



# To Edit a Worksheet (summary)

- Click on **View assignment** for the lesson and select the Worksheet.
- Click on the three dots  at the top right hand side of the screen and select **Open in new window**
- You can either select Edit in Google Docs or...
- Click on the Download icon at the top right of the screen 
- This will download the file to the **Downloads** folder on your computer (open your personal folders at the top left of the Desktop and select Downloads to find it)
- Open the file, and answer the questions in it
- Remember to **save** your Word document

# To Upload a Worksheet (summary)

- Click on **View assignment** in your Google Classroom
- Click '**+ Add or create**' and select Google Drive
- Now select the second tab called **UPLOAD**
- Click on the blue **BROWSE** button and navigate to the **Downloads** folder on your computer
- Double click or select the file(s) you wish to upload
- Now select the '**Turn in**' button to hand in your work

# Google Classroom Classwork Tab

Look in the **Classwork** area.

This contains all of your topics of work and your individual lessons.

Click on a lesson to see instructions and activities.

The screenshot shows the Google Classroom interface for a class named "7M4 Test Class" (Year 7 Computing). The "Classwork" tab is selected, indicated by a red arrow. The interface displays a list of topics and assignments. The "Unit 1 - Using Computers" section is expanded, showing an assignment titled "Unit 1 Assessment" with a due date of Dec 9, 2019, and a status of "Missing". A red arrow points to the "Unit 1 Assessment" assignment. Below the assignment title, there is a description: "This assessment is only for students who have not already completed the Unit 1 Assessment." and a preview of the "Year 7 Unit 1 Assessment Google Forms". A "View assignment" link is visible at the bottom of the assignment card.

You have to click on a file to open it. Sometimes you have to download files. You will be shown this later in the lesson.

# Opening an Assignment


To open a lesson or an Assignment, you will need to **click on the title** in the classwork tab

Then **scroll down** so you can see all of the documents

Then click on **View assignment**


Stream **Classwork** People


## Training

 Test Assignment


Posted Sep 3

Test

 1. Instructions for Staff a...  
PDF

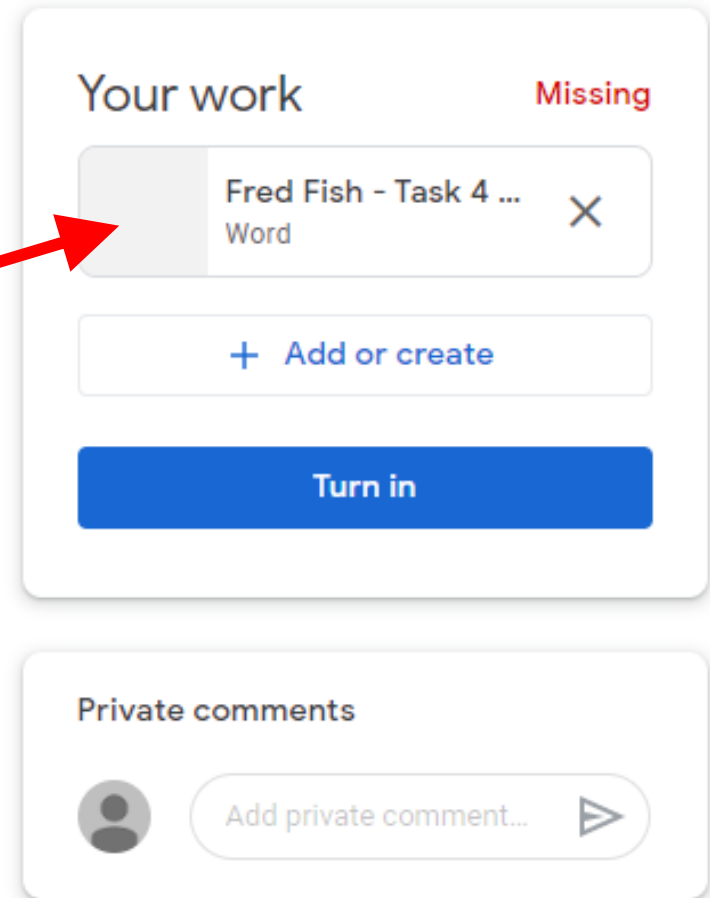
 Fred Fish - Task 4 Review ...  
Word

[View assignment](#)

 Test Material for Training Ed


# To Edit or Download your Work

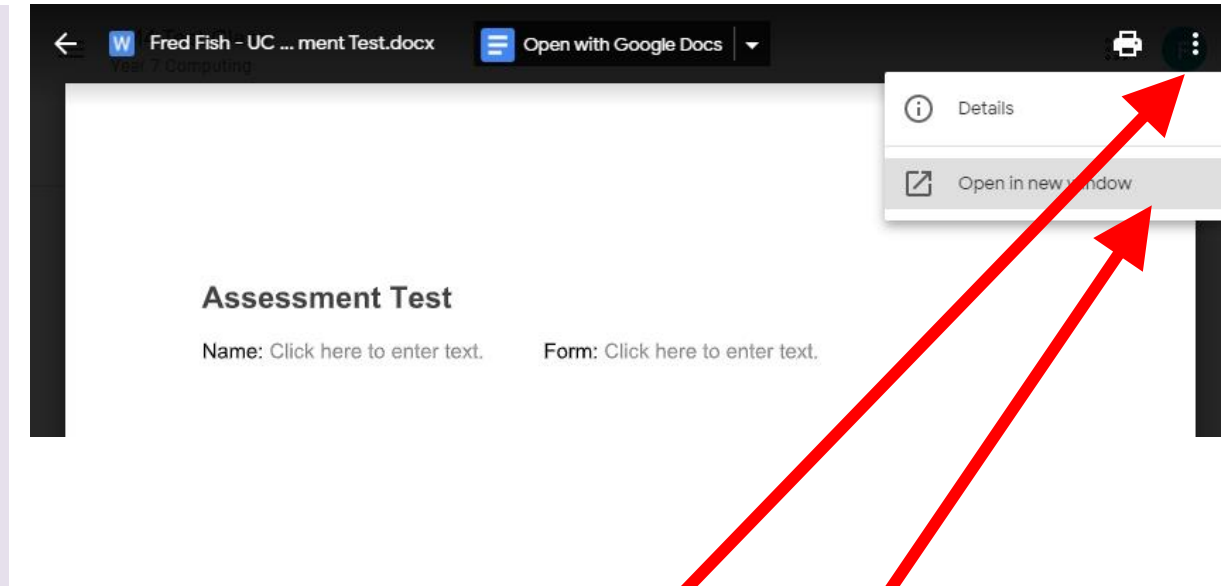
To open an Assignment, you need to **click on the document** in the top right hand side of the screen to open it



The screenshot displays a user interface for managing work. At the top, it says "Your work" with a red "Missing" status indicator. Below this, there is a list of documents. The first document is "Fred Fish - Task 4 ..." with the file type "Word" and a close icon (X). A red arrow points to the document's thumbnail area. Below the list is a button labeled "+ Add or create" and a large blue button labeled "Turn in". At the bottom, there is a section for "Private comments" with a user profile icon and a text input field labeled "Add private comment..." with a send icon (triangle).

# To Edit a File in Google Docs

When the file opens, look in the top right hand corner for the three dots 

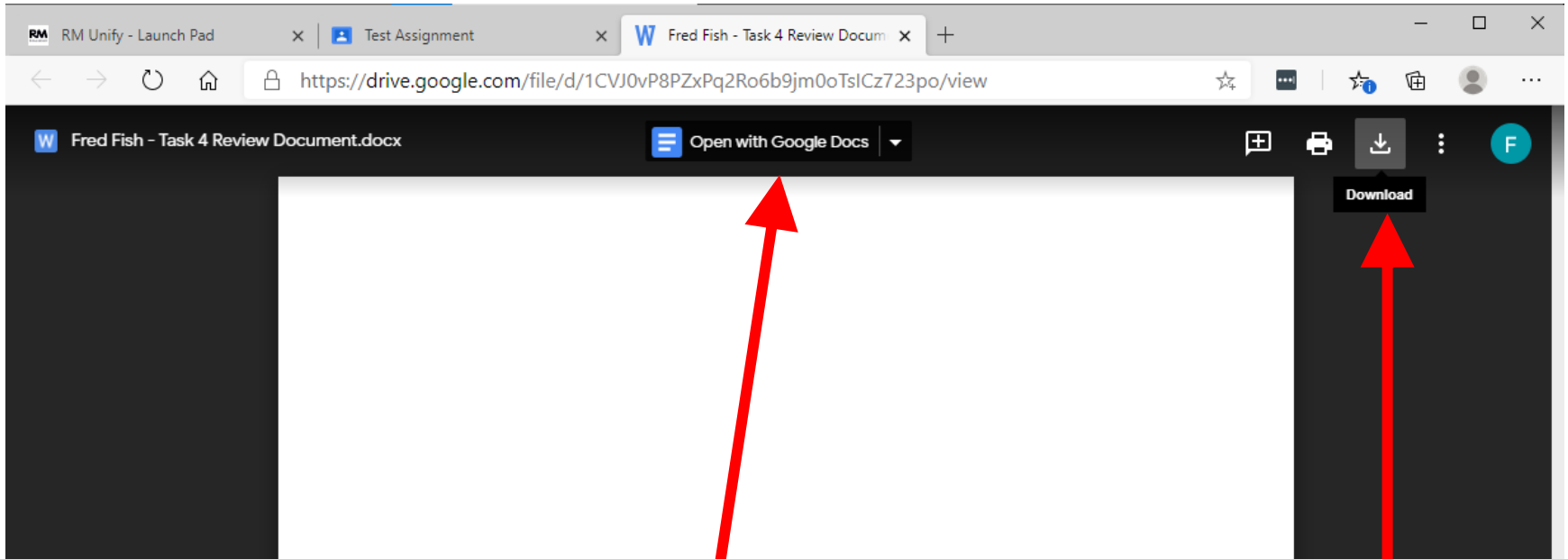


Click on the **three dots** 

Then select **Open in new window**

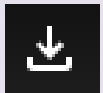
(If you don't do this, your work may not save!)

# To Edit a File in Google Docs



In the *new window* you can either

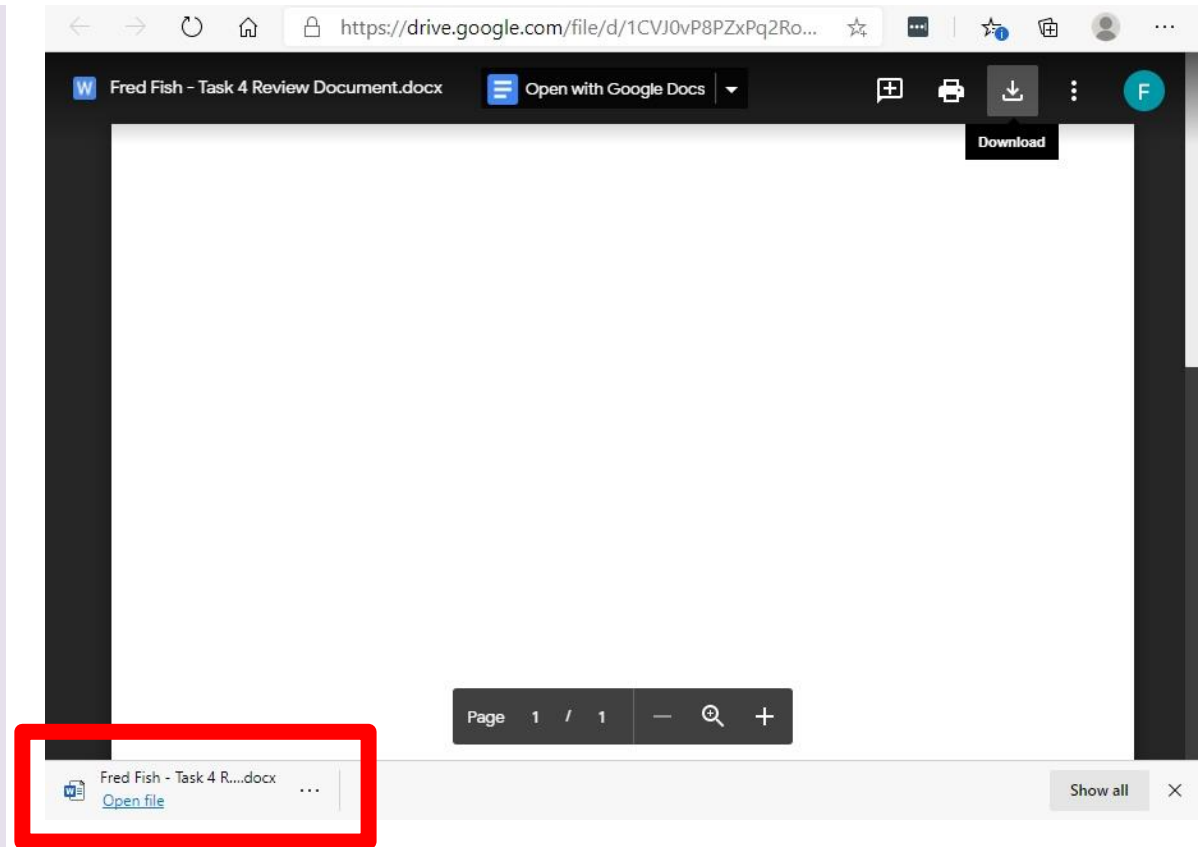
**Open with Google Docs** or click the **download icon** to download the file to your device. The file goes to your *Downloads* folder in Windows.



# To Edit a File in Microsoft Word

After you click the download icon, your file will download and you can see it in the bottom left of the screen

Click on this link to open the file in Microsoft Word or look in your Downloads folder



Any files you click will be in your **Downloads** folder in your personal area



# Why Download a File?

If you open your file in Google Docs, you don't have to keep saving it – **Google Docs saves all of your updates** automatically. This is great for text based documents.

If your **file contains images and tables** that you need to update or edit, it is better to **download the file** and use **Microsoft Word** because Google Docs sometimes changes the formatting and things don't look right.

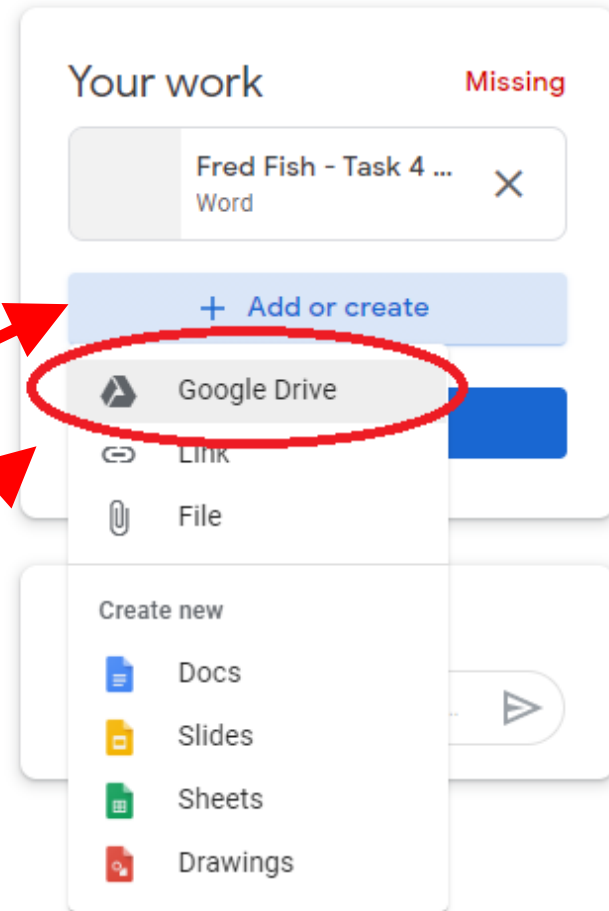
If you **download your file** and open it in Word, you must **keep saving your changes** and then **upload your file** from the Downloads folder back to Google Classroom when you are finished.

# To Upload a File to Google Classroom

Click on **View assignment** in your Classwork area

Then click on **+ Add or create**

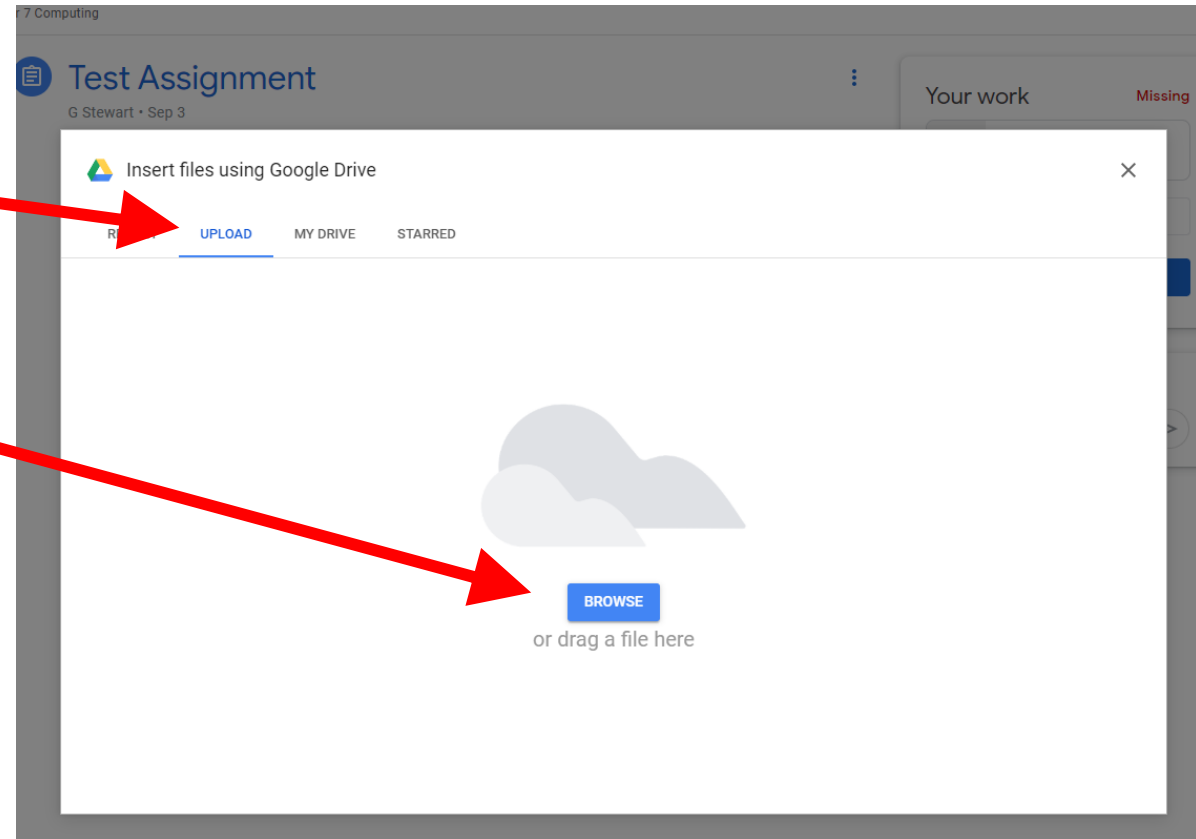
Now choose **Google Drive**



# To Upload a File to Google Classroom

Click on the **Upload tab** and then select **Browse**

Select your **Downloads** folder and click on the file(s) you want to upload

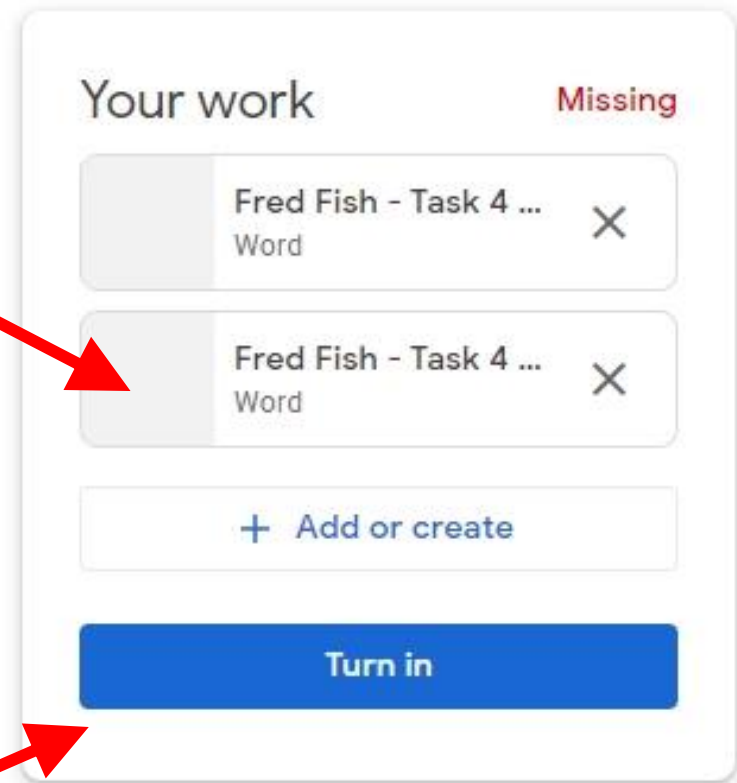


You can repeat this process to add more files to your **Assignment**

# To Upload a File to Google Classroom

Any files you have uploaded will now be in your **Assignment**

Don't worry if there are two files – one is a Google Docs file the other is your upload.



Click on the **Turn in** button to hand in your work