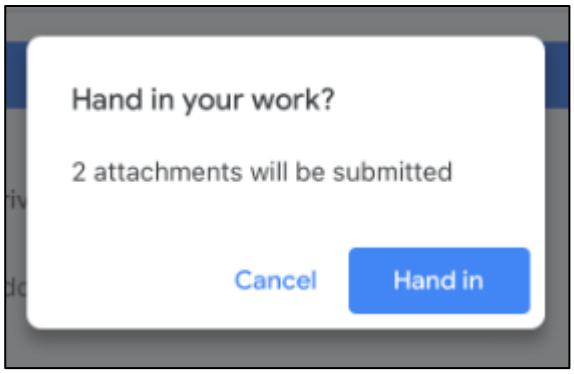


Once you have tapped on the add attachment icon these options should appear.

If you have already taken a photo, you can select pick photo and allow the app access to your photo gallery.

You can upload a photo by selecting 'use camera' and taking photo of the work.

Once it has uploaded, tap on the 'Hand in' icon.



It should then say how many attachments you have uploaded. When you are happy that your attachments are there tap on 'Hand in.'

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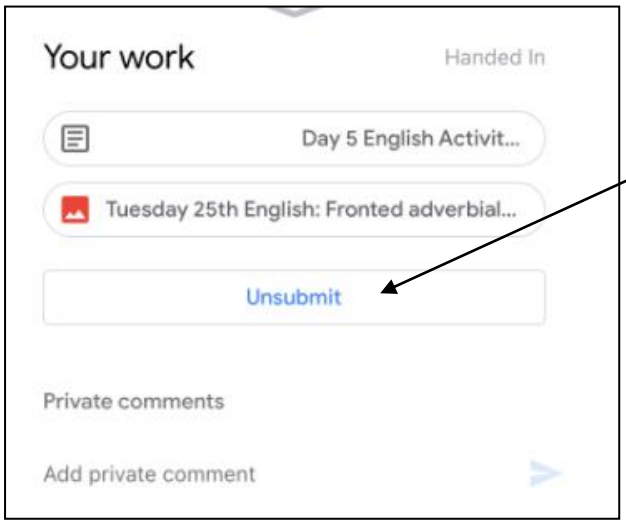
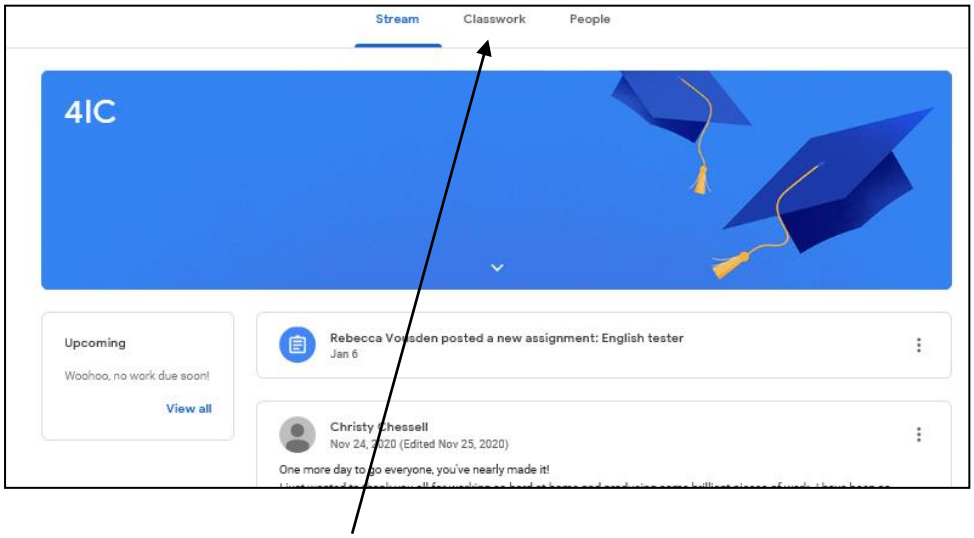


Once you have handed in your work it will look like this.

If you realise that you have missed something you can tap on 'Unsubmit' and then repeat the process.

How to hand your work in using a computer



Click on the classwork tab at the top of google classrooms.

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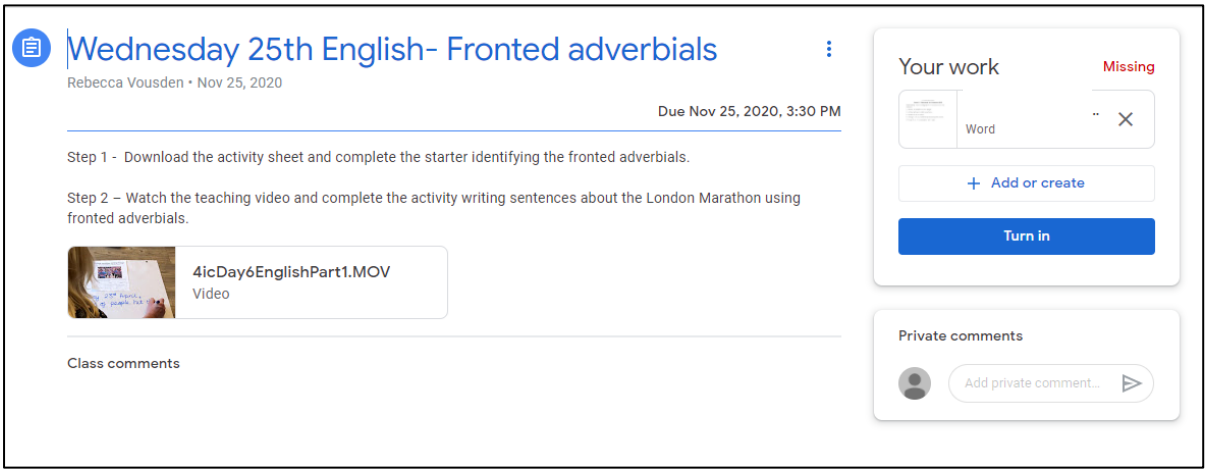
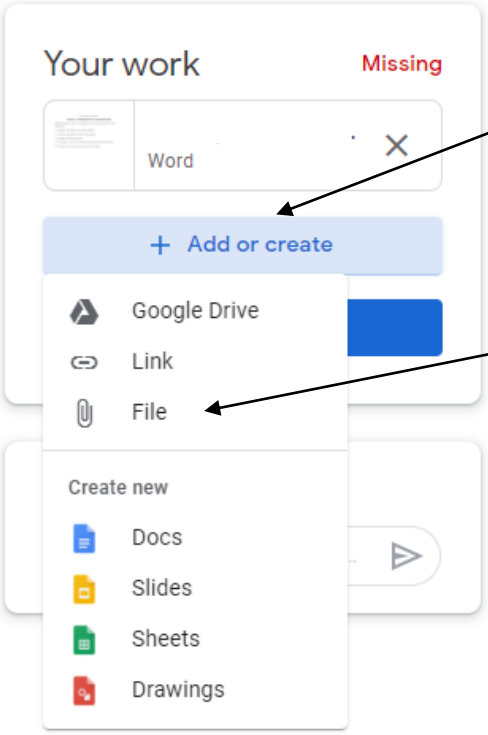
Open the lesson by clicking on the lesson and then selecting, view assignment. It should look similar to the picture below.





Find the 'Your work' box on the righthand side. Select '+Add or create.' This will bring up the options in the drop-down box.

Select 'File' to upload a word document or PowerPoint.

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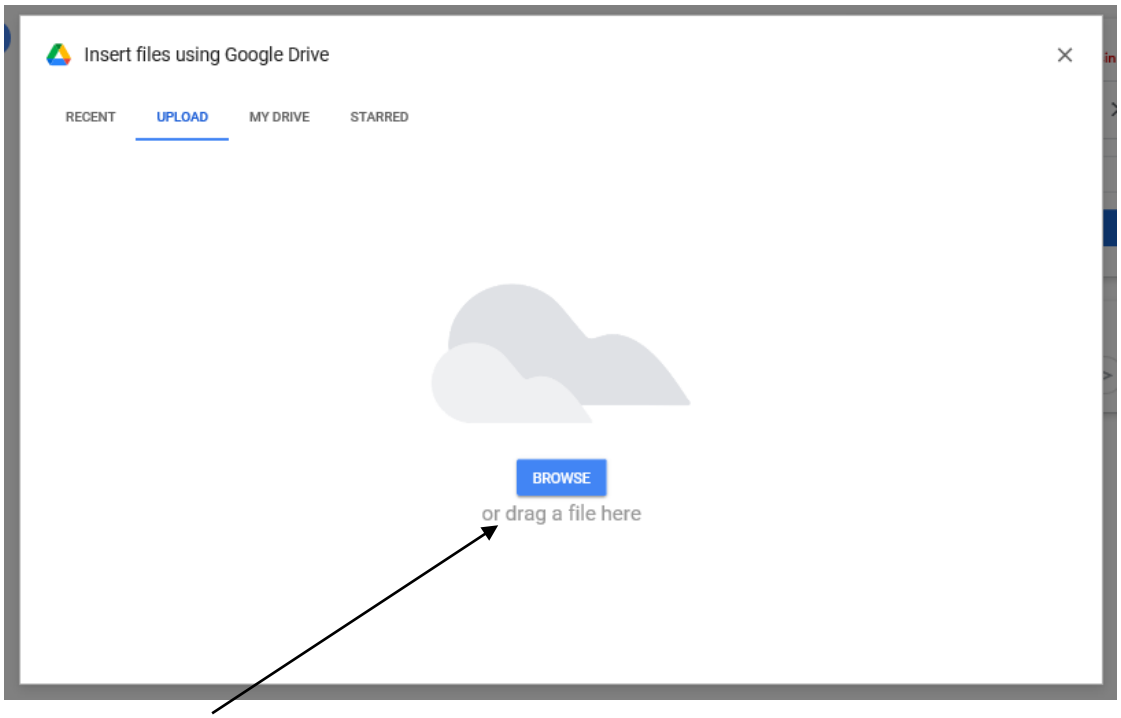
You should see a screen similar to the one below:



Click on the blue icon saying browse. This should allow you to look in your documents and select the work that you would like to upload.

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