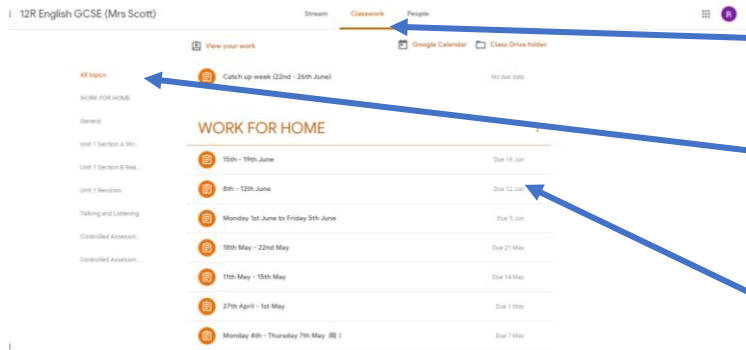


Assignments in Classroom help sheet



As a pupil of Larne Grammar School, you have access to G Suite – a platform of online tools to help word process, data handle and organise your files. It is also where your teachers will set work, upload material and where you will submit your completed work digitally.

1. Login to Google (2 methods) – From Google.com or via C2KSchools.net



Click on Classwork to access all work assignments as a list

Topics: Your teacher will categorise your work to help you keep track of all your work

Hand in Date: Keep on track on hand in dates, add them to you school planner!

2. Complete your assignment and 'Mark as Complete'

You might be asked to complete a range of different types of assignments: Quizzes, Questions, Upload evidence of completed work via a Photo/video or using other GSuite apps

100 points

Your work

Missing

+ Add or create

Mark as Done

Indicates how many points the task is worth

If you haven't handed in your work on time

Click here to attach/ upload your work

Once you have completed your work, click here

* NOTE – Don't click this until you have attached your work

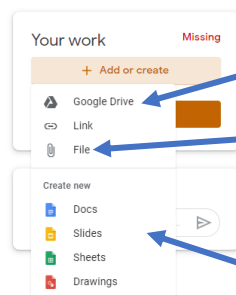
3. Uploading files

Docs: Word Processing

Slides: Like Powerpoint

Sheets: Like Excel

Drawings: Create an image with text and images



If you have already uploaded your files to Google Drive you can link to it from here

If you have saved your work to your device, you can upload to your assignment

Note: It will upload a copy to Google Drive

If you need to complete a document, you can complete it within GSuite – it will create a copy for your teacher automatically.

Note: It will upload a copy to Google Drive