

How to submit your work on Google Classroom.

This is a general guide and some subjects might be slightly different. Make sure to read your teacher's instructions very carefully.

Step One: Locating your assignments.

1. Click on Classwork to find all your assignments that you have been set.

The screenshot shows the Canvas LMS interface for a course titled "Year 7 Art (GSS) TEST". The navigation tabs at the top are "Stream", "Classwork", and "People", with "Classwork" being the active tab. Below the navigation is a course banner with the title "Year 7 Art (GSS) TEST" and the subject "Art", accompanied by an illustration of art supplies like paint tubes and brushes. On the left, there is an "Upcoming" section with the message "Woohoo, no work due in soon!" and a "View all" link. The main content area displays a post from "George Simmons" stating "George Simmons posted a new assignment: Year 7 Turtle Pieces - TEST" at "12:15".

2 Your teacher will post information here. Make sure to look at this "feed" first.

Step Two: Locating your assignments.

1. Here you will find all your assignments and resources posted by your teacher.

The screenshot shows a Google Classroom interface. At the top left, the class name is 'Art (GSS) TEST' with 'Art' below it. The navigation tabs are 'Stream', 'Classwork', 'People', and 'Marks', with 'Classwork' currently selected. On the right side of the top bar, there are icons for settings, a grid of apps, and a profile picture. Below the top bar, there is a 'Create' button and links for 'Meet', 'Google Calendar', and 'Class Drive folder'. The main content area shows a topic titled 'Turtle Observations and Patterns'. Under this topic, there is an assignment titled 'Year 7 Turtle Pieces - TEST' with a document icon and a date 'Edited 2 Apr 2020'. An orange arrow points from a text box at the bottom left to the assignment title.

2. Click on the assignment or resource you would like to open.

Step Three: Accessing the resources and assignment.

1. Read the instructions carefully on your assignment.

Year 7 Art (GSS) TEST
Art

Year 7 Turtle Pieces - TEST

George Simmons 12:15

1. Choose one of the turtle images to copy and complete a line drawing using different marks. Focus on accuracy, proportion and the detail and pattern on the different parts of the turtle.
2. Using the pattern sheet, add areas of pattern around and on the turtle making sure that the images pattern on the turtle is small and intricate and the pattern in the background is large and bold.
3. Add colour to either the background or the turtle. NOT BOTH. In the other area use black pen to define the shapes and patterns.
4. When you have completed your work take a photograph and place it into the Google Slides that is part of the assignment. If you are struggling you can open the instructions document to help you.

Attachments:
Pattern Turtle patterns..docx (Word)
Turtle pictures.docx (Word)

Class comments
Add class comment...

Your work Assigned
Rosie-Meg Song - ... (Google Slides)
+ Add or create
Hand in

Private comments
Add private comment...

2. Click on the different attachments to see the resources for this assignment.

3. If you have any questions you can ask them here. Your teacher will get back to you as soon as possible.

4. If you want to ask a question without the rest of the class seeing it click here.

Step Four: Completing and handing in your work

1. Complete the assignment. Make sure you have completed everything that has been asked for in the instructions below.

Year 7 Art (GSS) TEST
Art

Year 7 Turtle Pieces - TEST

George Simmons 12:15

1. Choose one of the turtle images to copy and complete a line drawing using different marks. Focus on accuracy, proportion and the detail and pattern on the different parts of the turtle.
2. Using the pattern sheet, add areas of pattern around and on the turtle making sure that the images pattern on the turtle is small and intricate and the pattern in the background is large and bold.
3. Add colour to either the background or the turtle. NOT BOTH. In the other area use black pen to define the shapes and patterns.
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Class co

Your work Assigned

Rosie-Meg Song - ...
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+ Add or create

Hand in

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Add private comment...

2. When you have completed your work you will need to submit this. Read carefully on how your teacher wants you to complete your work.

If they have created a document for you to work on it will appear here. Click on it and work on it when it opens.

3. If they are asking for you to add your own document or picture then click here and add your own work.

Step Five: How to take a photograph of your work and upload it.

1. Take a photo of your AMAZING work.
1. Log into your emails on the internet. To do this you will need to go to the NSG website on your phone, click student and then email.
1. Log in.
1. Create a new email and attach the picture to it from your phone. It should be a small paperclip symbol.
1. Send the email TO YOURSELF.
1. Log into your emails on your computer.
1. Find the email from yourself and download the picture.
1. Place the picture in your own slide and complete the information needed.

Step Six: Submitting your work, second stage.

The screenshot shows a Google Classroom assignment page. At the top left, it says 'Year 7 Art (GSS) TEST' and 'Art'. The assignment title is 'Year 7 Turtle Pieces - TEST' by George Simmons, posted 12:15. The instructions are:

1. Choose one of the turtle images to copy and complete a line drawing using different marks. Focus on accuracy, proportion and the detail and pattern on the different parts of the turtle.
2. Using the pattern sheet, add areas of pattern around and on the turtle making sure that the images pattern on the turtle is small and intricate and the pattern in the background is large and bold.
3. Add colour to either the background or the turtle. NOT BOTH. In the other area use black pen to define the shapes and patterns.
4. When you have completed your work take a photograph and place it into the Google Slides that is part of the assignment. If you are struggling you can open the instructions document to help you.

Below the instructions are two document thumbnails: 'Pattern Turtle patterns..docx' (Word) and 'Turtle pictures.docx' (Word). On the right side, there is a 'Your work' section with the status 'Assigned'. It shows a Google Slides file named 'Rosie-Meg Song - ...'. Below this is a '+ Add or create' button and a prominent black 'Hand in' button. At the bottom right, there is a 'Private comments' section with an 'Add private comment...' input field. Two orange callout boxes provide instructions: the first points to the 'Hand in' button, and the second points to the 'Add private comment...' field.

1. Make sure your work has appeared here ready to submit.

2. When you are ready click "Submit" to hand it in.

THIS IS IMPORTANT. YOU MUST CLICK SUBMIT OR IT WILL NOT HAND IN CORRECTLY

Step Seven: Submitting your work, final stage

Hand in your work?

1 attachment will be submitted for "Year 7 Turtle Pieces - TEST".

 Rosie-Meg Song - TEST - SUBMISSION FORM FOR STUDENTS

Cancel

Hand in

1. Click "Hand in"