



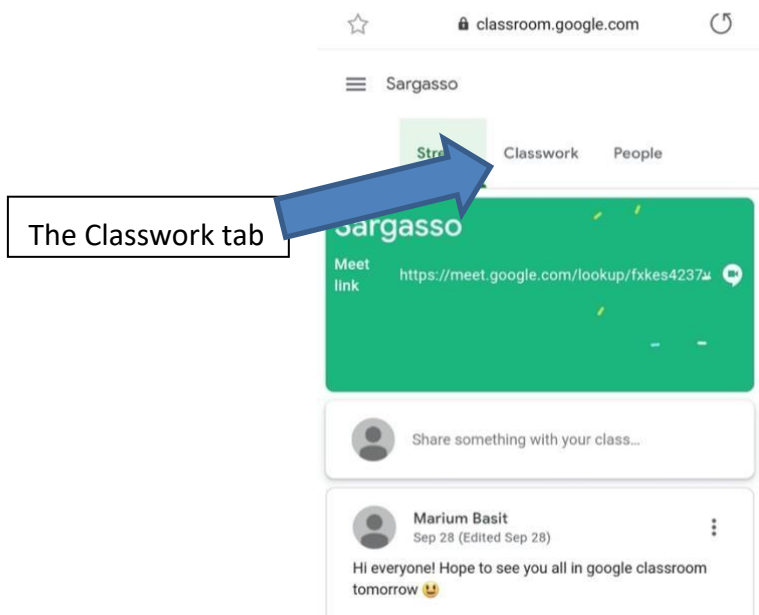
Dear parents/carers

Cubitt Town Junior School use Google Classroom to set learning for your children. This might be learning your child completes in class or it might be homework. Homework will be set every week on Google Classroom. Google Classroom should work on any laptop, tablet or modern smartphone. In order that you can support your children with their Google Classroom learning, we have created this parent's guide.

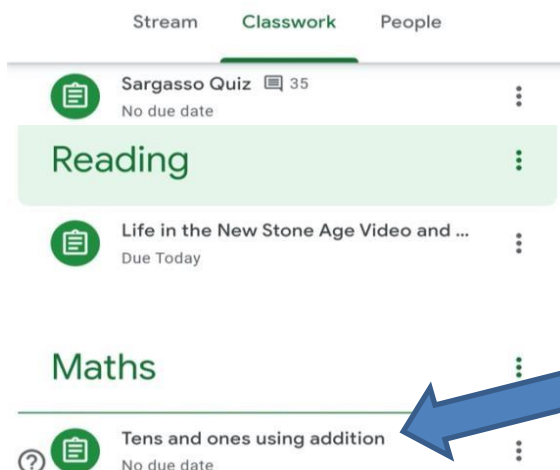
PART 4 – Submitting learning and uploading pictures

On Google Classroom, sometimes the learning task set by the teacher will involve your child writing something at home. In order for teachers to see the final outcome, we will often ask your child to take a photo of it and upload it on Google Classroom.

Step 1 – Click on the “Classwork” tab on the main page.



Step 2 – Click on the assignment that you want to upload the picture to.



Let's say your child has completed their maths learning on 'Tens and ones using addition'. They've done this on paper. They not need to open up that assignment.



Cubitt Town Junior School Parents' guide to Google Classroom



Google Classroom

Step 3 – A summary of the assignment will open up showing instructions and the files involved. Click on 'View assignment'.

Tens and ones using addition
No due date

Posted Sep 28 (Edited Sep 28) Assigned

Hi everyone,
Your Maths activity for today is to watch the video or the powerpoint and then complete the task in your exercise book.
Once you are done, take a picture of your learning and upload it.

Monday Tens-and-ones-...
Tens and Ones-using-ad...
Aut3.1.2 - 10s and 1s usin...

[View assignment](#)

Click here

Step 4 – Submitting learning

Hi everyone,
Your Maths activity for today is to watch the video or the powerpoint and then complete the task in your exercise book.
Once you are done, take a picture of your learning and upload it.

Monday Tens-and-ones-using-...
PDF

Tens and Ones-using-addition....
PowerPoint

Aut3.1.2 - 10s and 1s using addit...
<https://vimeo.com/452145525>

[Mark as done](#)

To upload a file or photo, click 'Add or create'

If the learning set does not require your child to upload anything, they should signal they have completed the learning by clicking 'Mark as done'.

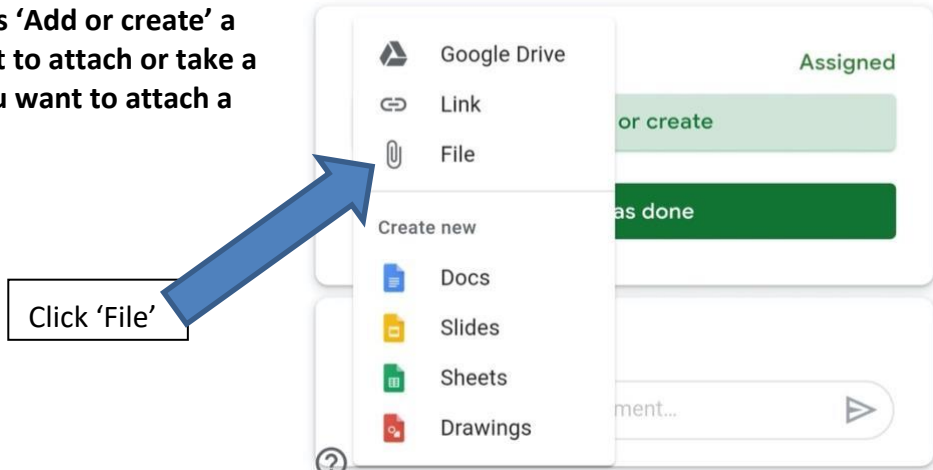


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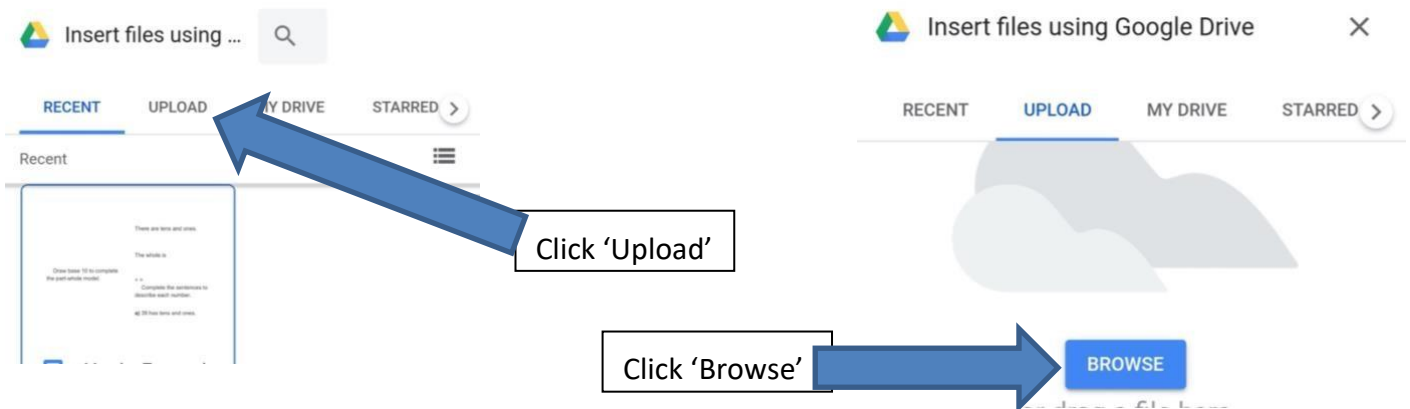


Google Classroom

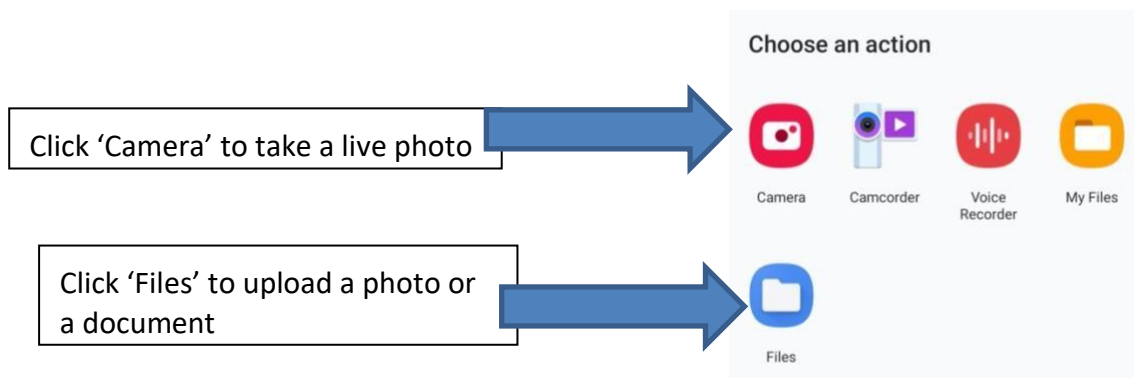
Step 5 – Once your child clicks 'Add or create' a menu will appear. If you want to attach or take a photo of the learning or if you want to attach a document, click 'File'.



Step 6 – Click 'Upload' and 'Browse'



Step 7 – To take a live photo of the learning, click 'Camera'. If you've already taken the photo and it is on your computer, tablet or phone, or if you are uploading a different kind of document click 'File'.



Step 8 – If using the 'Camera' function, take a photo of your work.



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Step 9 – Your file's name will appear in the 'Your work' section. If you need to upload more images or files, go back to Step 4 and click 'Add or create'. If your child is ready to submit their learning, they just need to click 'Turn in'.

The screenshot shows the 'Your work' section of a Google Classroom assignment. At the top, there are three file thumbnails: a PDF titled 'Monday Tens-and-ones-using-...', a PowerPoint titled 'Tens and Ones-using-addition...', and a video titled 'Aut3.1.2 - 10s and 1s using addit...' with a Vimeo link. Below these is the 'Your work' section, which is marked as 'Assigned'. It contains one item: an image titled 'Sargasso' with a long alphanumeric ID and a close button. Below the item is a '+ Add or create' button and a green 'Turn in' button. Three callout boxes with arrows point to the interface:

- Box 1: 'Your photo or file's name will appear here' points to the 'Sargasso' text in the work item.
- Box 2: 'You can add more photos or files by clicking 'Add or create' again.' points to the '+ Add or create' button.
- Box 3: 'When ready to submit learning, click 'Turn in'.' points to the green 'Turn in' button.

Watch the video on how to upload a photo to your Google Drive here:

<https://www.youtube.com/watch?v=HvmPscg4p-s>

Watch the video on how to upload your photo or document to Google Classroom here:

<https://www.youtube.com/watch?v=pzVMklhgT8w&t=76s>