

# ASQUITH GIRLS HIGH SCHOOL STUDENT INSTRUCTIONS FOR GOOGLE CLASSROOM



## Submitting Work

Teachers will use the *Assignment* feature in the *Classwork* section of the Google Classroom page for the following purposes:

**Submission of classwork for feedback:** To ensure that students are receiving regular feedback, teachers will post 1-2 key tasks each fortnight that students must submit for feedback using the *Assignment* feature.

These tasks are for the purpose of monitoring class work and providing feedback on learning, and will not contribute to marked results that appear in academic reports at the end of the semester.

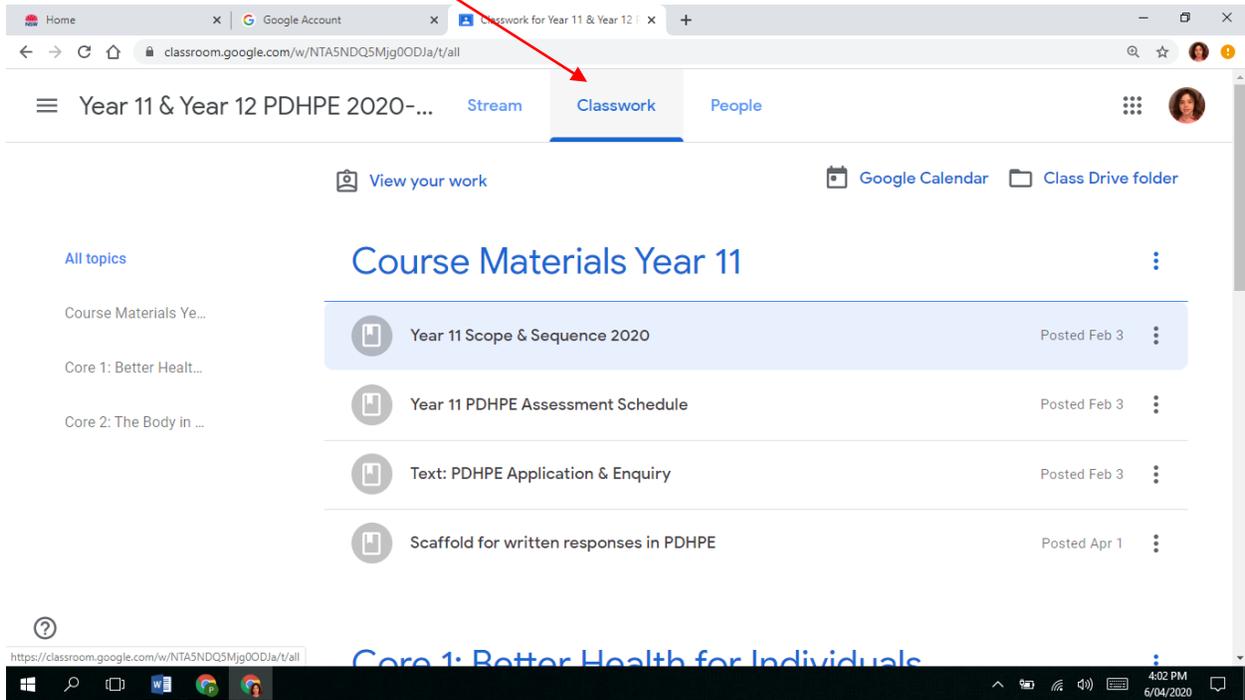
**Assessment Tasks:** Formal assessment tasks will continue to be issued following the assessment schedules published in the assessment handbook at the start of the year. Assessment notifications and task details will also be posted using the *Assignment* feature in Google Classroom. These tasks will be clearly labeled as an Assessment Task, so that students can differentiate between these tasks and the class tasks that are being used for regular feedback. Students and parents/caregivers will also receive an assessment notification by email for these tasks.

**To submit work to the *Assignment* feature on Google Classroom, students should follow these steps:**

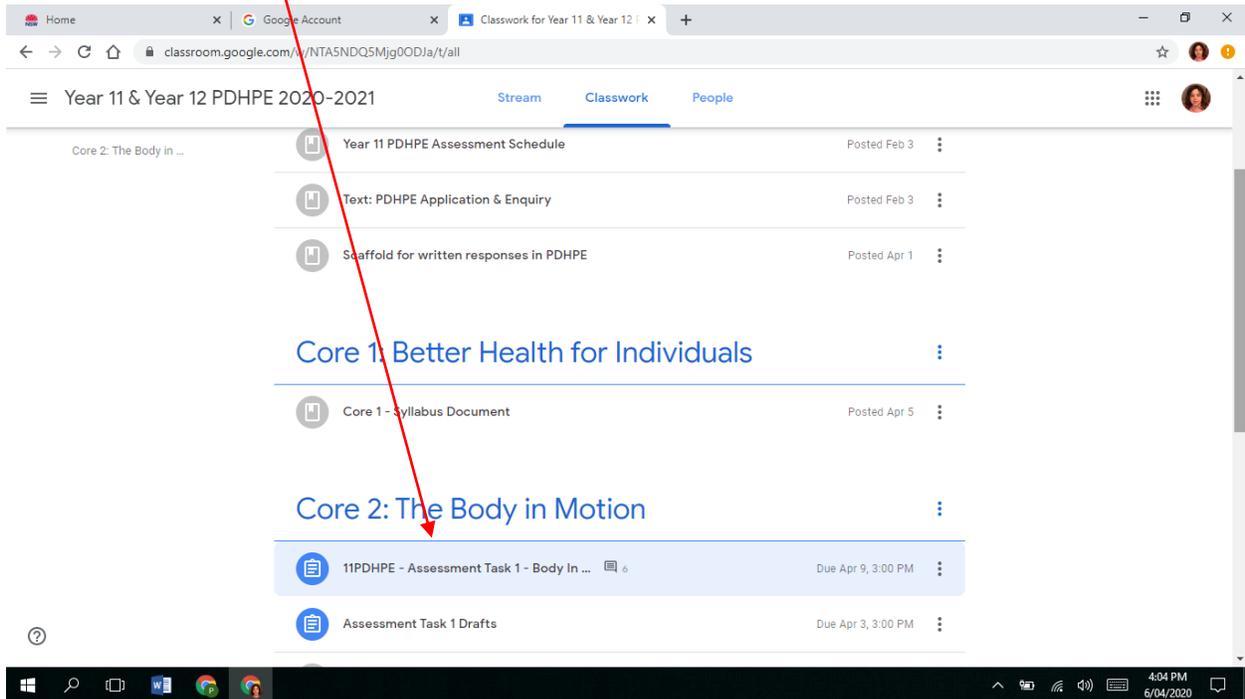
**Step 1 – Go to the class that you plan to work on**

The screenshot shows the Google Classroom web interface. At the top, there are browser tabs for 'Philip Batey - Outlook Web App', 'Synchronous Learning Model - C...', and 'Classes'. The address bar shows 'classroom.google.com/h'. The main content area displays a grid of class cards. The cards are: 'Year 12 Careers' (81 students), 'Year 11 Careers' (59 students), 'Year 10 Careers' (102 students), '7E Numeracy AGHS 2...' (17 students), 'Year 7 2020 - 7TEAM' (112 students), 'Year 11 & Year 12 PDH...' (46 students), 'AGHS Wellbeing Team' (Melonie Farrugia), and '12PDHPE' (31 students). A red arrow points to the 'Year 11 & Year 12 PDH...' card. The bottom of the screen shows a Windows taskbar with several open documents and the system tray displaying the time as 3:40 PM on 6/04/2020.

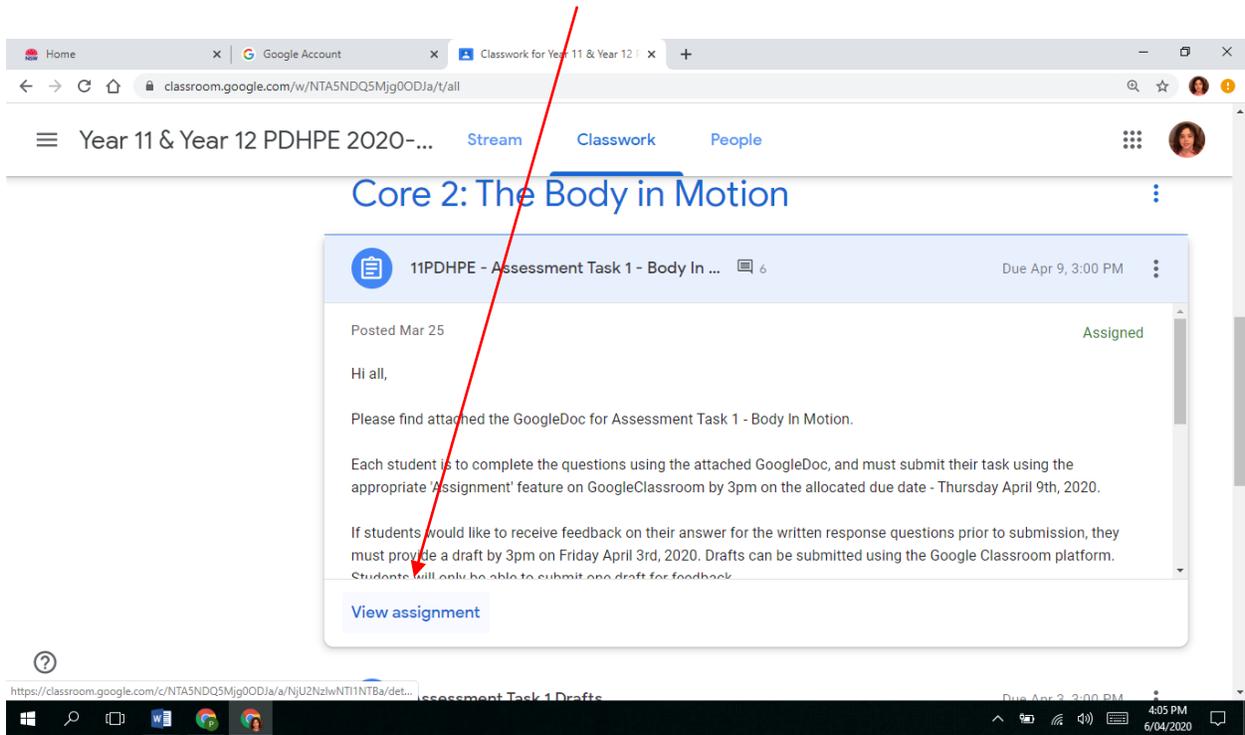
**Step 2 – Go to the in the *Classwork* section of the page**



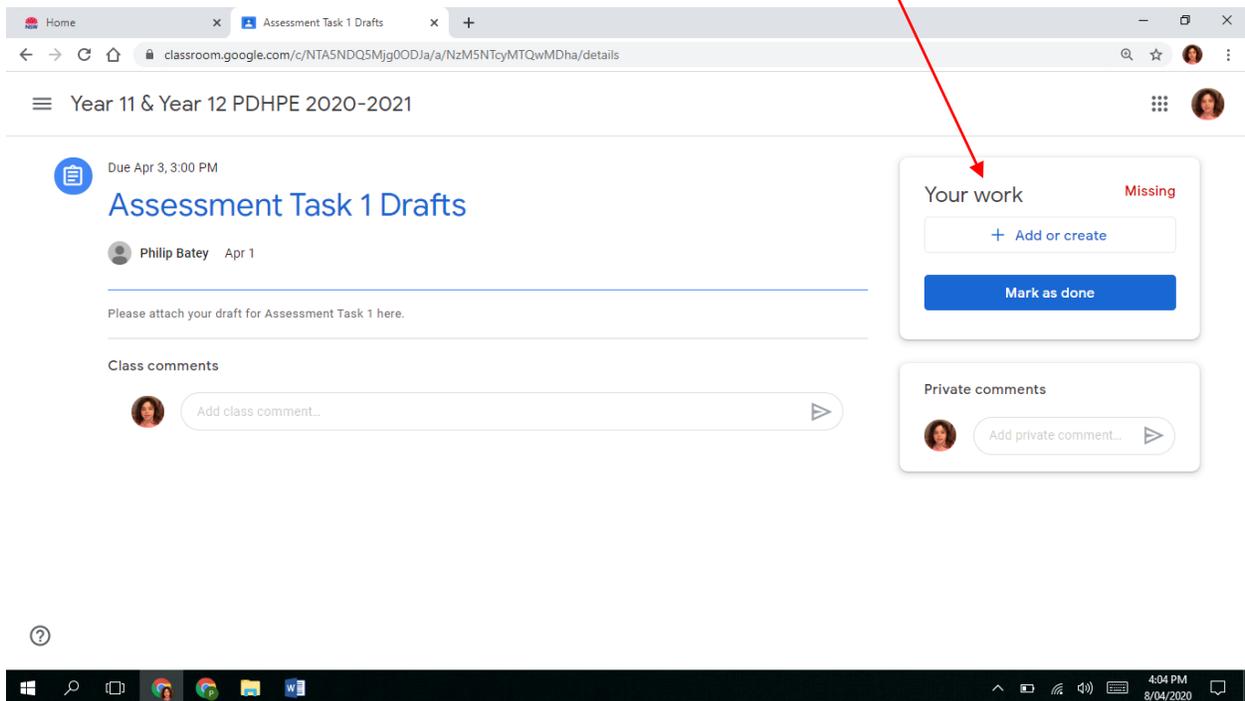
**Step 3 – Select the task that you wish to submit**



**Step 4** – After selecting the task, click on *View* at the bottom left corner of the task



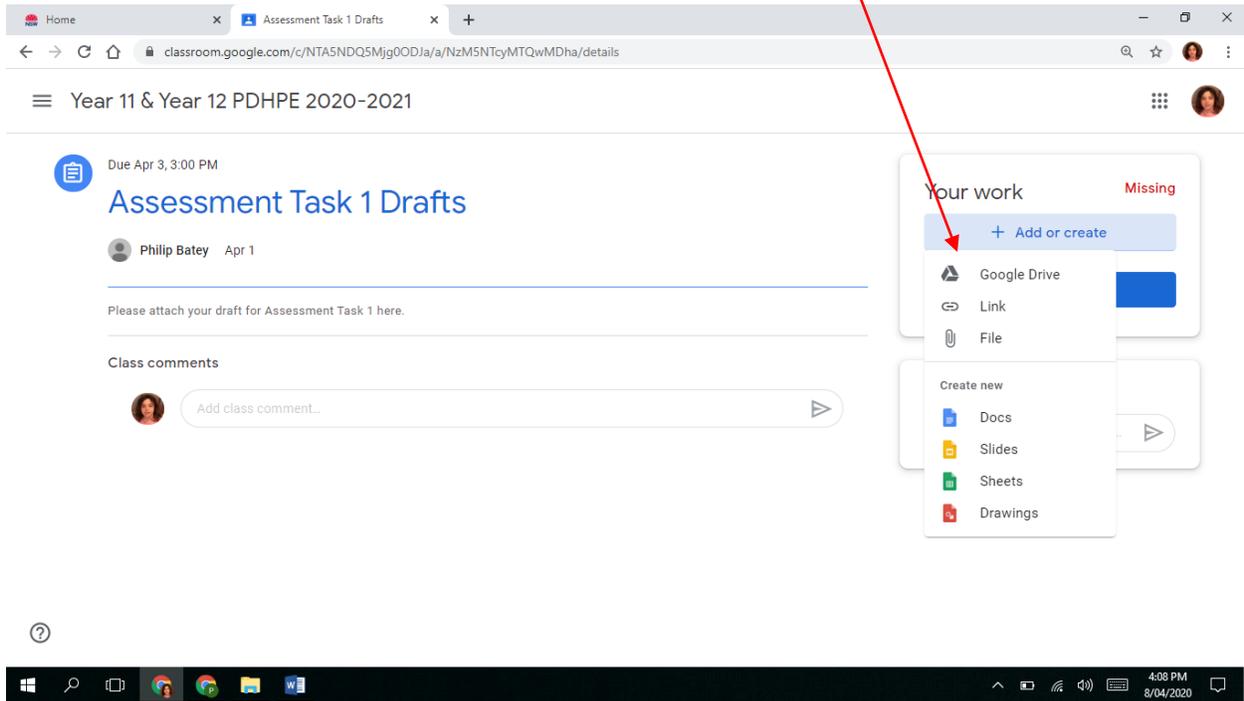
**Step 5** – In the *Your Work* box on the right of the page, select *Add or create* to attach your work. If your teacher has set up the task as a Google Doc that they have shared for you to work on, it will already be appearing here



**Step 6** – Select the appropriate option:

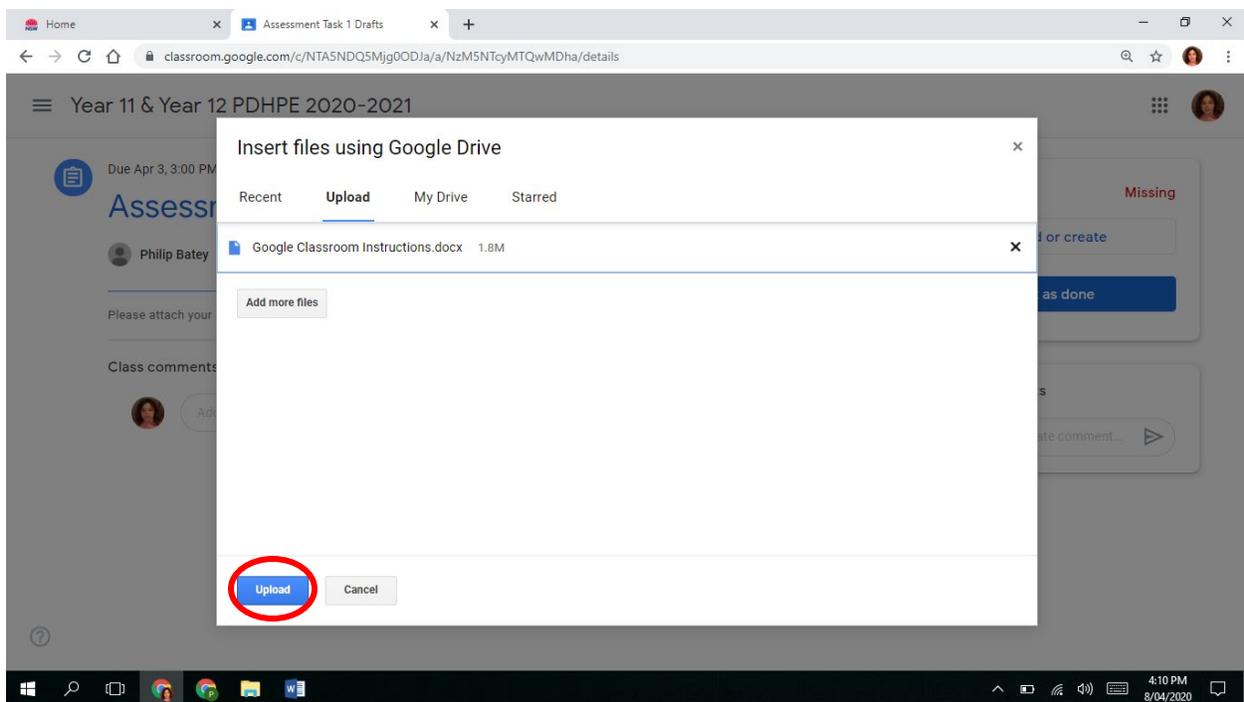
If your work is saved as a file on your computer or on a USB thumb drive, select *File*

If your work is saved on your Google Drive, select *Google Drive*

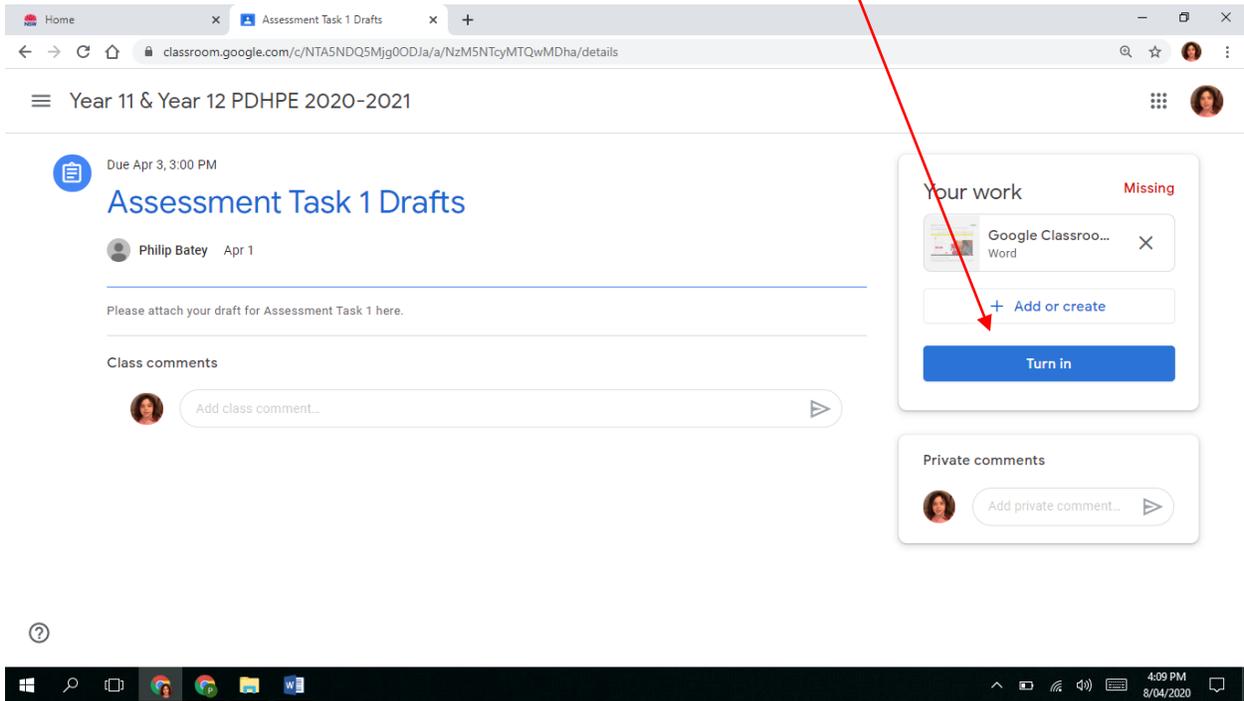


**Step 7** – Add the appropriate file, then select *Upload*

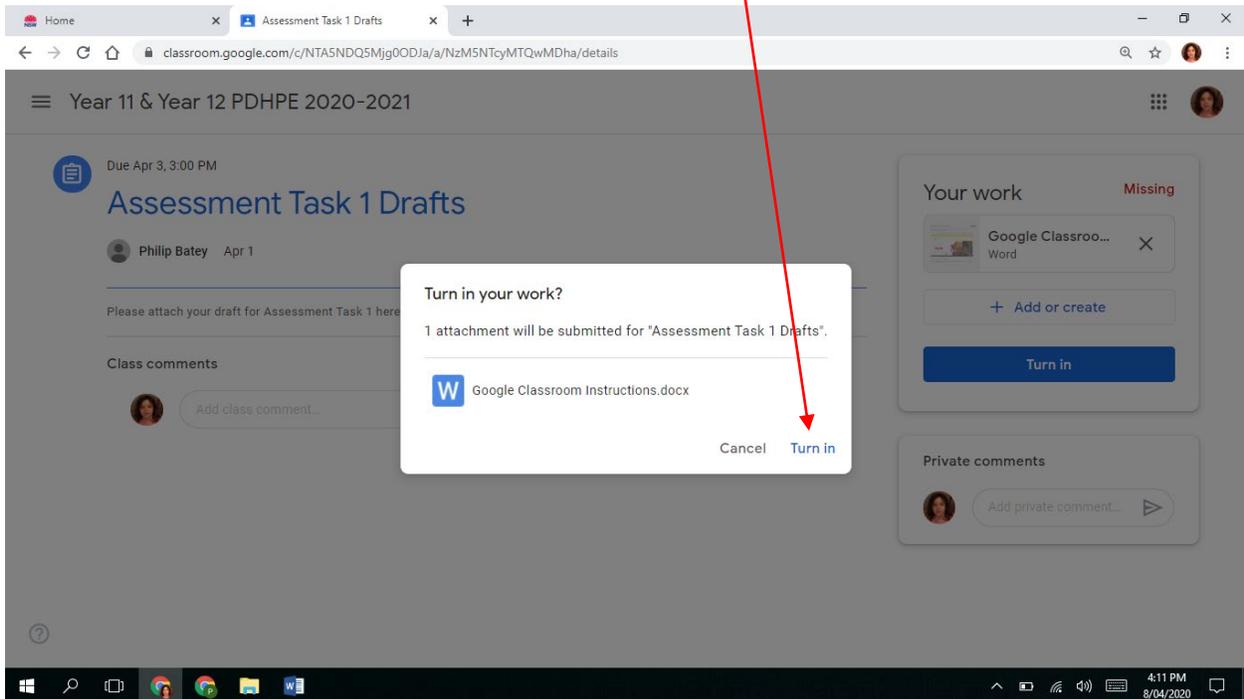
Hint – make sure that you label your work clearly when saving so that it is easy to find



**Step 8** - In the *Your Work* box on the right of the page, select *Turn in* to submit your work



**Step 9** – When prompted to turn in your work, select *Turn in* to submit your work



To confirm that your work has been submitted, the *Your work* box will now indicate the work has been turned in.

The screenshot shows a Google Classroom interface. At the top, the browser address bar displays the URL: `classroom.google.com/c/NTASNDQ5Mjg0ODJa/a/NjU2NzlwNTI1NTBa/details`. The page title is "Year 11 & Year 12 PDHPE 2020-2021".

The main content area features an assignment card for "11PDHPE - Assessment Task 1 - Body In Motion (2020)" with a due date of "Due Tomorrow, 3:00 PM" and a value of "30 points". The assignment is by Philip Batey, dated Mar 25. The text of the assignment includes instructions to find a GoogleDoc, complete questions, and submit by 3pm on Thursday April 9th, 2020. It also mentions a draft submission deadline of Friday April 3rd, 2020, and provides contact information for the classroom teacher.

On the right side, the "Your work" section shows a submission by "Jasmine Batey - 11PDH..." using "Google Docs". The status "Turned in" is circled in red. Below this is an "Unsubmit" button. The "Private comments" section has a text input field "Add private comment..." and a send button.

The Windows taskbar at the bottom shows the time as 4:12 PM on 8/04/2020.