# Completing and submitting Work on Google Classroom

Your child has their own drive. It is a bit like a virtual bookbag: they can put work in it, but staff in school cannot see it. When working on assignments which include MS Word attachments, for example, it is automatically saved into your child's drive every few seconds. In order for staff to see work, it needs sharing from your child's drive (their virtual bookbag) and putting into the teacher's drive or the teacher's Classroom storage. (A bit like a virtual desk!)
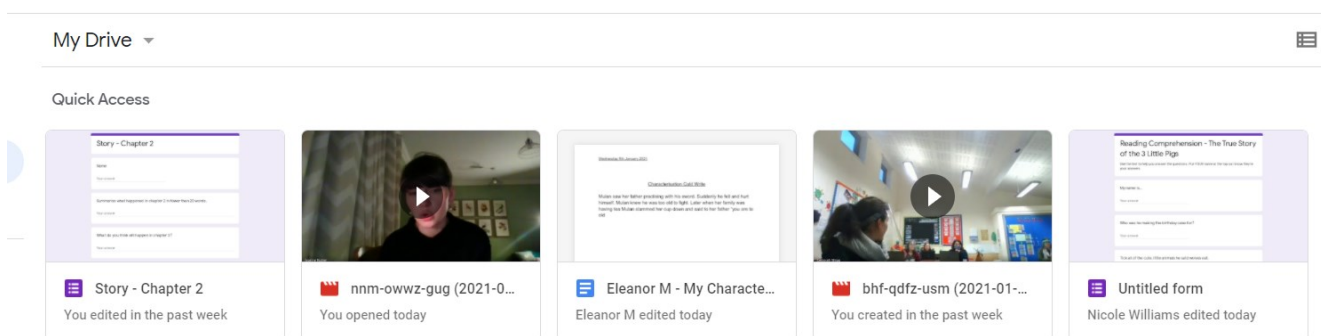
How do I find my child's drive?

Go to your child's 'waffle'. (Top right of screen)
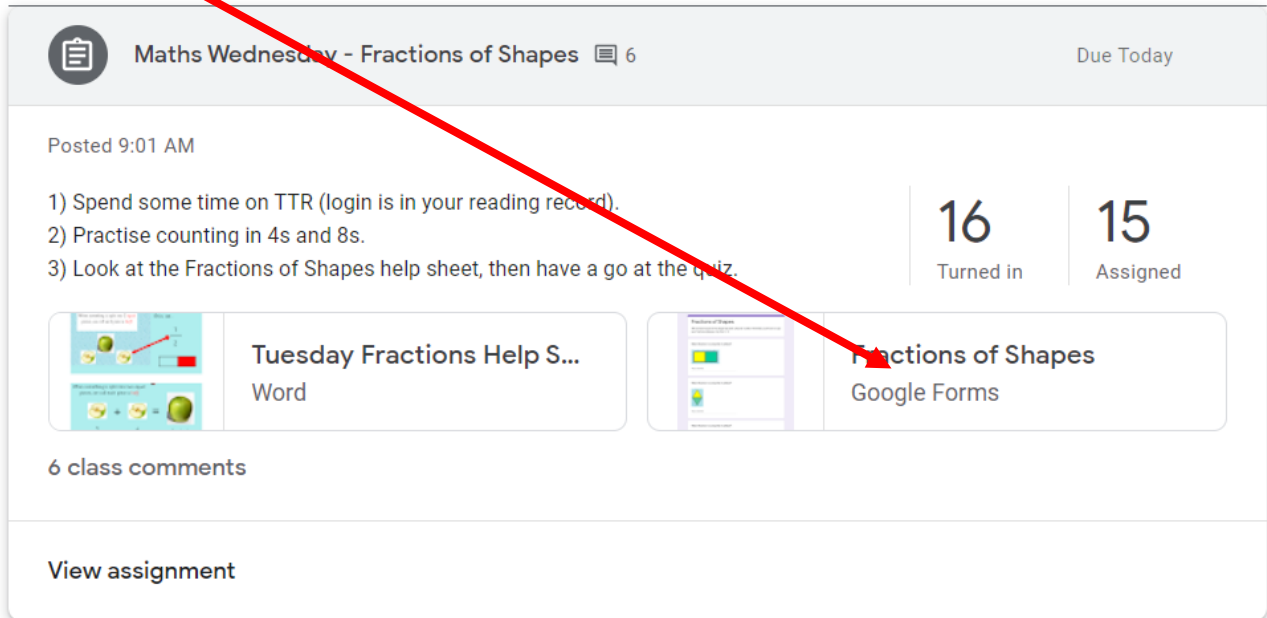
Then click on 'Drive'.
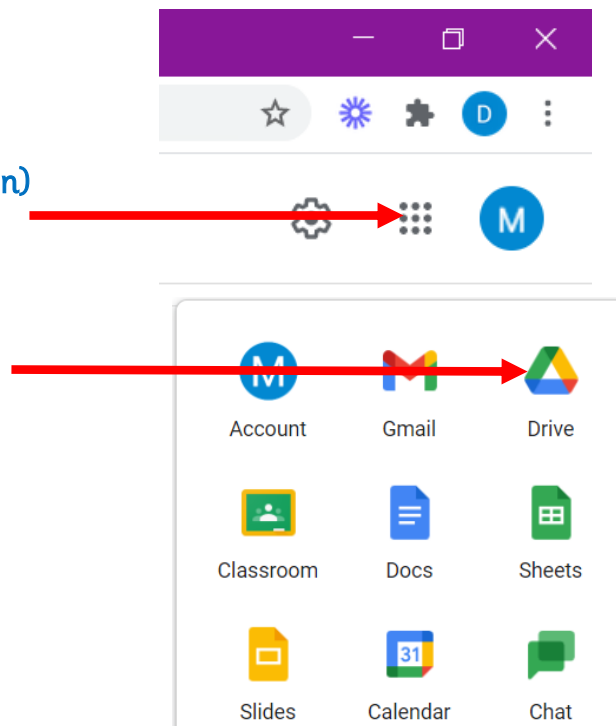
You will then see the documents that are stored in the drive:

Some assignments need your child to access your child's drive, and some do not.
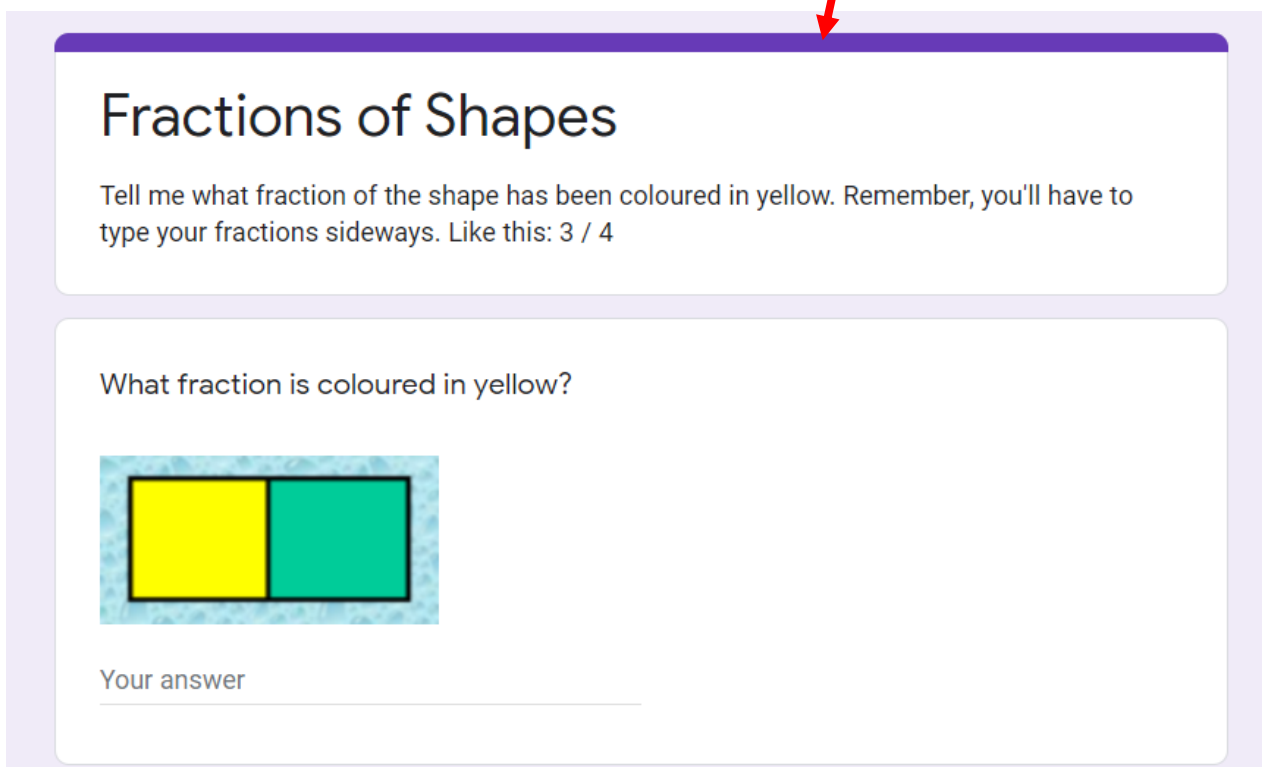
Google Forms

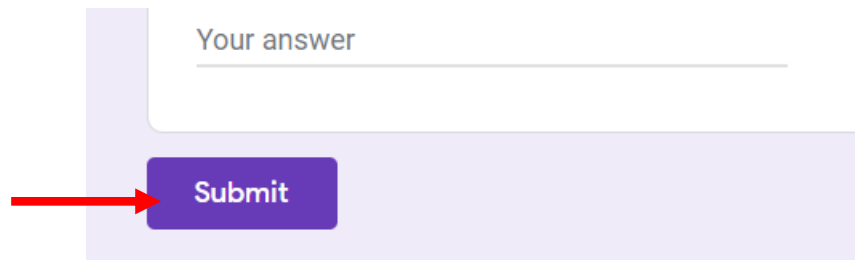Some assignments have a Google Form attached to them. These are like quizzes. See example below.

When you open the form, it will look something like this. Some answers are checkboxes, and some answers need you to type into the form.
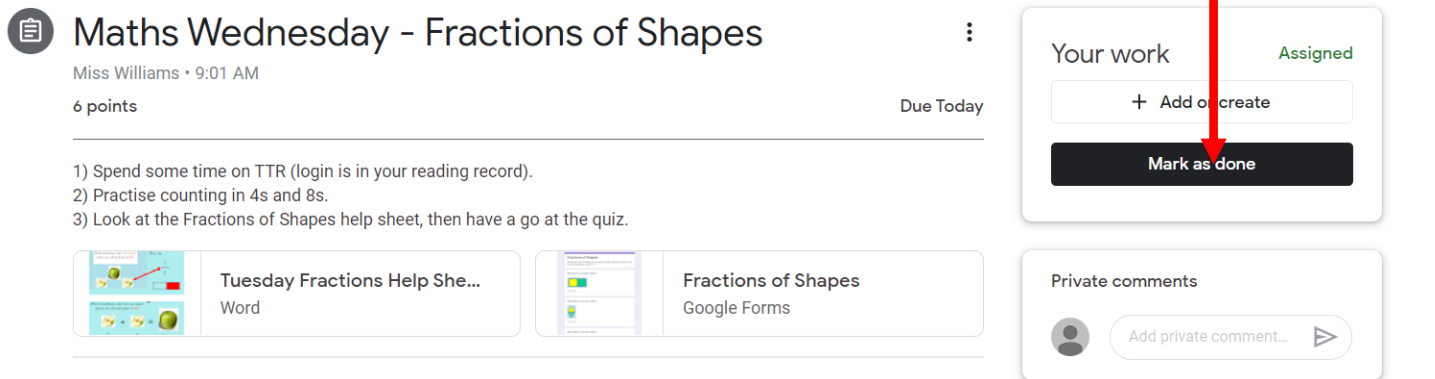
When you have completed the form, you need to be careful about how you submit it.

Your answer

Hit the submit button, and it will send the form to the teacher's drive. (A bit like putting it on the teachers desk to be marked)

Submit

You have one more step though. Go into the assignment, and hit 'mark as done'. That will update the teacher's mark sheet and show that the work has been completed.

Maths Wednesday - Fractions of Shapes
Miss Williams • 9:01 AM

6 points   Due Today

1) Spend some time on TTR (login is in your reading record).
2) Practise counting in 4s and 8s.
3) Look at the Fractions of Shapes help sheet, then have a go at the quiz.

| Tuesday Fractions Help She… | Fractions of Shapes |
| Word | Google Forms |

Your work   Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

Assignments with attachments

Some tasks have an assignment with a document attached. Children might need to type on the document.
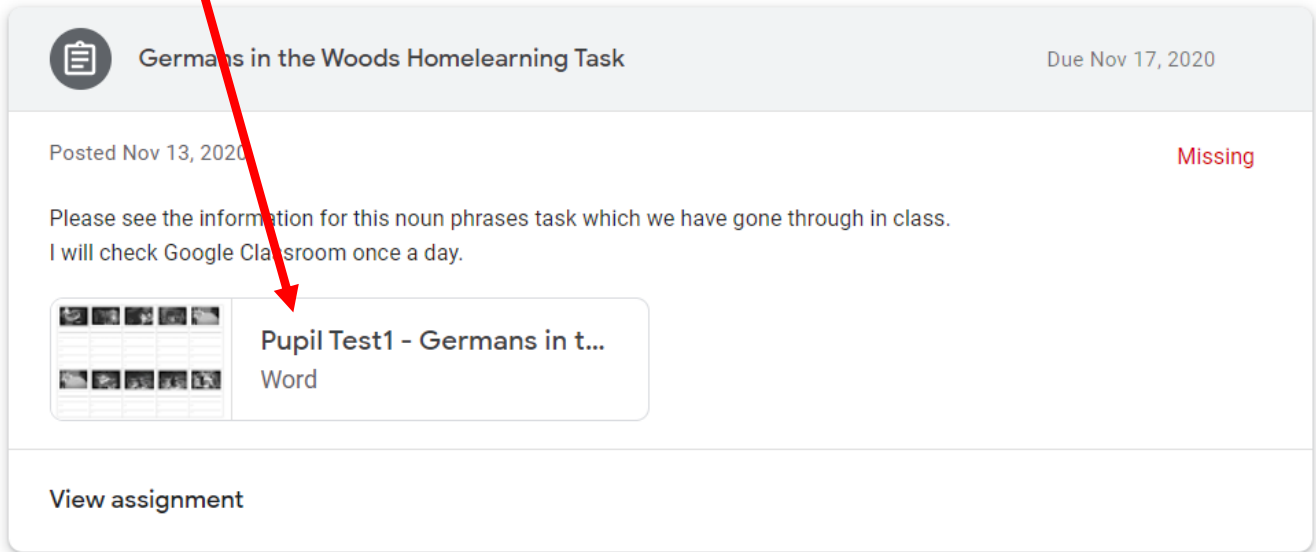
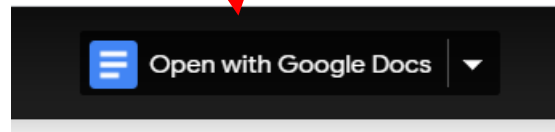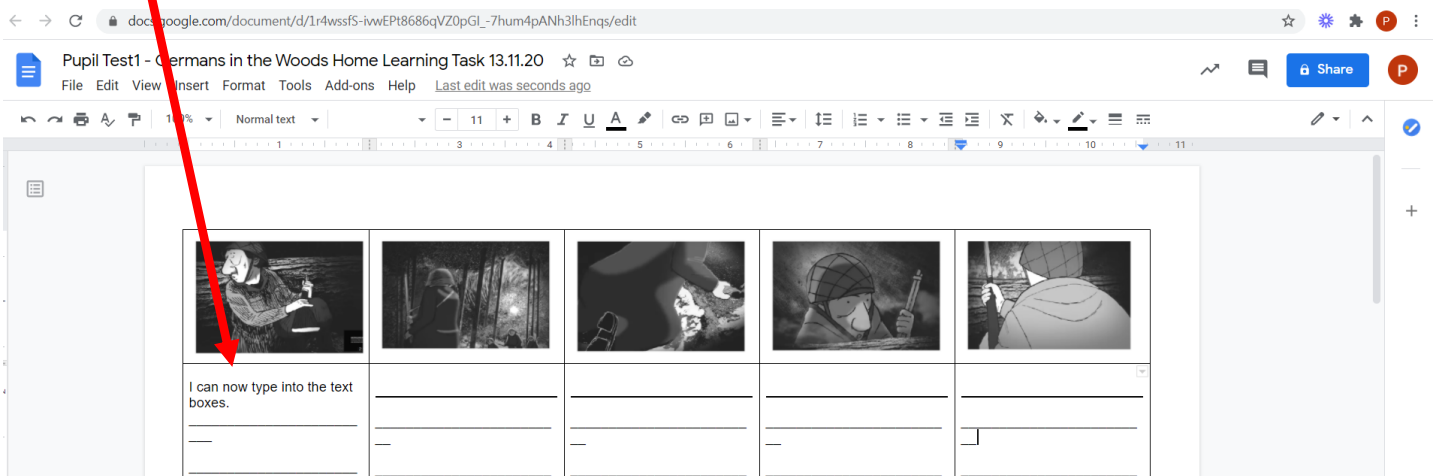**Click on the assignment, and then click 'Open with Google Docs'.** If you are on a tablet, I would recommend that you download the GoogleDocs app from The App Store.

You can now type into the document. As you type, the document will automatically save into your child's drive. There is no need to save.

When you have finished, just click the X on the document to close the tab. I promise it will be saved to your child's drive.
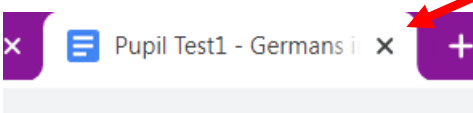
DO NOT CLICK SHARE to complete this document. Instead, go back to the assignment and you will see this. Click 'Add or Create'

Germans in the Woods Homelearning Task

Mrs Gilmore • Nov 13, 2020

100 points   Due Nov 17, 20..

Please see the information for this noun phrases task which we have gone through in class.
I will check Google Classroom once a day.

Class comments

Add class comment...

Your work   Missing

Pupil Test1 - Germ...
Word

+ Add or create

Turn in

Private comments

Add private comment...

A drop-down menu will appear: Click on Google Drive.

Pupil Test1 - Germ...
Word

+ Add or create

Google Drive

Link

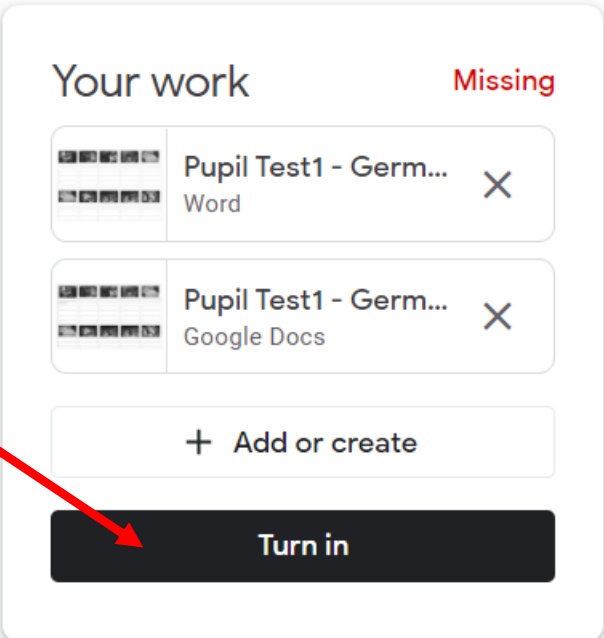Your child's Google Drive will now open. Click on the work you just completed.

Today

Pupil Test1 - Germa...   Pupil Test1 - Germa...   WIN_20210106_11_...   Pupil Test1 - My Cha...   Pupil Test1 - French ...

And then click on Insert

✕   1 selected   INSERT

Click 'Turn in'. This will send the document to your child's class teacher, and it will show that it has been completed.

Your work   Missing

Pupil Test1 - Germ...   ✕
Word

Pupil Test1 - Germ...   ✕
Google Docs

+ Add or create

Turn in

Assignments without attachments

Some assignments, particularly those for younger children, do not have attachments, because they contain a practical activity. On these assignments, do the activity, and then click 'Mark as done'.

If you take a picture of your child's work, you can attach it here. Click on 'Add or Create' This will reveal a drop-down menu.

If the photo is on your computer, you can click 'file' and find it.

If you were feeling super-adventurous, your child could type their work, or you could type their thoughts. In this task, the children were asked to make words from their phonics cards. You could type the words into a doc.

The doc would automatically save into your child's drive, and you can then attach it as described previously.