



Google Classroom

| *How to complete online assignments*

Step 1:
Click on
Classwork

The screenshot shows a Google Classroom interface for a class named 'Olive -Ms Awick'. The navigation bar at the top includes 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected, and a red arrow points from this tab to the 'Classwork' text in the navigation bar. Below the navigation bar, the page title is 'WRITING'. A list of assignments is shown, with the 'Writing- Hole in the Fence' assignment expanded to display its content. The assignment text reads: 'For today's writing lesson your teacher would like you to use the image below to write an imaginative text about the picture. To help you we have started the story for you already; I was puzzled. Things just kept disappearing from our garden. At first it was just small things, like my toy car , then larger things began to go missing. Dad's lawnmower vanished. Mum's favourite plant pot with her favourite plants in. Gone! Just gone! My parents kept saying that there were thieves on our street. I believed them. Of course I believed them! Why wouldn't I believe them, they're my parents?! Sneakily, I got into the habit of looking out of my bedroom window with my camera, in the hope that I would catch a snapshot of the crooks in action. One afternoon, after I had got in from school and done my homework, I stood at my bedroom window. I was ready. I had my camera in hand. I then watched in amazement and shock as the giant oak tree, that had stood in our garden since before I was born, was dramatically wrenched from the ground by an unseen force. Its great branches and straggling'. A 'View assignment' button is visible at the bottom of the expanded assignment card. The Windows taskbar at the bottom shows the time as 9:41 AM on 26/03/2020.

Step 2:
Select the activity
you want to
complete by
clicking on view
assignment

The screenshot shows a Google Classroom interface for a class named 'Olive -Ms Awick'. The 'Classwork' tab is selected, displaying a list of assignments under the heading 'WRITING'. The assignment 'Writing- Hole in the Fence' is highlighted in green. It has a due date of 'No due date' and was posted on 'Mar 25'. The assignment text is visible, starting with 'For today's writing lesson your teacher would like you to use the image below to write an imaginative text about the picture. To help you we have started the story for you already;'. The text continues with a story about a garden where things are disappearing. At the bottom of the assignment card, a 'View assignment' button is highlighted with a red arrow. Below this assignment, another one titled 'Writing- Informative Texts (Garbology)' is partially visible. The browser's address bar shows the URL 'classroom.google.com/w/NTM3Mzg1MDU4MDNa/t/all'. The Windows taskbar at the bottom shows the time as 9:41 AM on 26/03/2020.

Step 3:
Click on Add or Create

Home - Busby Public School | Google G Suite @ NSW DoE | Writing- Hole in the Fence

classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzIzNjkxMDQ3MTFa/details

Olive -Ms Awick

Writing- Hole in the Fence

Dolagy Ekladius Marcus Mar 25

For today's writing lesson your teacher would like you to use the image below to write some creative text about the picture. To help you we have started the story for you already;

I was puzzled. Things just kept disappearing from our garden. At first it was just small things, like my toy car , then larger things began to go missing. My lawnmower vanished. Mum's favourite plant pot with her favourite plants in. Gone! Just gone!

My parents kept saying that there were thieves on our street. I believed them. Of course I believed them! Why wouldn't I believe them, they're my parents?! Sneakily, I got into the habit of looking out of my bedroom window with my camera, in the hope that I would catch a snapshot of the crooks in action.

One afternoon, after I had got in from school and done my homework, I stood at my bedroom window. I was ready. I had my camera in hand. I then watched in amazement and shock as the giant oak tree, that had stood in our garden since before I was born, was dramatically wrenched from the ground by an unseen force. Its great branches and straggling roots and shaking, green leaves began to be pulled towards a hole, the size of a pound coin, in our garden fence. I watched as the tree began to be squeezed, again by this unseen force, through the hole in the fence.

A minute later I was standing with my camera at the ready, peering through the hole in the fence, desperate to find out what had happened to all the things from our garden. Then...I felt it...My eye began to feel as if it was being squeezed. My head felt as if it was being pulled towards the fence. My whole body seemed to be moving. Suddenly...Pop!

Can you continue the story? What was on the other side? (Please continue the story on the google document below!)

Hole in the Fence.png Image | Hole in the Fence Google Docs

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

9:42 AM 26/03/2020

*Step 4:
Click on document
or slides to
complete the task.*

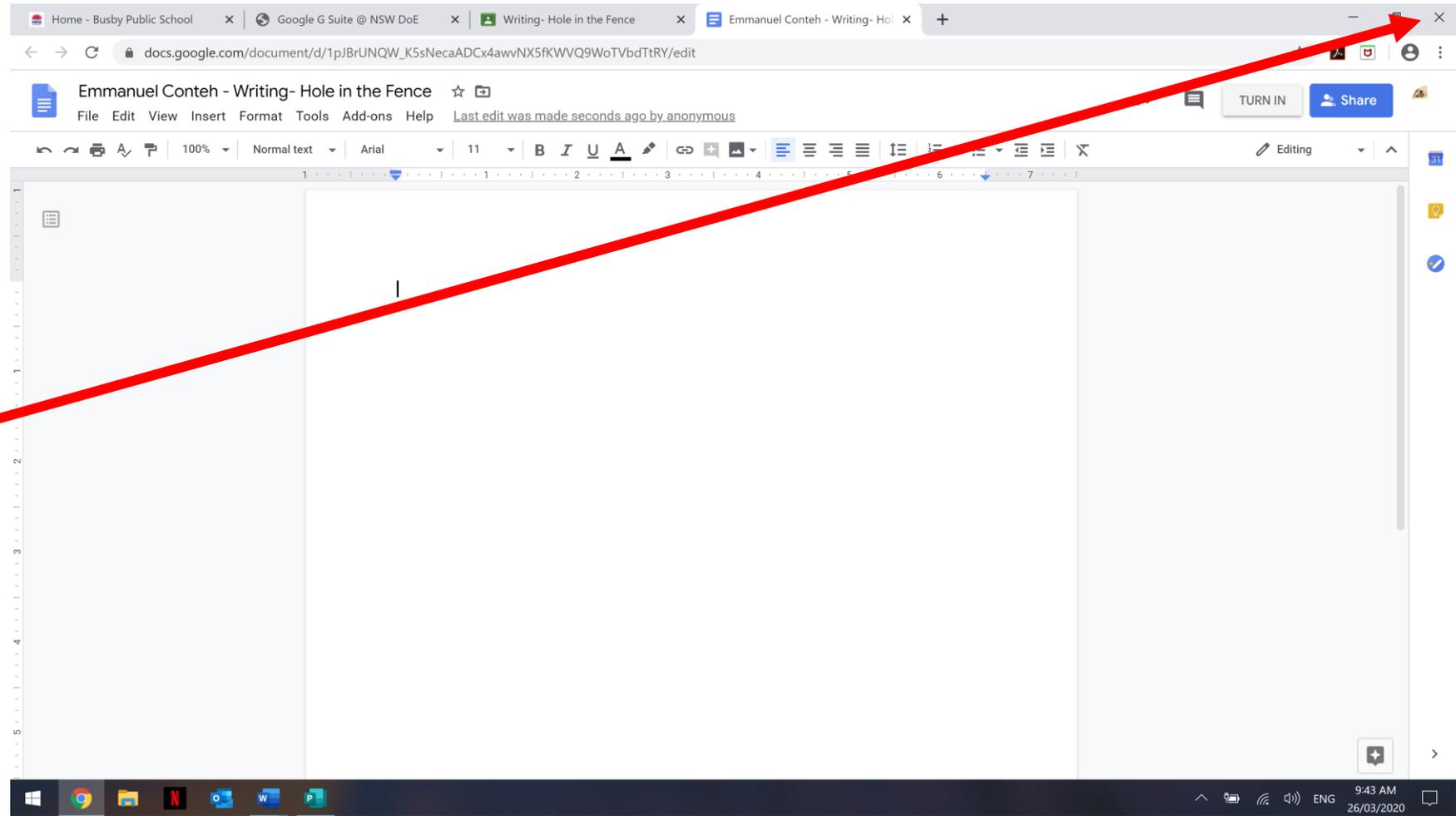
The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Home - Busby Public School', 'Google G Suite @ NSW DoE', and 'Writing- Hole in the Fence'. The address bar shows the URL 'classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzIzNjkxMDQ3MTFa/details'. The teacher's name 'Olive -Ms Awick' is visible in the top right. The assignment title is 'Writing- Hole in the Fence' by 'Dolagy Ekladius Marcus' on 'Mar 25'. The assignment text describes a writing task about a hole in a fence. Below the text, there are two attachments: 'Hole in the Fence.png Image' and 'Hole in the Fence Google Docs'. A 'Your work' sidebar on the right shows 'Assigned' work and a 'Create new' menu with options for Docs, Slides, Sheets, and Drawings. A red arrow points from the 'Step 4' callout to the 'Docs' option in the 'Create new' menu.

Step 5:
You should see
your name appear
on the file. Click
on the file.

The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Home - Busby Public School', 'Google G Suite @ NSW DoE', and 'Writing- Hole in the Fence'. The address bar shows the URL 'classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzIzNjJxMDQ3MTFa/details'. The teacher's name 'Olive -Ms Awick' is visible in the top left. The assignment title is 'Writing- Hole in the Fence' by 'Dolagy Ekladius Marcus' on 'Mar 25'. The assignment description includes a paragraph of text and a prompt: 'Can you continue the story? What was on the other side? (Please continue the story on the google document below!)'. Below the text are two attachments: 'Hole in the Fence.png Image' and 'Hole in the Fence Google Docs'. On the right side, the 'Your work' section shows an 'Assigned' status and a list of student work. The first item is 'Emmanuel Conteh...' with a 'Google Docs' icon and a close button. Below this is a '+ Add or create' button and a green 'Turn in' button. At the bottom, there is a 'Class comments' section with an 'Add class comment...' input field and a submit button. The Windows taskbar at the bottom shows the time as 9:43 AM on 26/03/2020.

Step 6:

Answer the activity then close the document by clicking the "x" button. Your work automatically gets saved, so no need to click save.



Step 7:
Once your task is
completed click
Turn In

The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Home - Busby Public School', 'Google G Suite @ NSW DoE', and 'Writing- Hole in the Fence'. The address bar shows the URL 'classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzlzNjkxMDQ3MTFa/details'. The page header identifies the teacher as 'Olive -Ms Awick'. The main content area features the assignment title 'Writing- Hole in the Fence' by 'Dolagy Ekladius Marcus' on 'Mar 25'. The assignment instructions state: 'For today's writing lesson your teacher would like you to use the image below to write an imaginative text about the picture. To help you we have started the story for you already;'. The provided text begins with 'I was puzzled. Things just kept disappearing from our garden. At first it was just small things, like my toy car , then larger things began to go missing. Dad's lawnmower vanished. Mum's favourite plant pot with her favourite plants in. Gone! Just gone!'. A red arrow points from the 'Turn in' button in the 'Your work' panel to the text 'Of course I believe them, they're my parents?! Sneakily I got into the room of my bedroom window with my camera, in the hope that I would catch a glimpse of the crooks in action.' Below the text, there are two buttons: 'Hole in the Fence.png Image' and 'Hole in the Fence Google Docs'. The 'Your work' panel on the right shows the student 'Emmanuel Conteh...' has submitted a Google Docs document, and a green 'Turn in' button is visible. The 'Private comments' and 'Class comments' sections are also present.

*Step 8:
If your task is asking for you to upload an image or video click on 'file'*

The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Home - Busby Public School', 'Google G Suite @ NSW DoE', and 'Writing- Hole in the Fence'. The address bar shows the URL 'classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzIzNjkxMDQ3MTFa/details'. The page title is 'Olive -Ms Awick'. The main content area is titled 'Writing- Hole in the Fence' by 'Dolagy Ekladius Marcus' on 'Mar 25'. The assignment text describes a writing task about a hole in a fence. Below the text, there are two buttons: 'Hole in the Fence.png Image' and 'Hole in the Fence Google Docs'. A 'Your work' sidebar is open on the right, showing options like 'Add or create', 'Google Drive', 'Link', 'File', and 'Create new' (with sub-options for Docs, Slides, Sheets, and Drawings). A red arrow points from the 'File' option in the sidebar to the 'Hole in the Fence.png Image' button. At the bottom, there is a 'Class comments' section with an 'Add class comment...' input field. The Windows taskbar at the bottom shows the time as 9:44 AM on 26/03/2020.

Step 9:
Find the
image/video by
clicking on select
then click upload

Home - Busby Public School | Google G Suite @ NSW DoE | Writing- Hole in the Fence | +

classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzizNjlxMDQ3MTFa/details

Olive - Ms Awick

Insert files using Google Drive

Recent **Upload** My Drive Starred

Drag files here

— or —

Select files from your device

Upload Cancel

Add class comment...

9:45 AM 26/03/2020

Step 10:
Once your file is
uploaded click
Turn In

Home - Busby Public School | Google G Suite @ NSW DoE | Writing- Hole in the Fence | +

classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzlzNjkxMDQ3MTFa/details

Olive -Ms Awick

Writing- Hole in the Fence

Dolagy Ekladius Marcus Mar 25

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Hole in the Fence.png Image | Hole in the Fence Google Docs

Class comments

Add class comment...

Your work Assigned

Emmanuel Conteh... Google Docs

+ Add or create

Turn in

Private comments

Add private comment...

9:44 AM 26/03/2020

Step 11:

If you have any issues with an activity leave a comment in the class comments and your teacher will get back to you

The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Home - Busby Public School', 'Google G Suite @ NSW DoE', and 'Writing- Hole in the Fence'. The address bar shows the URL 'classroom.google.com/c/NTM3Mzg1MDU4MDNa/a/NzlzNjkxMDQ3MTFa/details'. The classroom name is 'Olive -Ms Awick'. The main heading is 'Writing- Hole in the Fence' by 'Dolagy Ekladius Marcus' on 'Mar 25'. The text of the lesson describes a story about a hole in a fence. Below the text are two attachments: 'Hole in the Fence.png Image' and 'Hole in the Fence Google Docs'. On the right side, there is a 'Your work' section with 'Assigned' status, showing a student 'Emmanuel Conteh...' with a 'Turn in' button. Below that is a 'Private comments' section with an 'Add private comment...' button. At the bottom, there is a 'Class comments' section with an 'Add class comment...' button. A red arrow points from the text in the black circle to the 'Add class comment...' button. The Windows taskbar at the bottom shows the date '26/03/2020' and time '9:44 AM'.