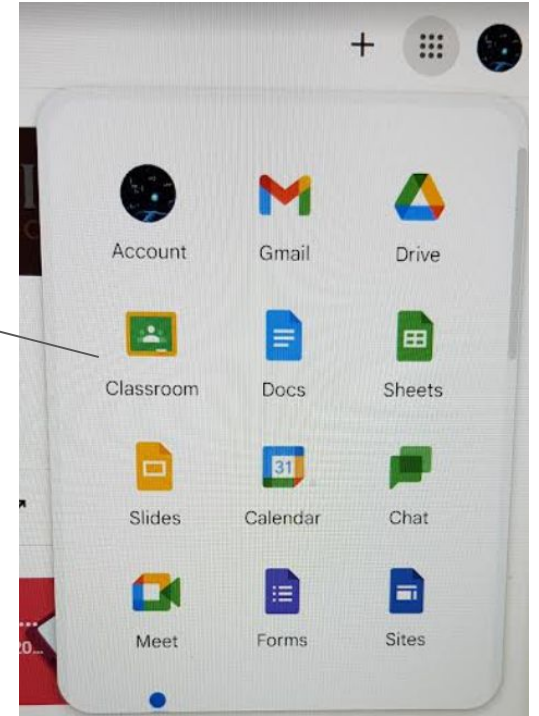


Navigating Google Workspace

Thursday 23/11/2023



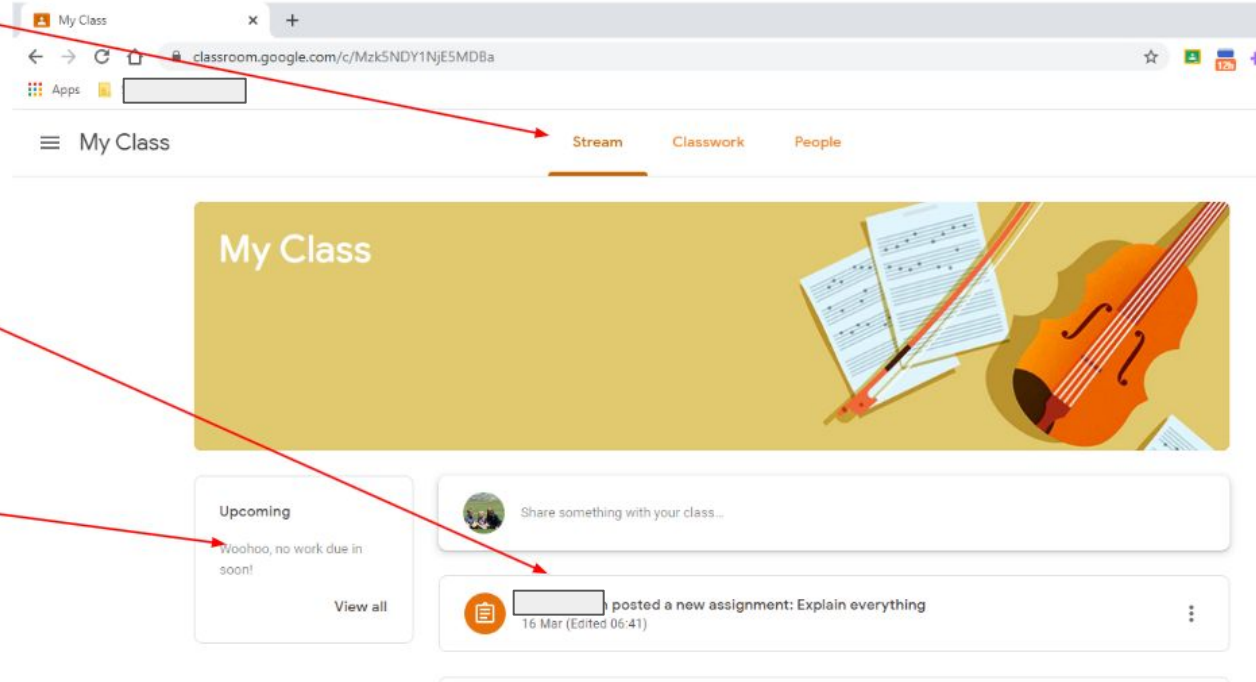


Layout on Chrome - The Stream

The Stream is the first page in any classroom

Here pupils can discuss with each other and will be alerted to anything new.

Upcoming deadlines are on the left



Viewing Assignment on Chrome - Open Assignment

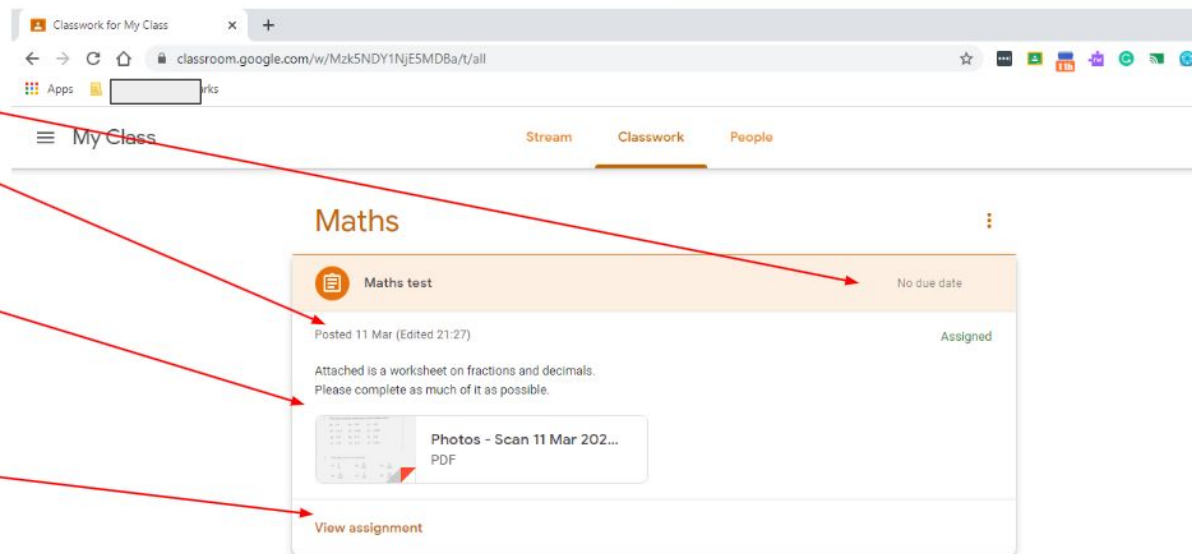
Click on the assignment title for more information

Due date

Assignment information

Relevant Resources

Click 'View Assignment' to access the Assignment Page.



Viewing Assignment on Chrome - Assignment Page

The Assignment Page is devoted to the specific assignment

Assignment Information

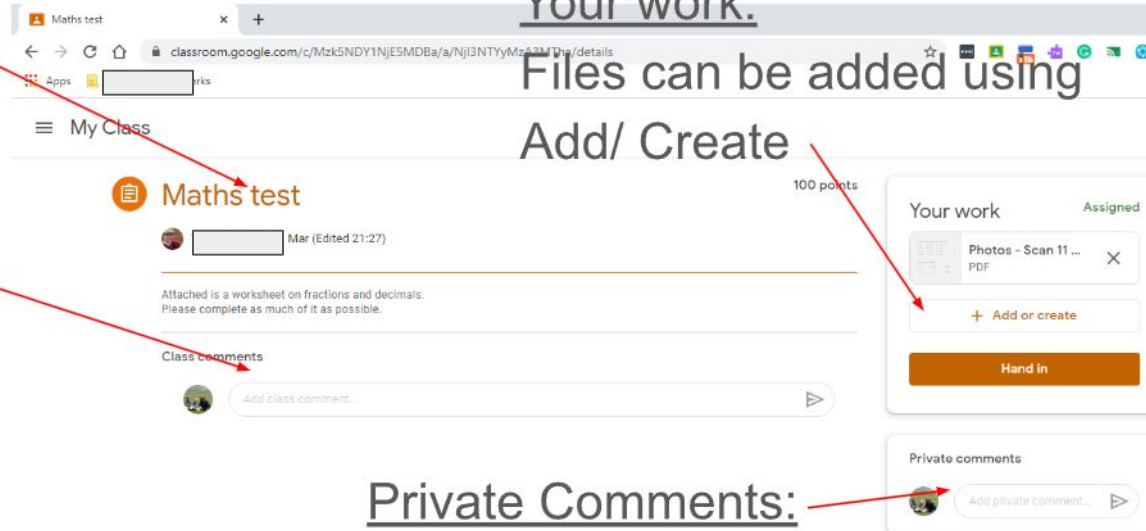
Class Comments:

Pupil comments / questions relevant to the assignment.

NB The whole class can see these.

Your work:

Files can be added using
Add/ Create



Private Comments:

Only the teacher class can see these.

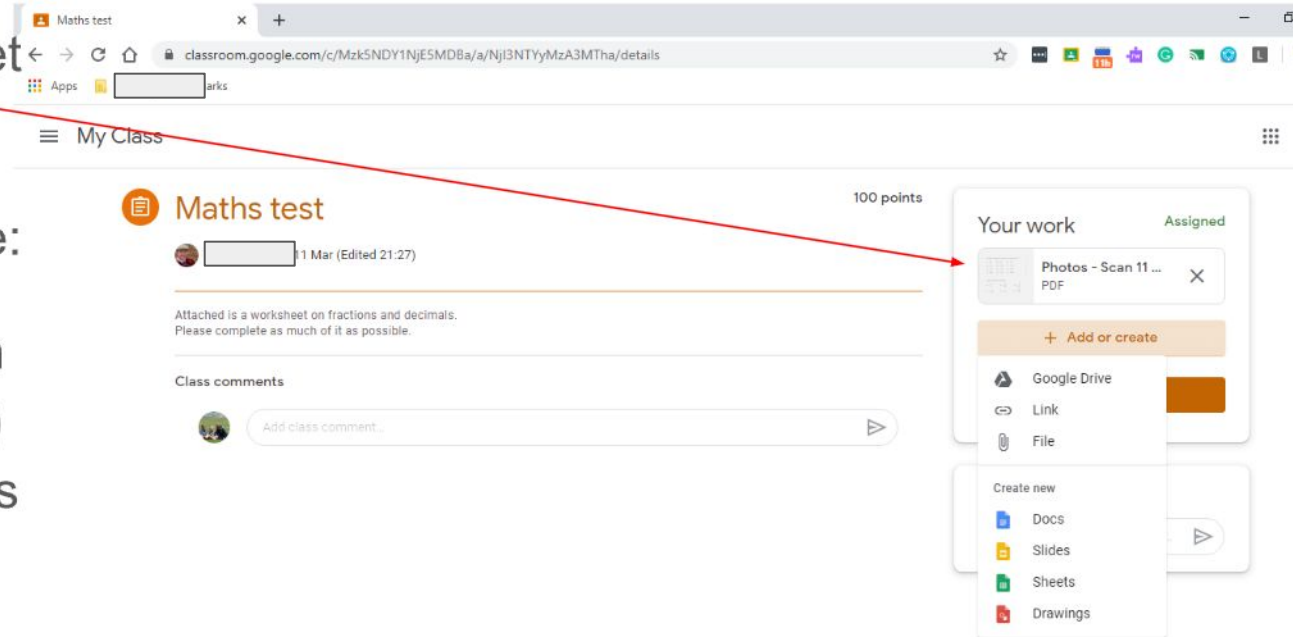
Attached worksheets on Chrome - Selecting Files

The teacher may have attached a worksheet to the assignment

Double click the worksheet to open it.

Depending on the file type:

- The file might open in a new tab (most files)
- The file might open as a preview (PDFs and images)



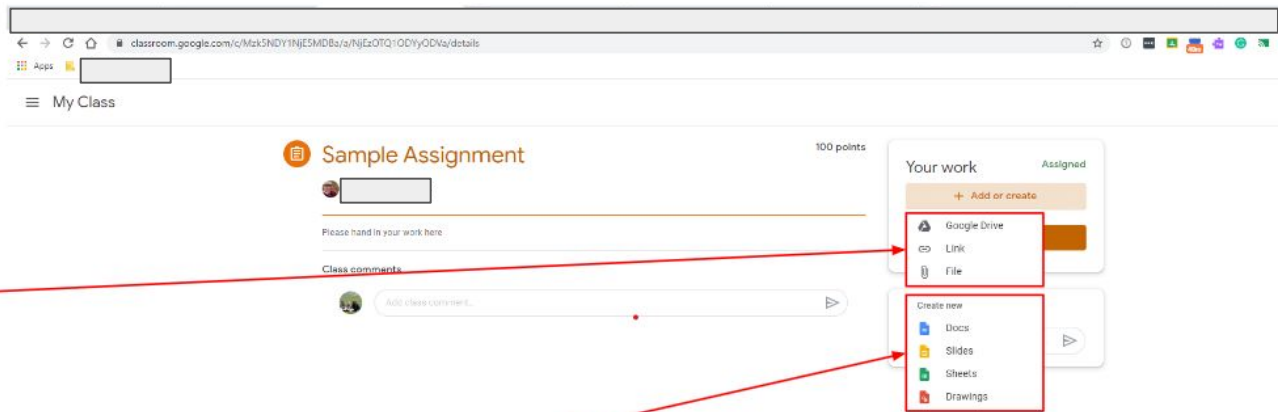
Handing in work on Chrome - Add or Create

Some assignments will request a file to be submitted on the assignment page

Under Add or Create, you can add...

- A file already in Google Drive
- A web link
- A file from the computer

You could also create a new file from scratch. This is preferable as it will not require uploading once complete.



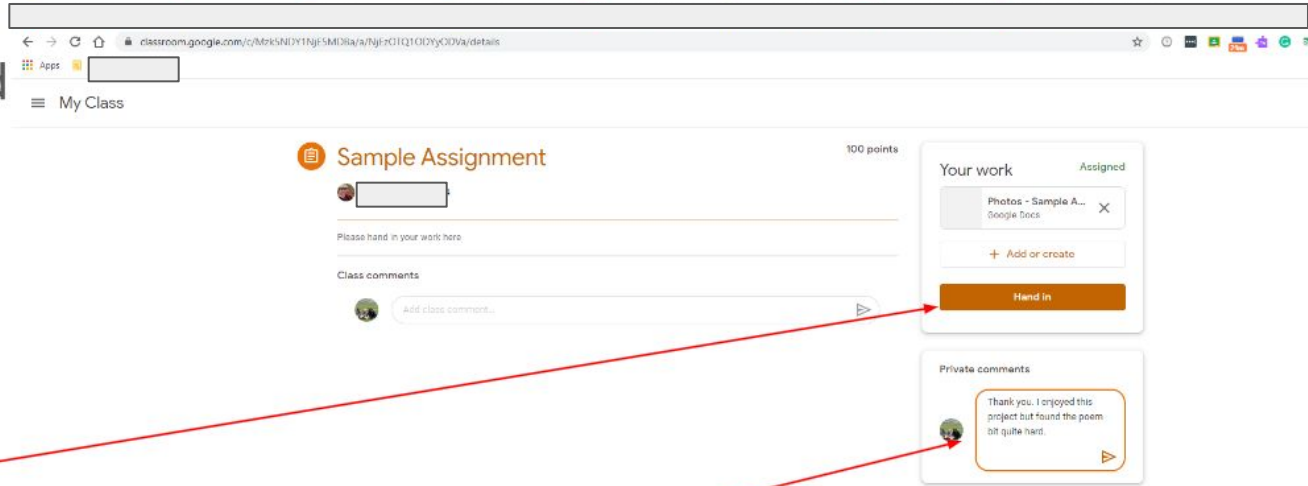
Handing in work on Chrome - Add or Create

Some assignments will request a file to be submitted on the assignment page

The file is now submitted and the teacher can see it.

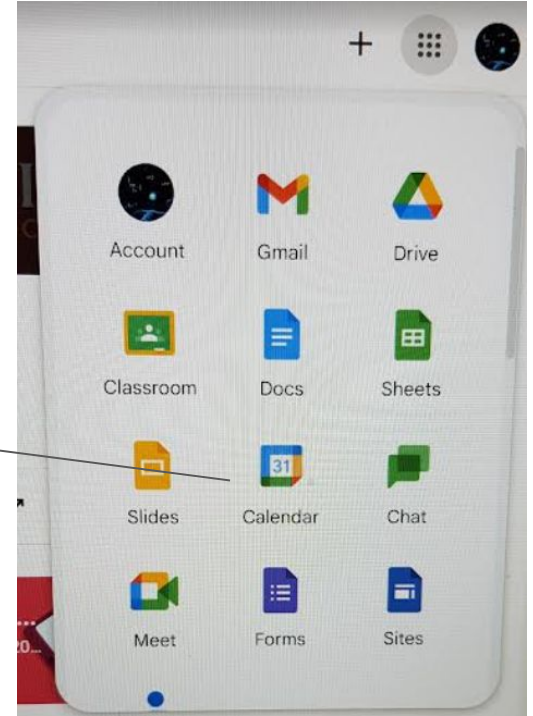
Once finished, press 'Hand In'. You now cannot change it.

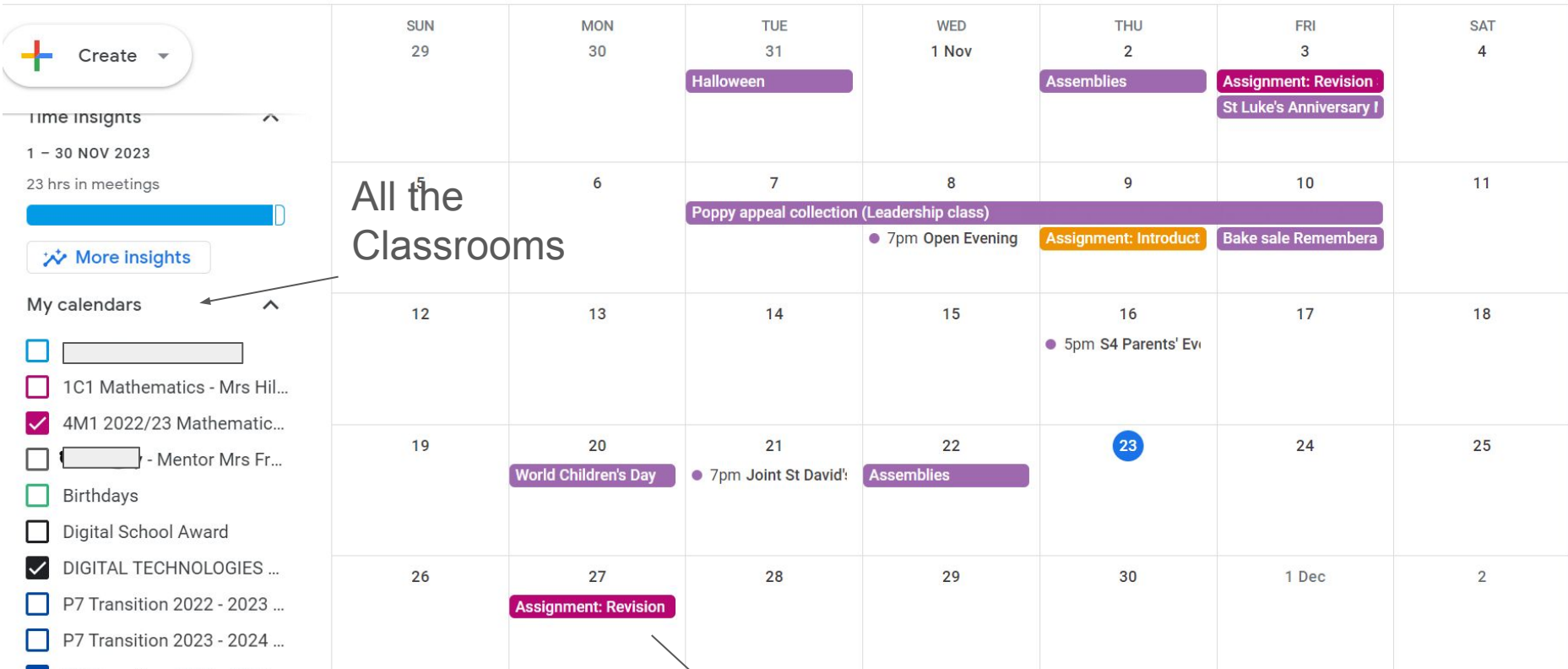
Add a private comment for your teacher know how you found the work.





Calendar

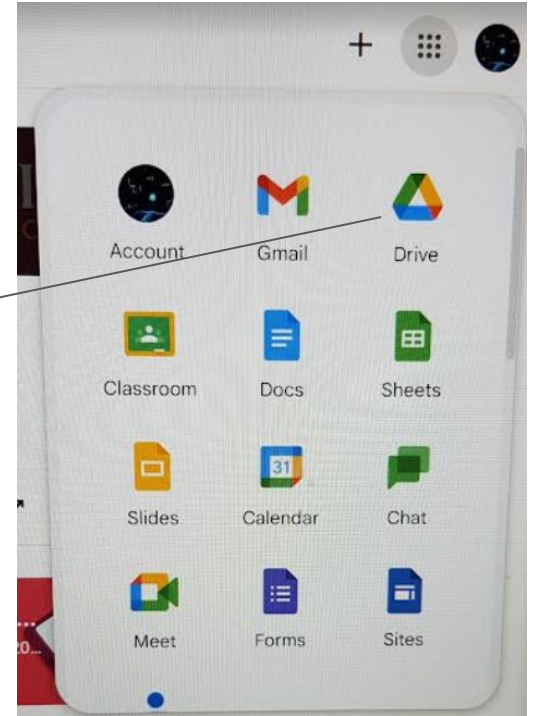




Assignments from each class



Drive





Drive

Search in Drive



Midlothian



+ New

Priority

Activity

Workspaces

My Drive

Shared drives

Shared with me

Recent

Starred

Spam

Bin

Storage

My Drive

Type

People

Modified

Create new documents

Search for any document

Name	Owner	Last mo...	File size	
Classroom	me	18 Aug 2021	—	
Digital Tech Google Site				
Old Work to clean	me	29 Jun 2022	—	
Photos	me	22 Dec 2021	—	
Resources	me	4 May 2022	—	
Rights Respecting Schools Award	me	19 Nov 2021	—	
St David's Logo	me	16 Nov 2023	—	
Videos	me	19 May 2023	—	

