

HHJS Google Classroom FAQs

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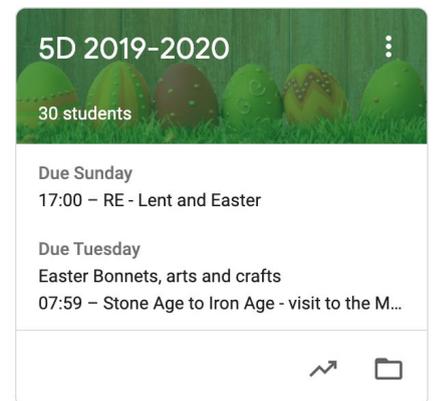
7 - How can I find out if my teacher has written me a comment?

1 - How can I find out what work my teacher has set?

There are several places you can check.

Class Card

When you first log in, you will see the class card. This has details of work with due dates in the coming few days. By clicking on the work, you will be taken directly to the assignment.



To Do list

Once you have logged into your classroom, click on the 3 lines in the top left hand corner of your screen and from the ENROLLED section, click on To do.

Enrolled

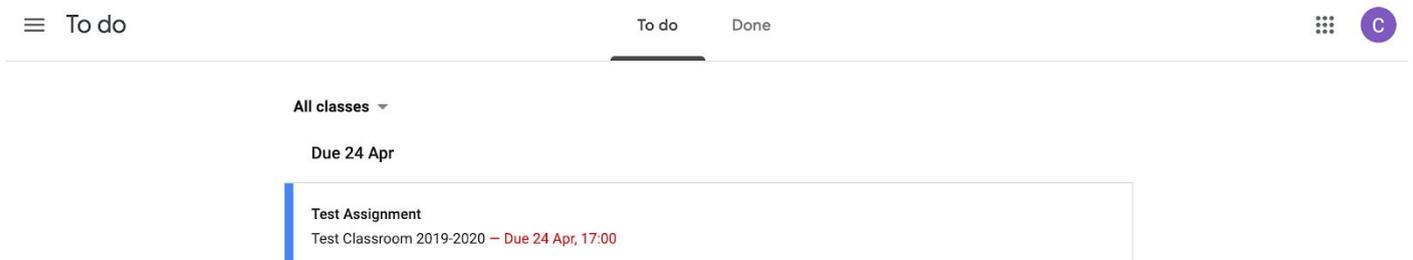


To do



Test Classroom 2019-2020

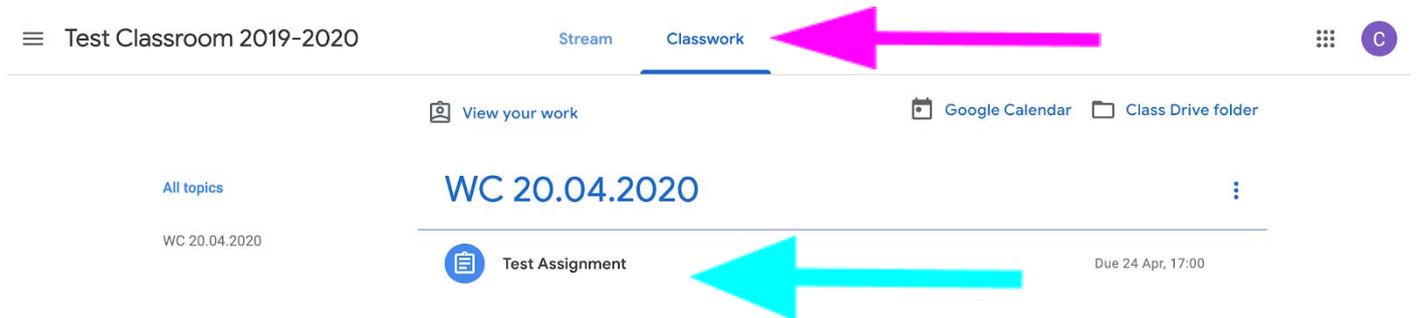
Now you can see all of your assignments sorted by their due dates.



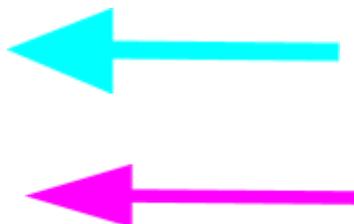
Classwork tab

This page includes all of the assignments your teacher has set and will be arranged into topics for each week we are providing remote learning. You can see the title of any assignment and its due date here.

On a computer it looks like this:



On the Google Classroom app for tablets and phones, it looks like this:



Class Stream

Your teacher may have the class stream set up so that assignments are shown here. Again, clicking on the assignment will open it so that you can see the instructions. This method can be used on computers, tablets and smart phones but it is not the most efficient as you may have to scroll through lots of posts.

The screenshot shows a class stream interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Test Classroom 2019-2020', and three tabs: 'Stream' (which is underlined), 'Classwork', and 'People'. To the right of the tabs are a grid icon and a circular profile icon with the letter 'C'. Below the navigation bar is a large blue banner with the text 'Test Classroom 2019-2020' and an illustration of school supplies including a pen, a pencil, and a folder. Underneath the banner, there are two main sections. On the left is a white box with the heading 'Upcoming' and the text 'Woohoo, no work due in soon!' and a 'View all' link. On the right is a white box with a grey person icon and the text 'Share something with your class...'. Below that is another white box with a blue document icon, the text 'Joanna Miles posted a new assignment: Test Assignment', and the time '13:38'. A large cyan arrow points to the right side of this assignment post.

2 - How can I submit work?

On a computer

- Open the assignment.
- Read the instructions again to make sure that this is the correct assignment and that you have actually completed the work.
- On the right hand side of the page is a section called Your Work.

☰ Test Classroom 2019-2020



Due 24 Apr, 17:00

Test Assignment

Joanna Miles 13:38

Please open a document, type a sentence about your holiday, and then save and submit your work.

Class comments



Add class comment...



Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

- Click on the + Add or create button to attach your work - it could be a file or a photo, it depends on what your teacher asked for. You can upload more than one file here.
- When you have uploaded all of your work, you need to click the Mark as Done/Hand In button. If you don't do this, your teacher won't know that you have added anything or completed the work.

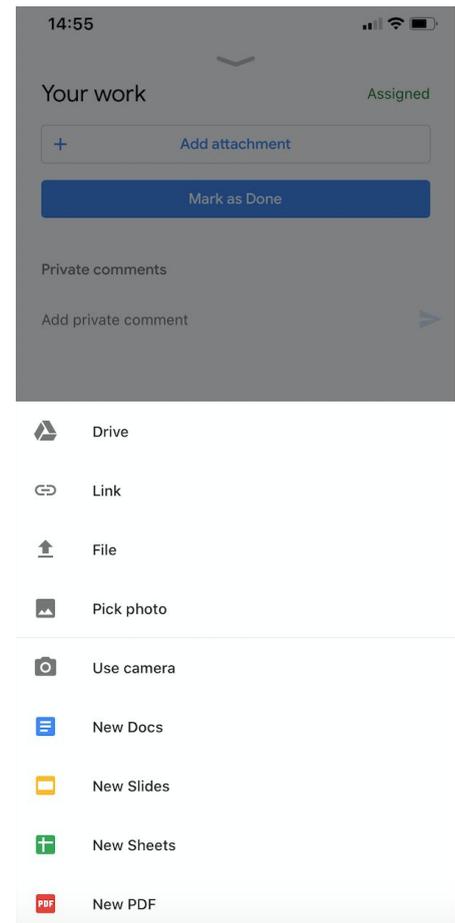
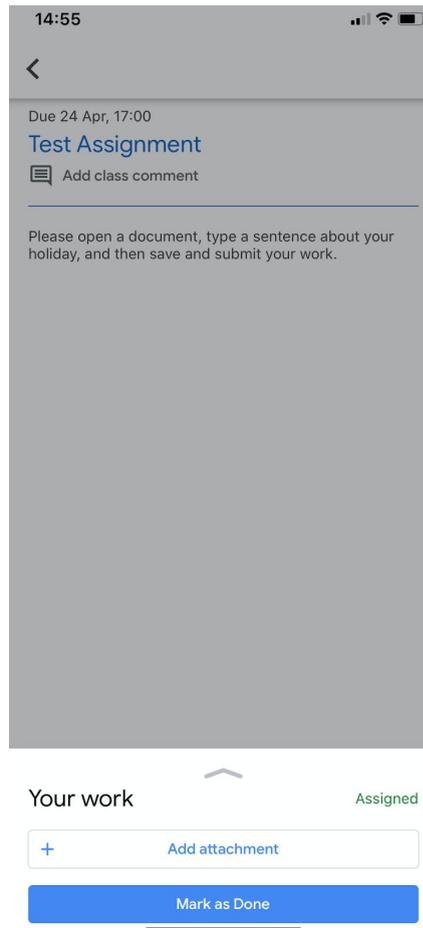
Mark as Done

Hand in

On a tablet or phone

- Open the assignment.
- Read the instructions again to make sure that this is the correct assignment and that you have actually completed the work.
- Click on the Your Work section at the bottom of the screen (See below for screenshots)
- Click on Add attachment to upload your work - it could be a file or a photo, it depends on what your teacher asked for. You can upload more than one file here.
- When you have uploaded all of your work, you need to click the Mark as Done/Hand In button. If you don't do this, your teacher won't know that you have added anything or completed the work.

Mark as Done



Can I hand in my assignment without any work attached?

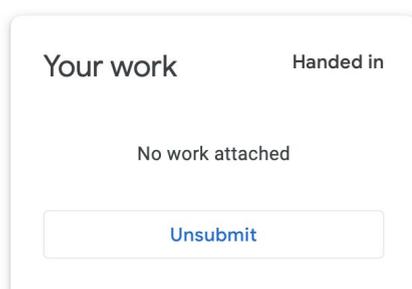
Please ensure that you upload your work before handing in an assignment. If you are unable to do this, please write a note in the assignment, turn it in and then collect paper copies of all work completed during the week and submit them via the postbox at the office for teacher review.

I have a question about the assignment

If you want to ask your teacher a question, or write them a note, without the whole class seeing, you can do it in the Private comments box for the assignment. This is also where your teacher will leave you comments about the work you have handed in.

Help! I submitted work before I was ready

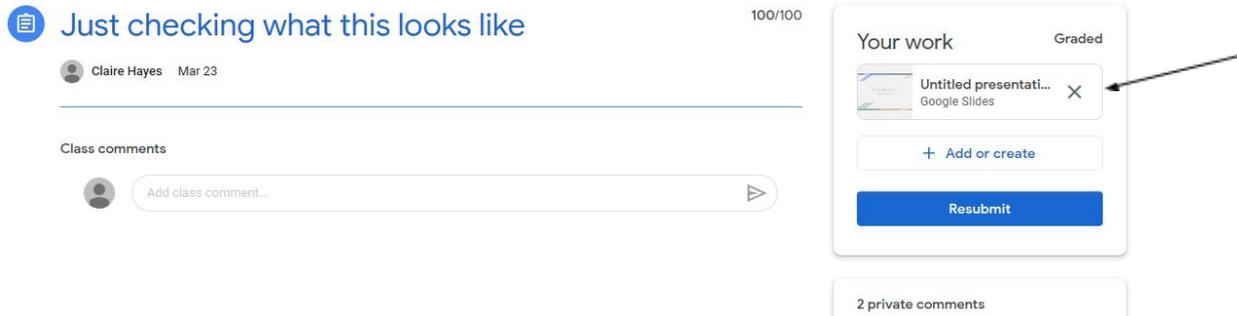
If you clicked on the Mark as Done button before you are ready, it is OK! You can click "Unsubmit" to retrieve the assignment and attach your work.



3 - Does my teacher have my work?

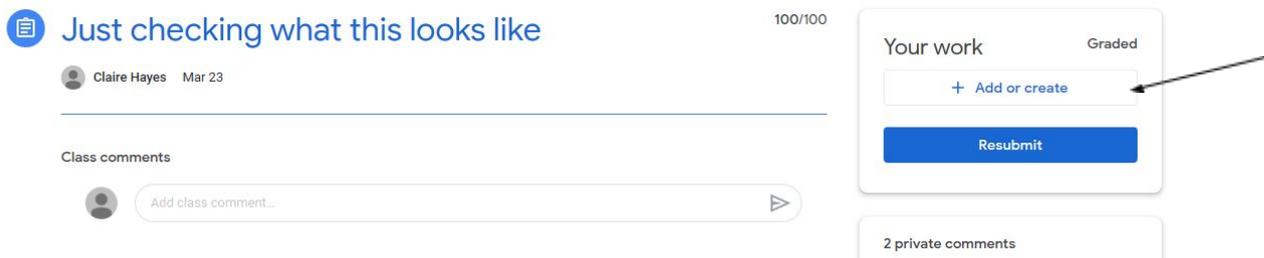
Yes, I have your work.

There is a file uploaded in the 'Your work' section and you have pressed the submit button. Mrs Hayes has graded it because she can see it. Now it is giving you the option to resubmit but you don't need to.



No, I don't have your work.

There is not a file in the 'your work' section. You pressed submit. Mrs Hayes has graded it and messaged you to tell you it's not there. You have the option to resubmit, which if you have done the work you should take.



If your teacher doesn't have your work, they will message you and give you another chance to submit. If you can see a file is sitting in the "Your work" section, then everything is absolutely fine.

4 - How can I tell if my teacher has looked at my work?

Open the To Do list by clicking on the 3 lines in the top left hand corner of your screen and from the ENROLLED section, click on To do.

Enrolled



To do



Test Classroom 2019-2020

Clicking onto the Done tab will show you the work you have completed.

On a computer, you can see quiz scores and whether work is at “Handed In” or “Returned” status here.

On a tablet or phone you would need to go into the assignment to see the status.

Check your “Returned” work as it may have comments from your teacher on it.

☰ To do

To do

Done



All classes ▾

No due date

Climate Change

Matt's Google Training

3/3

Feedback

Matt's Google Training

Handed in

5 - The file says I need permission, how do I open it?

If you see the message below, it means that you are not signed into Google with your school account. You only have access to school files if you are using your school @cihhjf.school account - this is one of the ways we keep your work safe and secure.

Click on the "Switch accounts" button in order to sign out of the wrong account and sign in with your school account.

Please do not hit the "Request access" button as we will not grant access to any non-school accounts.



You need permission

Want in? Ask for access, or switch to an account with permission.

[Learn more](#)

You are signed in as clai [REDACTED] @gmail.com.

Add a note

Request access

Switch accounts



6 - Help! I have deleted a file from my assignment!

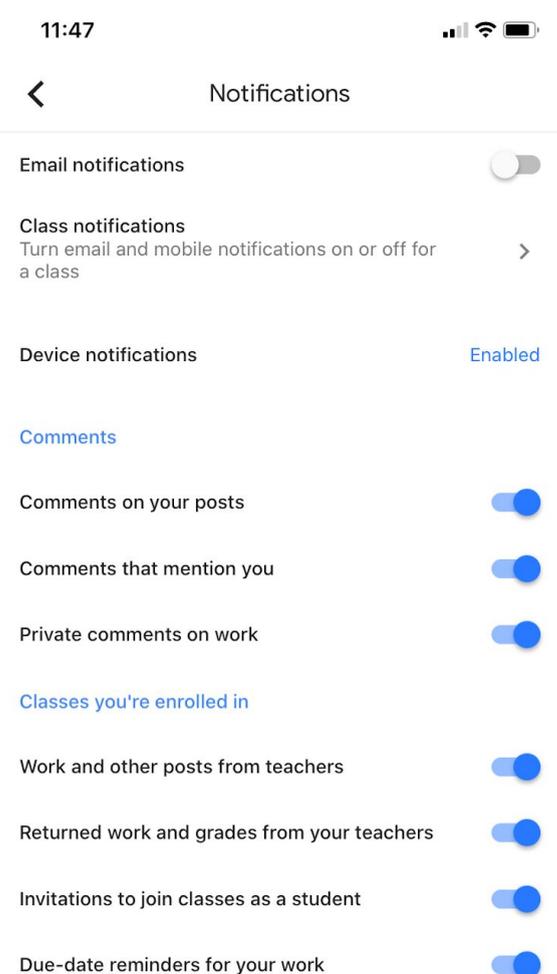
Don't worry - this one is easy to fix. You haven't completely deleted the file forever, you've just unlinked it from the assignment.

To add it back, simply click on the Add or Create button & then select the Google Drive option. It's highly likely that the file will appear in the Recent section, but if it's not there, then go to the My Google Drive tab.

7 - How can I find out if my teacher has written me a comment?

The best way to do this is to download the Google Classroom App on a smartphone or tablet - obviously, ask an adult's permission first!

Then, click on the three lines menu button and scroll down to Settings > Notifications.



You will get a screen which looks something like this (depending on your device).

With these options selected, you will be notified when your teacher creates new posts & assignments; when someone replies to a comment you made; and importantly, when your teacher writes you private comments with feedback.

