

Beginner's Guide to Google Classroom

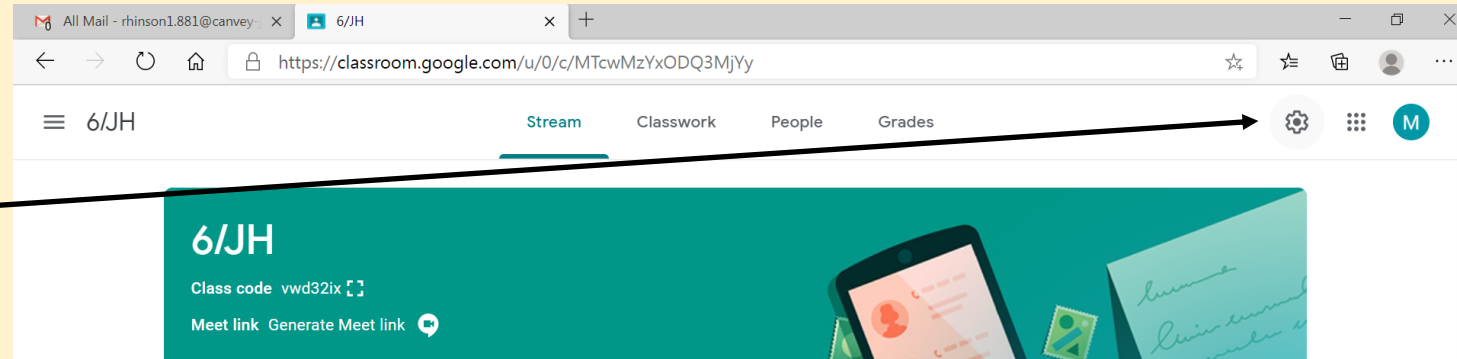
Stream

The **Stream** can be used to post messages and important notifications to children. This will be visible to all children in your class.

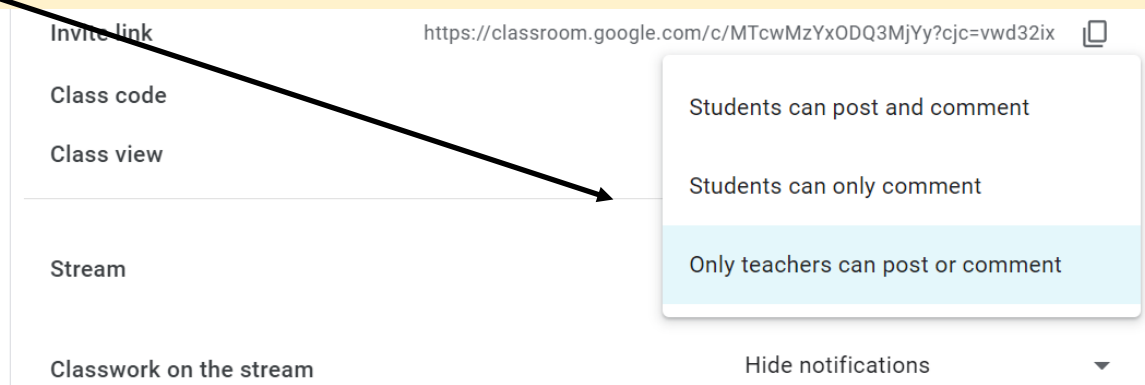
The screenshot shows the Google Classroom interface for a class named "6/JH". The URL in the browser is <https://classroom.google.com/u/0/c/MTcwMzYxODQ3MjYy>. The navigation bar includes "Stream", "Classwork", "People", and "Grades". The main header for the class "6/JH" displays the class code "vwd32ix" and a "Meet link" with a "Generate Meet link" button. Below this, there is a section for "Upcoming" events, listing "Math's Homework 2" due on Tuesday. A "Share something with your class..." input field is prominently displayed, with an arrow pointing to it from the text box on the left. Below the input field, there are options to "Create and schedule announcements" and "Respond to student posts".

Stream – Edit who can write on your class stream

Click on the settings cog, in Google Classroom

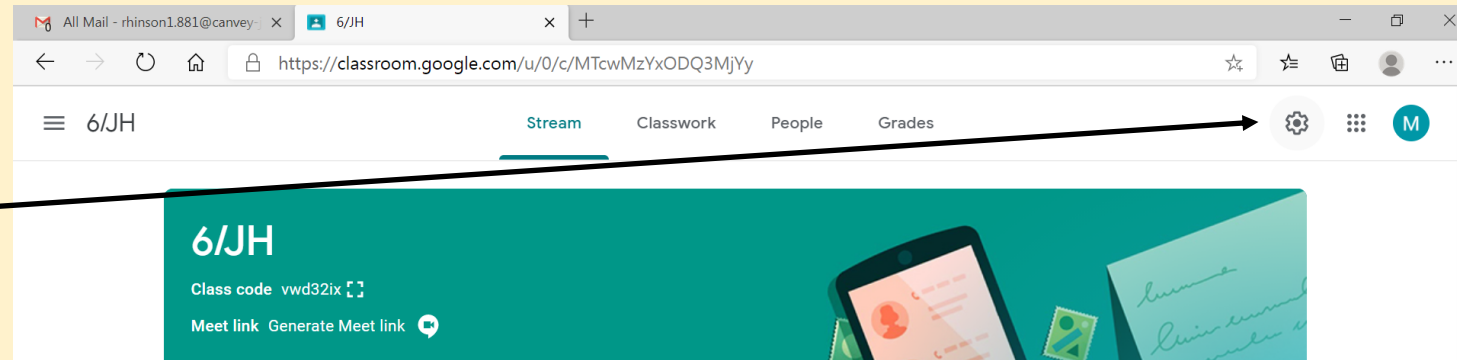


Scroll down to find the **Stream** (Under General section)
Click on the arrow head to show the options and select only teachers can post or comment. This will stop the feed from being full of comments from the children.



Stream – Edit what your stream shows

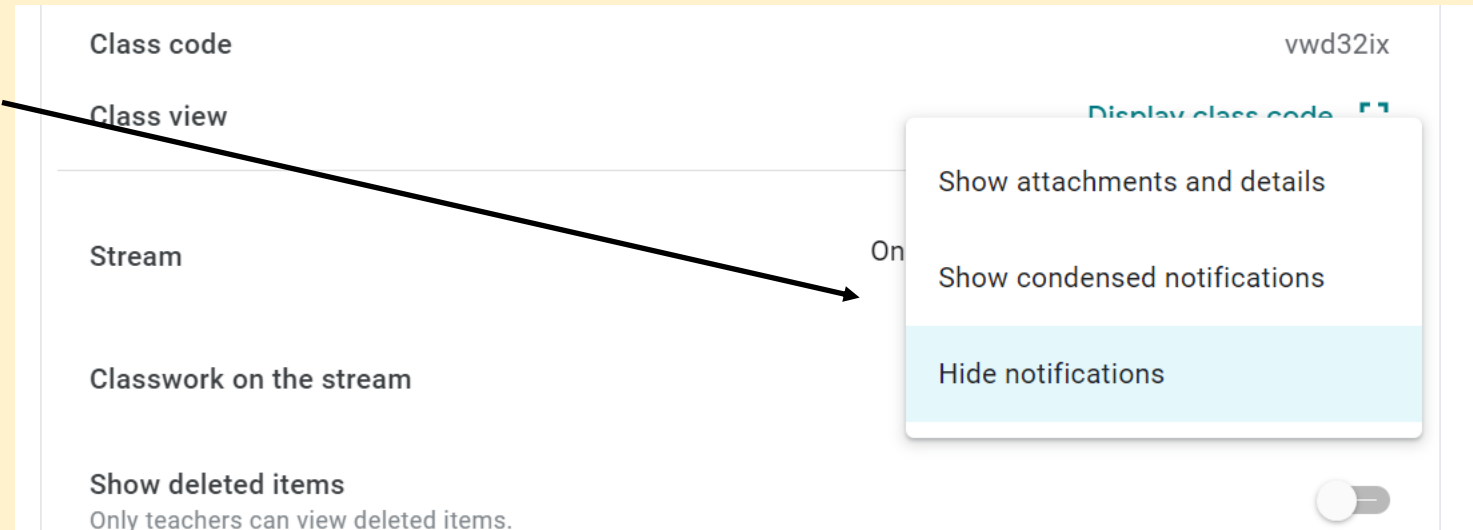
Click on the settings cog, in Google Classroom



Scroll down to find the **Classwork on the stream** (Under General section)

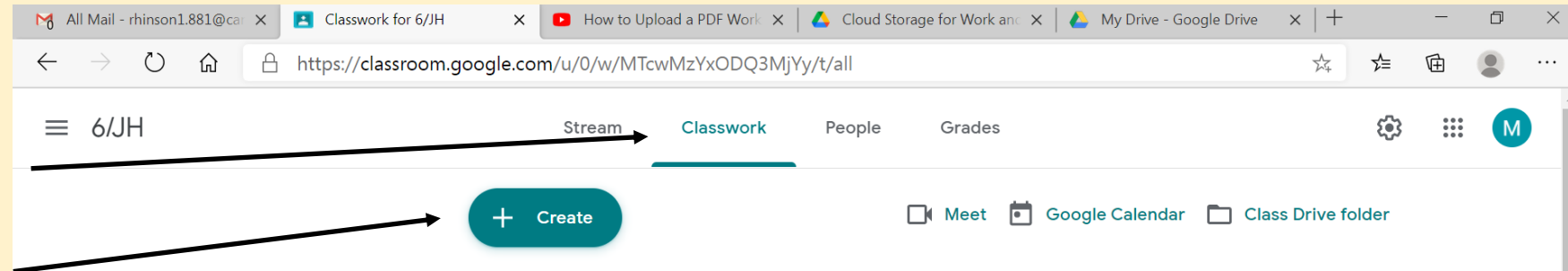
Click on the arrow head to show the options and select hide notifications.

This will ensure that children are only accessing tasks from the classwork tabs and leaves this space free for any important notifications of reminders.

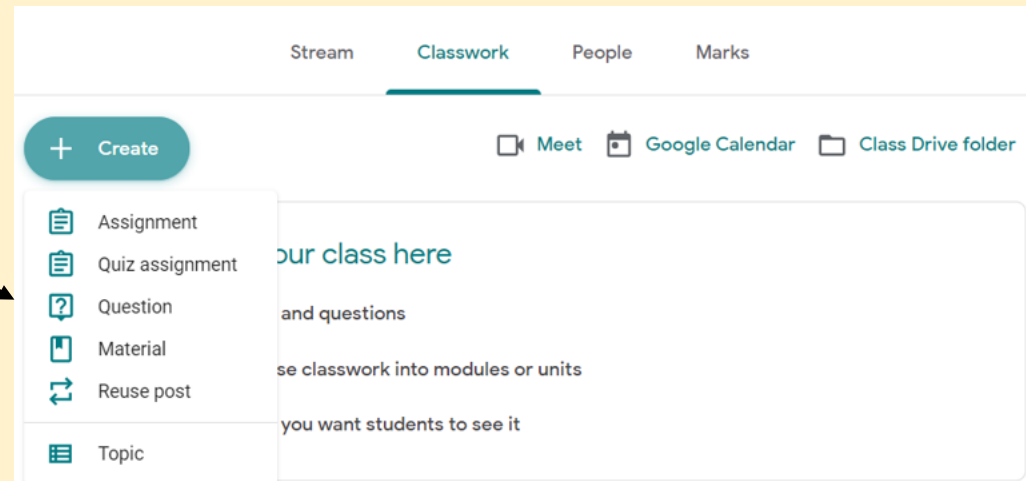


Setting Classwork

To set an assignment, click on the **Classwork** tab at the top of your Classroom, and then click on **Create**.



This will then give you a list of documents that you can create work on.

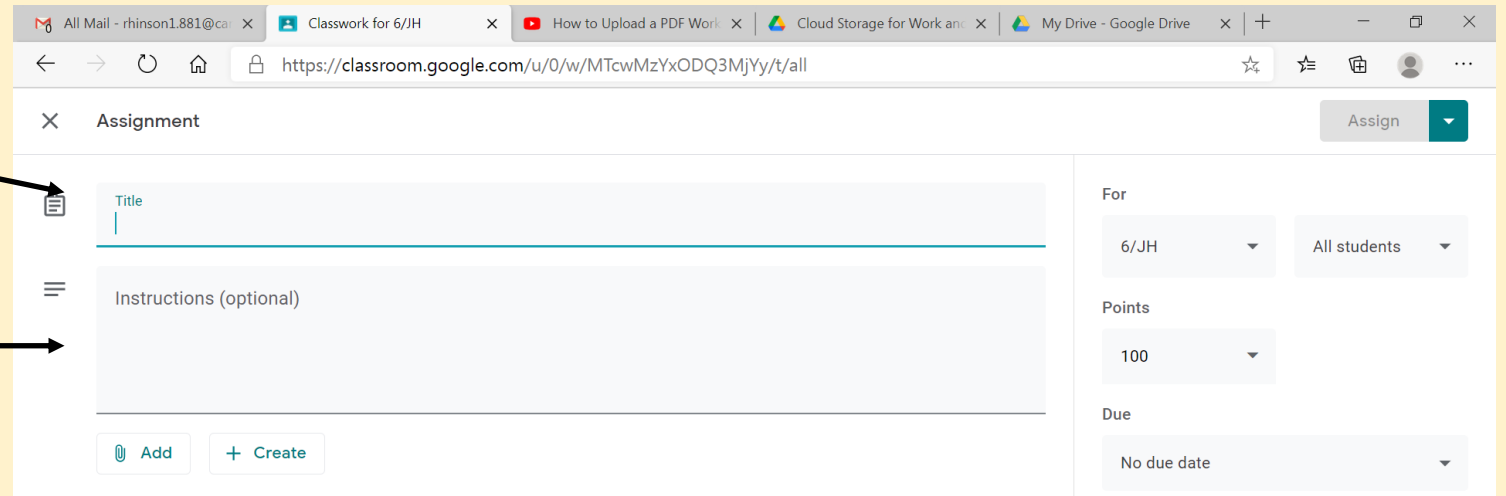


Assignment

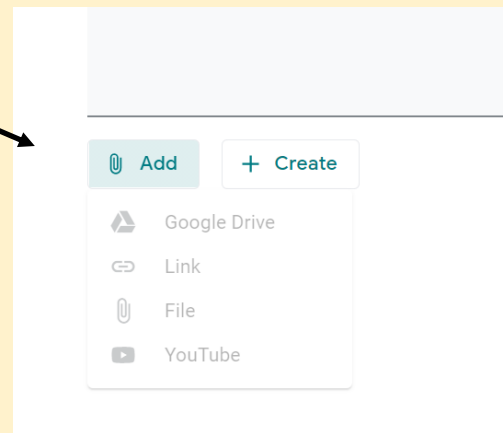
Set a **Title** for your assignment, for example Science/Maths/English.

Add some brief instructions, for example, Click on the link below to complete the task.

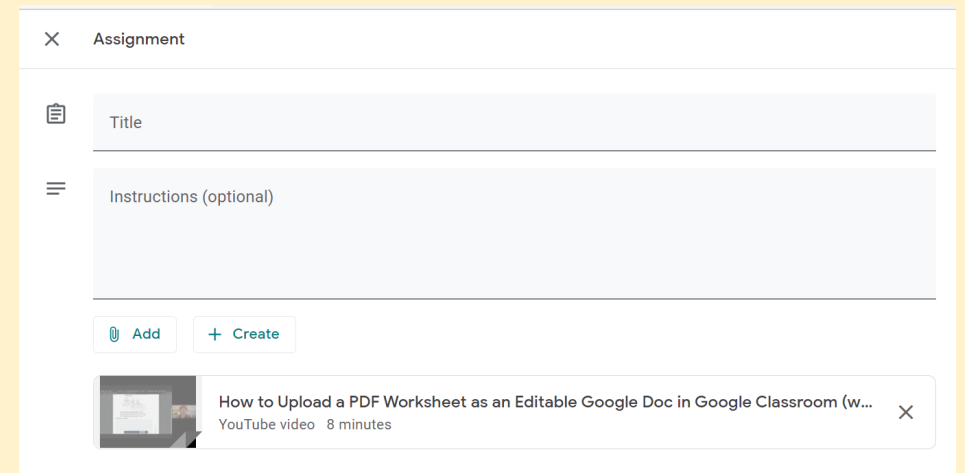
Click on **Add**, which will allow you to add a link (to a website maybe), add a file (from your Google drive) or a You Tube Clip.



The screenshot shows the Google Classroom assignment creation page. At the top, there are several browser tabs: 'All Mail - rhinson1.881@ca...', 'Classwork for 6/JH', 'How to Upload a PDF Work...', 'Cloud Storage for Work an...', and 'My Drive - Google Drive'. The address bar shows the URL 'https://classroom.google.com/u/0/w/MTcwMzYxODQ3MjYy/t/all'. The main form is titled 'Assignment' and has an 'Assign' button in the top right corner. The form is divided into two main sections. The left section has a 'Title' field with a cursor, an 'Instructions (optional)' field, and two buttons: 'Add' (with a paperclip icon) and '+ Create'. The right section contains settings: 'For' (set to '6/JH' and 'All students'), 'Points' (set to '100'), and 'Due' (set to 'No due date').



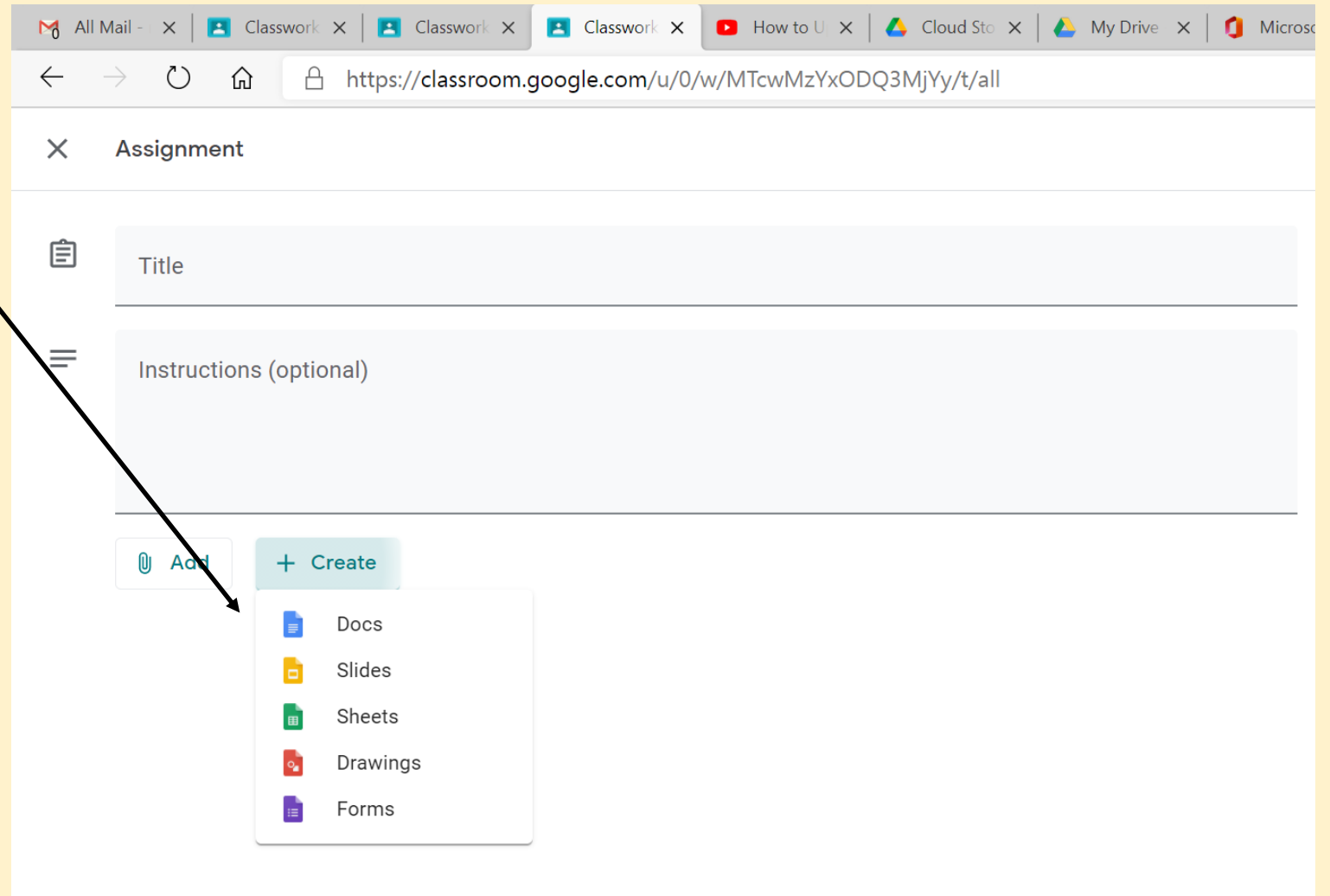
This is a close-up of the 'Add' button dropdown menu. It shows four options: 'Google Drive' (with a triangle icon), 'Link' (with a chain link icon), 'File' (with a paperclip icon), and 'YouTube' (with a play button icon). The 'Add' button is highlighted in light blue.



This screenshot shows the Google Classroom assignment creation page with a video preview. The 'Add' button has been clicked, and a video preview is shown at the bottom of the form. The video is titled 'How to Upload a PDF Worksheet as an Editable Google Doc in Google Classroom (w...)' and is a YouTube video, 8 minutes long. The video preview includes a thumbnail and a close button (X).

Assignment

Or, you could click on **Create**, which will give you a drop down menu to create a document, a slides, sheets, drawings or forms.



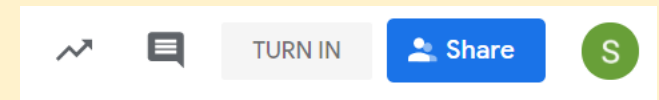
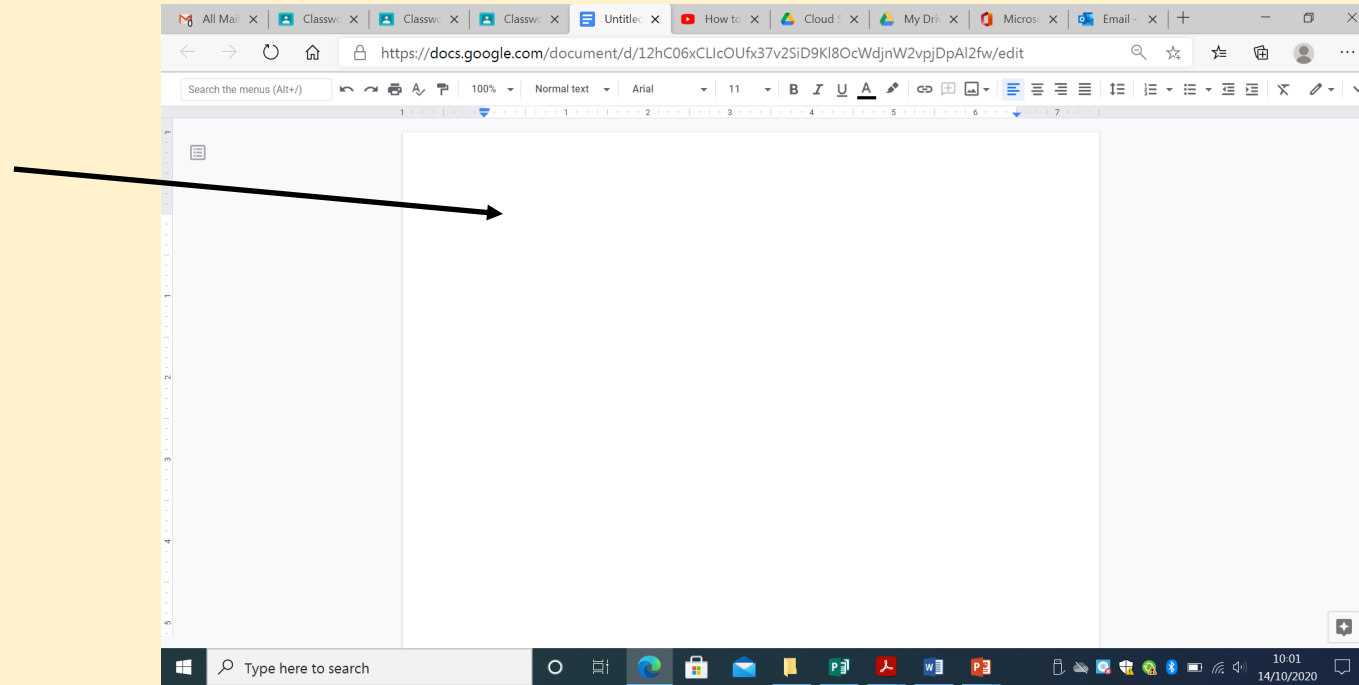
The screenshot shows a web browser window with several tabs open, including 'All Mail', 'Classwork', 'How to U', 'Cloud Sto', 'My Drive', and 'Microsc'. The address bar shows the URL 'https://classroom.google.com/u/0/w/MTcwMzYxODQ3MjYy/t/all'. The page title is 'Assignment'. Below the title, there is a text input field for 'Title' and a larger text area for 'Instructions (optional)'. At the bottom left, there is a '+ Add' button with a paperclip icon. To its right is a '+ Create' button. A dropdown menu is open from the '+ Create' button, listing five options: 'Docs' (blue document icon), 'Slides' (yellow presentation icon), 'Sheets' (green spreadsheet icon), 'Drawings' (red drawing icon), and 'Forms' (purple form icon). A black arrow points from the text box on the left to the '+ Create' button.

Assignment - Docs

If you click on **Docs**, it will bring up this screen, which is similar to a word document.

This document allows children to type freely. It could be that you use this type of assignment, if you want the children to watch a clip and then create a document to show their understanding.

Add any instruction for the task to the top of the Doc, which will mean they are there for the children to refer to as they complete the assignment.



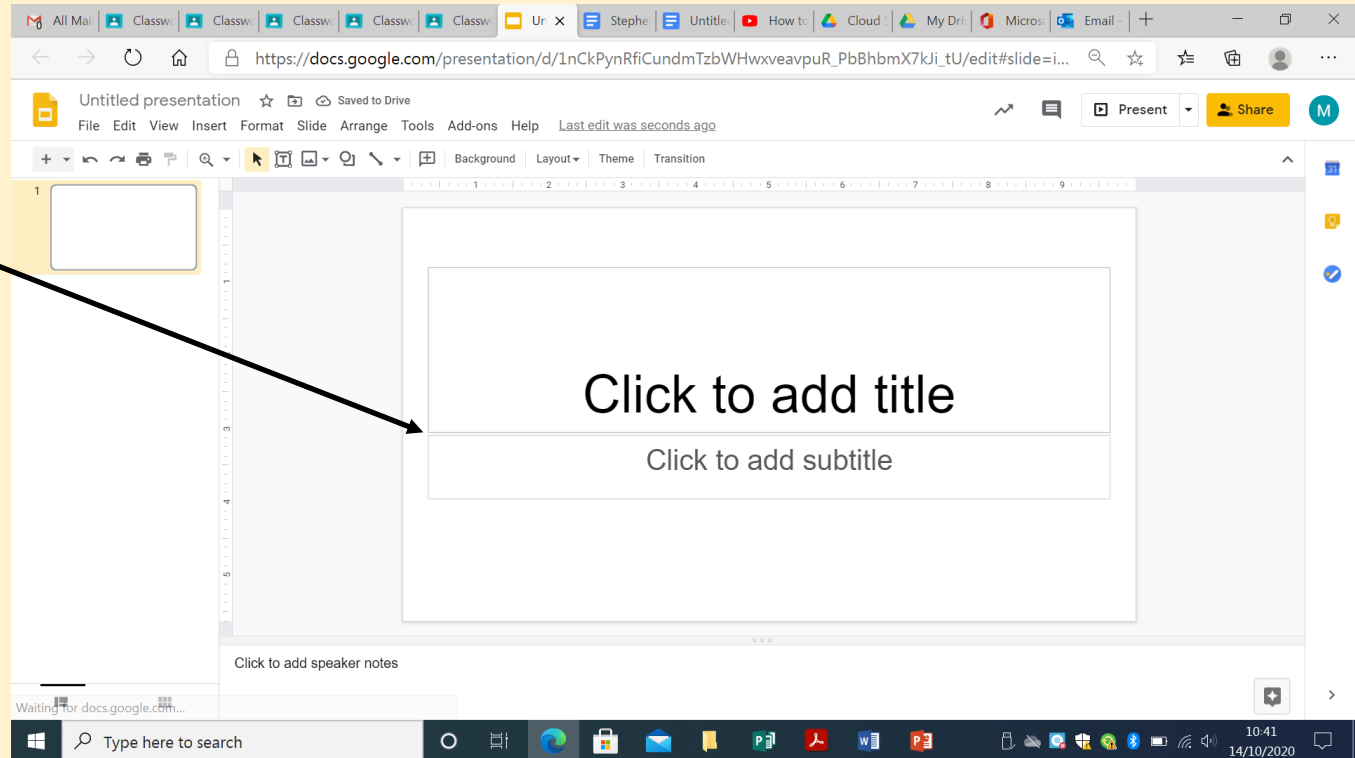
As children type, the work will automatically save. Children can turn in their work by clicking on the **turn in** button on the top right of their screen.

Assignment – Slides

If you chose to create an assignment in **Slides**, this screen will come up.

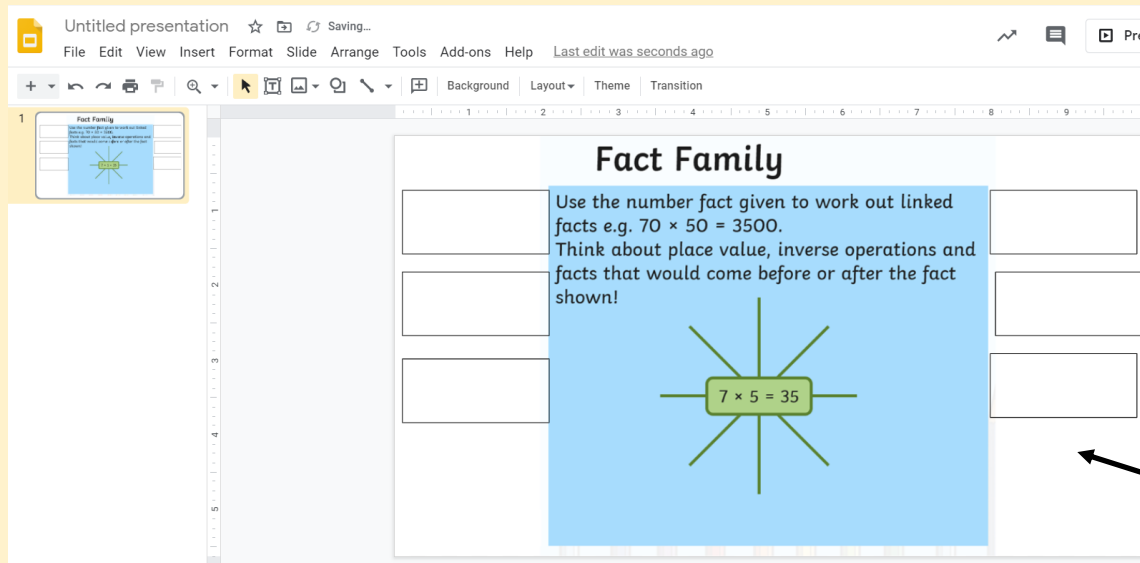
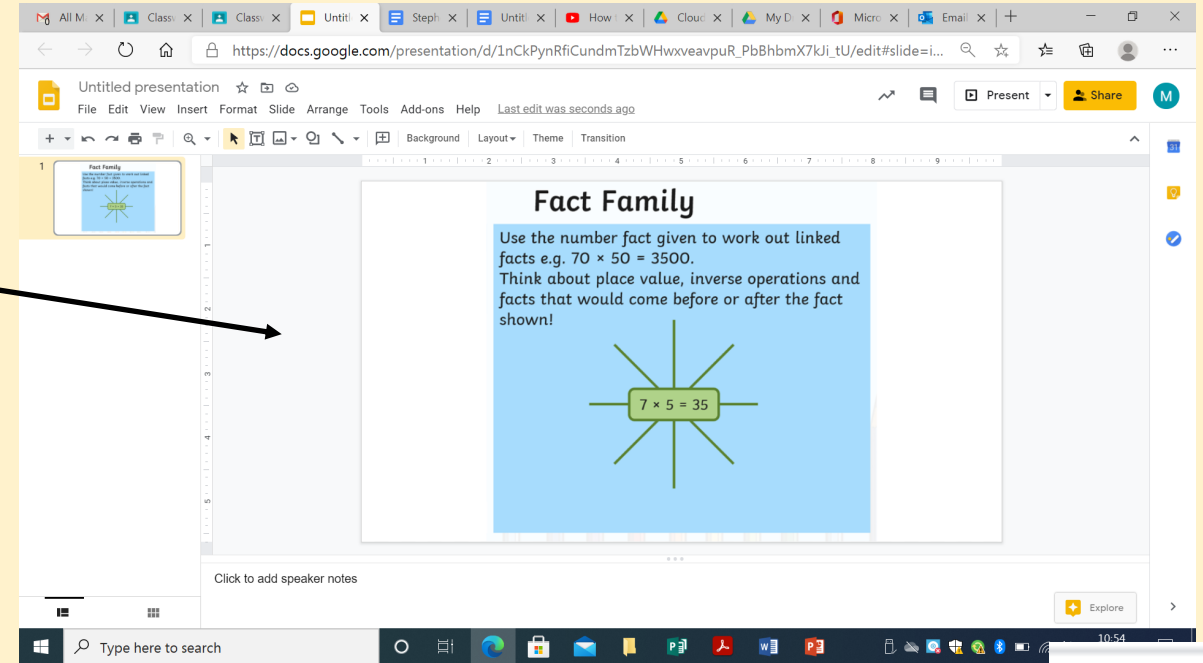
Google Slides enables you to copy and paste a document into the slide, or upload an image of a worksheet as a background. By doing this, you can add text boxes over the image for the children to answer in.

For example, if you wanted to upload a set of arithmetic questions, you could put text boxes for the answers, which would allow the children to type in their response.



Assignment – Slides

Click **Insert**, to insert an image that you have saved onto your computer, Google Drive or from the Internet.



Once it's in place, you can add text boxes for children to write their answers in.

With the text box highlighted, click on **Format, Borders and Lines**, and select border colour for the text box to show up.



Assignment – Slides

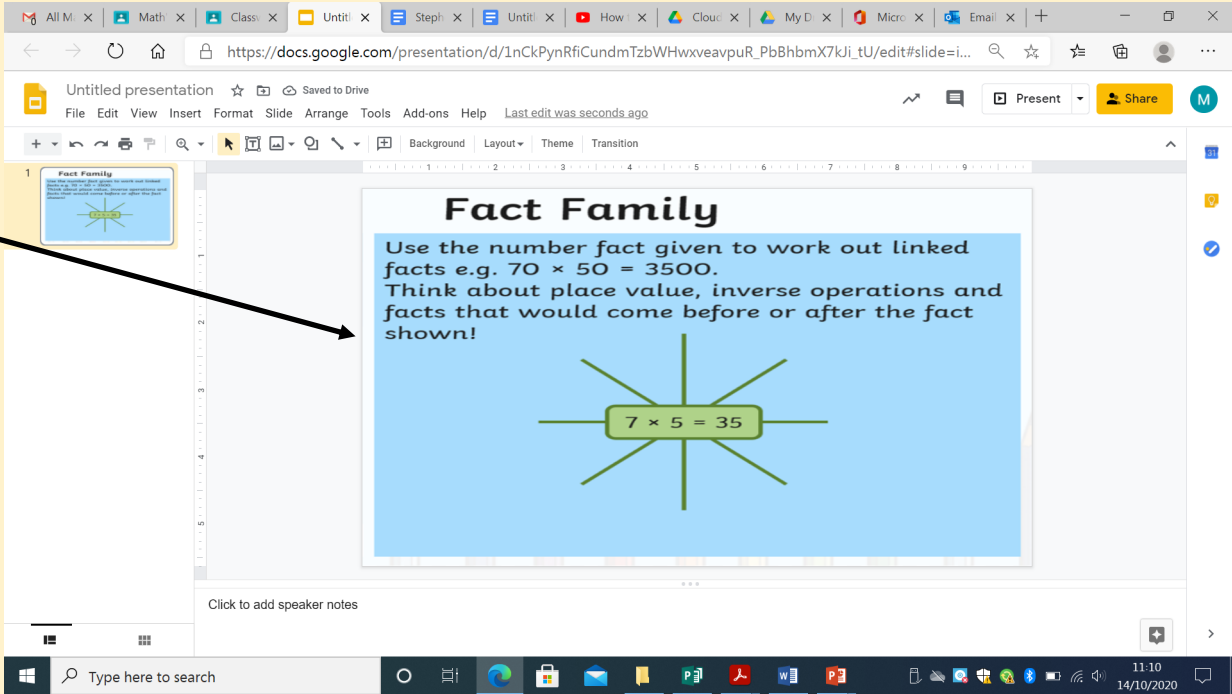
If you want to make sure that the children do not alter the document, or move the uploaded image around, you can save it as a background.

Click on **Slide, Change Background, Choose Image**.

You can choose an image from your Google Drive or from your Computer files.

This will apply the image to the entire slide.

You can then add text boxes in the same way, for children to answer the questions.

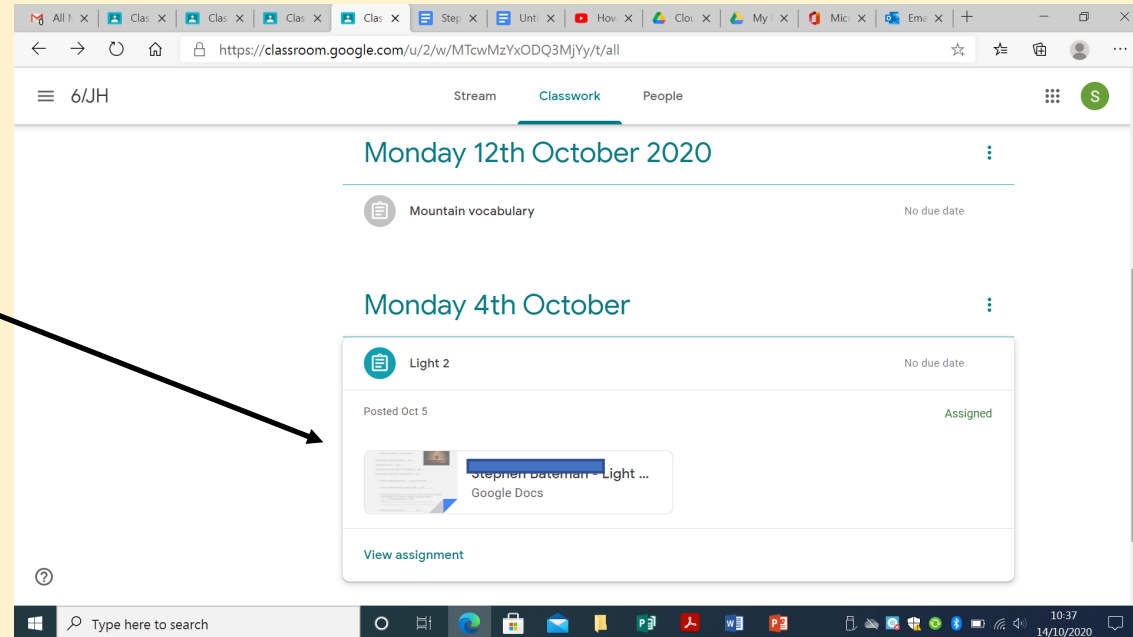


The screenshot shows a Google Slides presentation window. The slide is titled "Fact Family" and contains the following text: "Use the number fact given to work out linked facts e.g. $70 \times 50 = 3500$. Think about place value, inverse operations and facts that would come before or after the fact shown!". Below the text is a diagram with a central box containing the equation $7 \times 5 = 35$ and several lines radiating outwards, representing a fact family tree. A black arrow points from the text box on the left to the slide content. The interface includes a menu bar (File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, Help), a toolbar, and a status bar at the bottom.

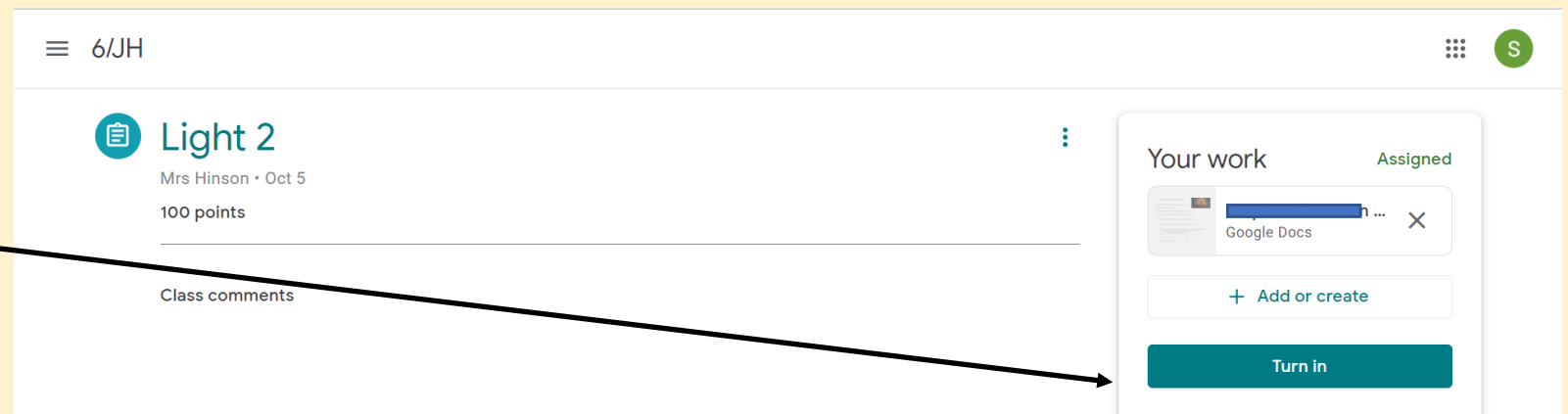
Again, as children type the work will be saved automatically.

Assignment – Slides – Turn In

If the children go back to their classwork feed and click on title of their piece of work, for example Light 2, this will open up a box where they can now click **View Assignment**.



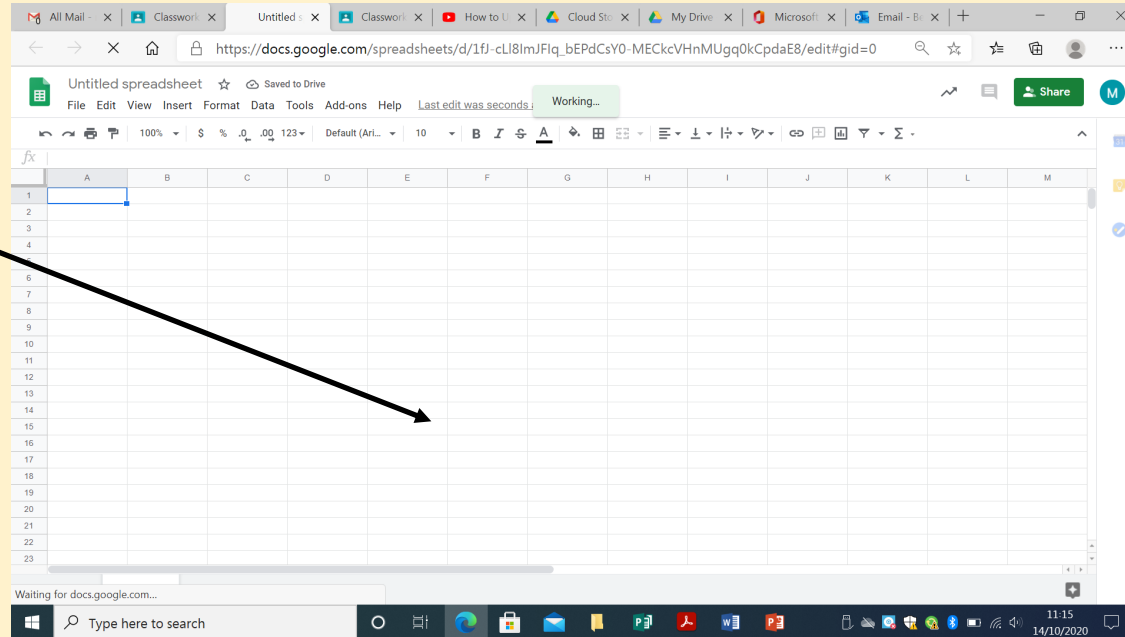
It will then bring up this screen, which will enable them to **turn in** their work.



Assignment - Sheets

If you chose to create an assignment in **Sheets**, this screen will come up.

It works in a similar way to Excel Spreadsheets.

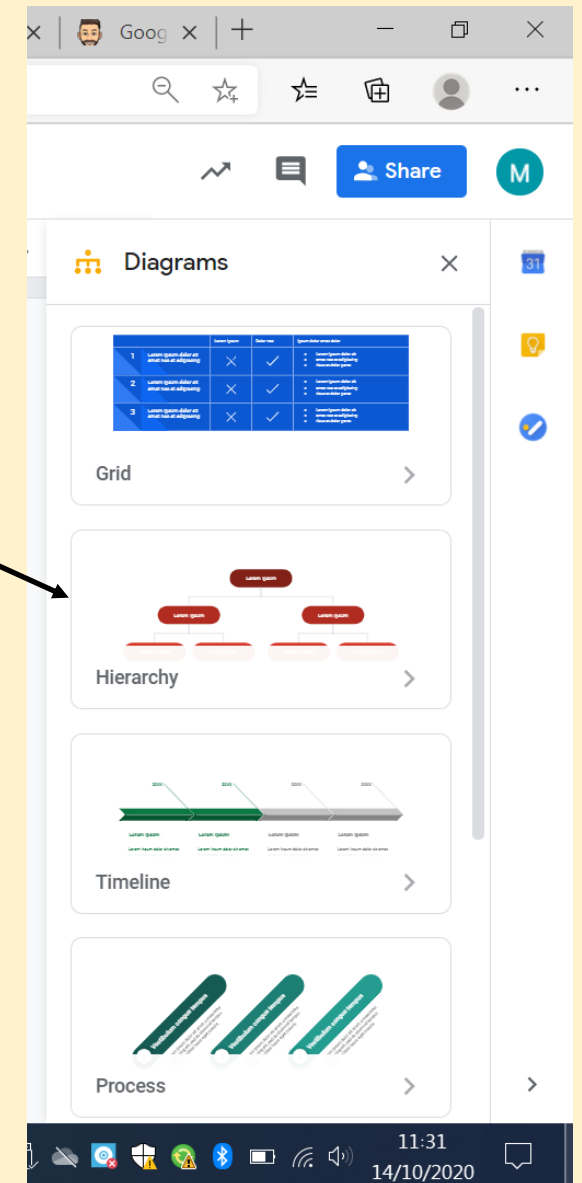
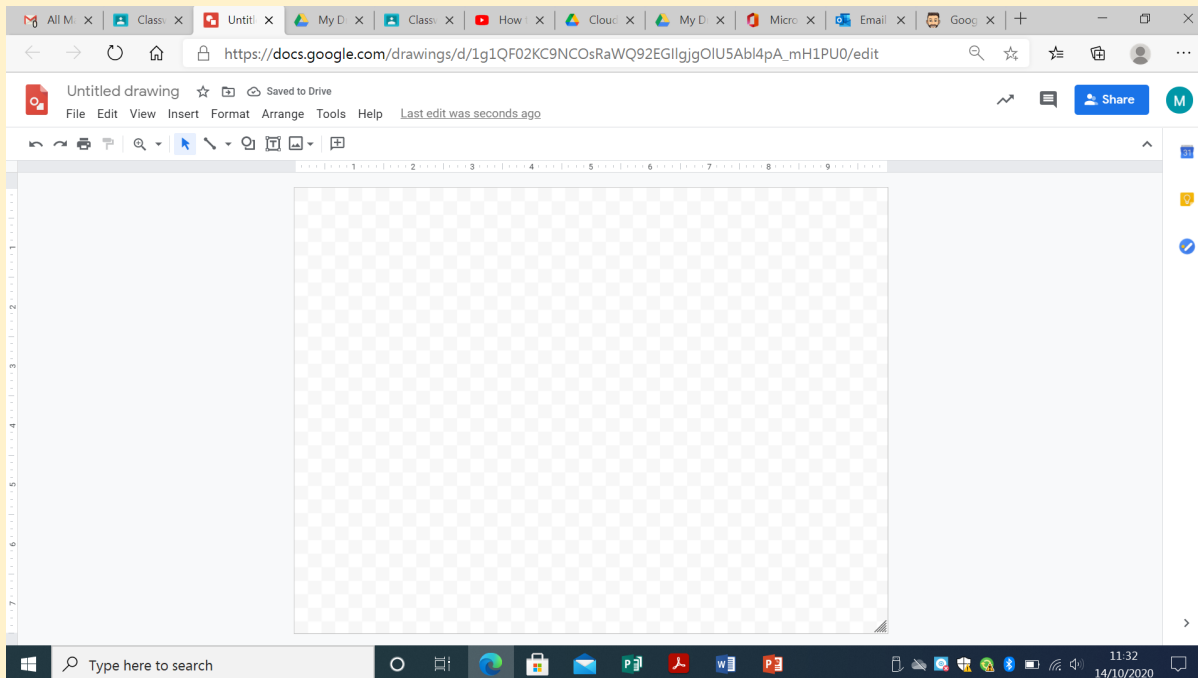


Assignment - Drawings

If you chose to create an assignment in **Drawings**, this screen will come up.

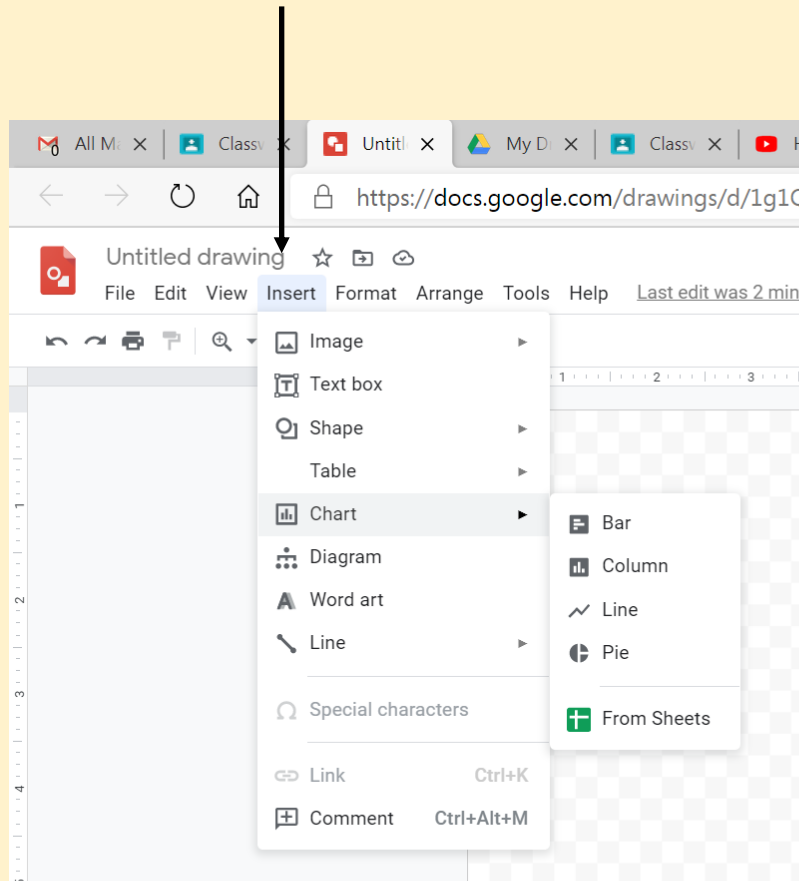
Click **Insert, Diagrams**.

This will give you a list of diagrams that you can enter and edit, for example if you wanted to children to create a classification key in Science.

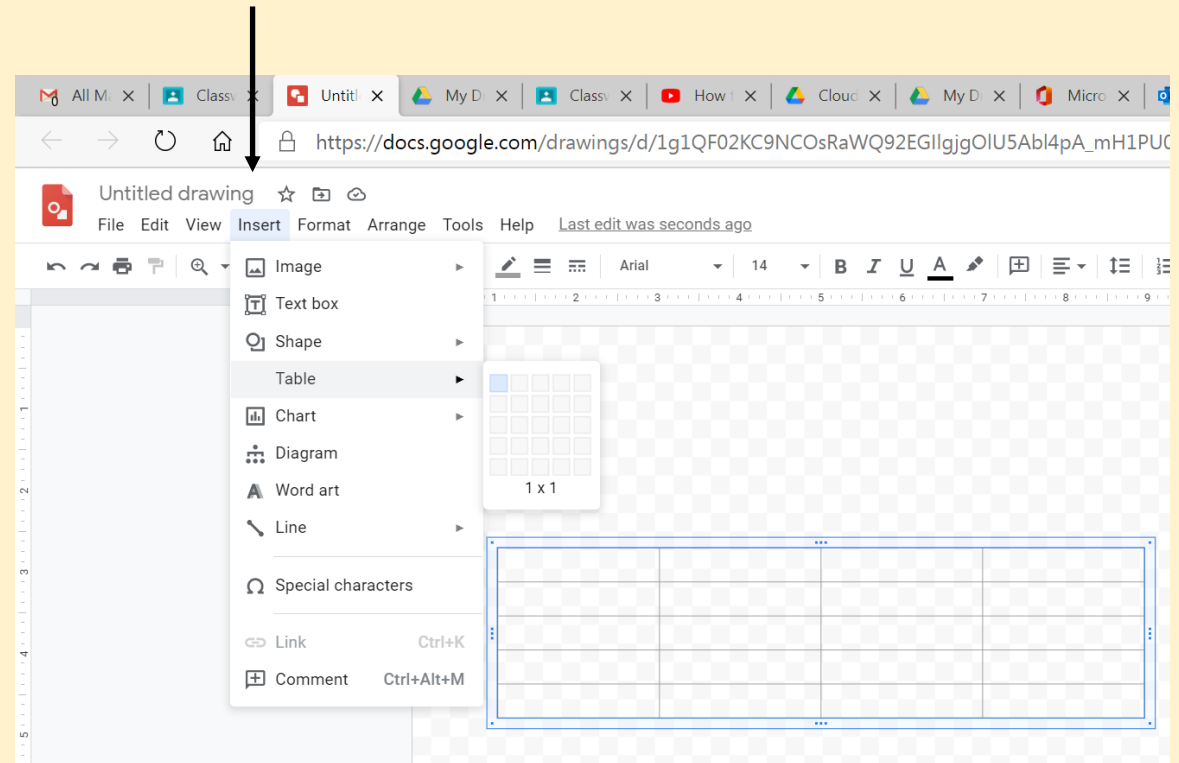


Assignment - Drawings

Click **Insert, Chart** and you can add in any of the following charts below.

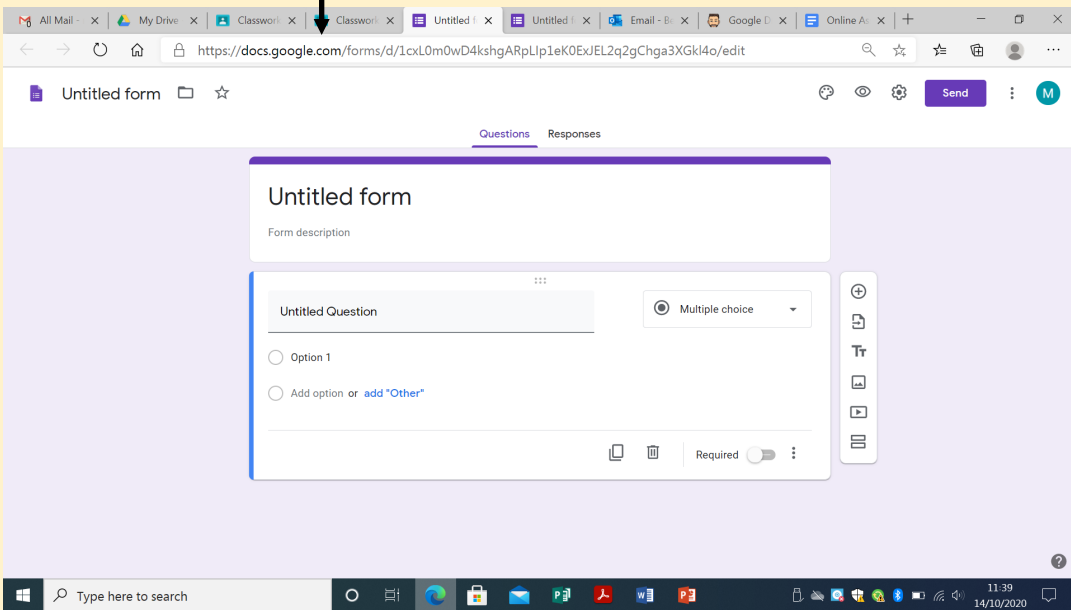


Click **Insert, Table**. Highlight the number of cells you would like and click to insert.

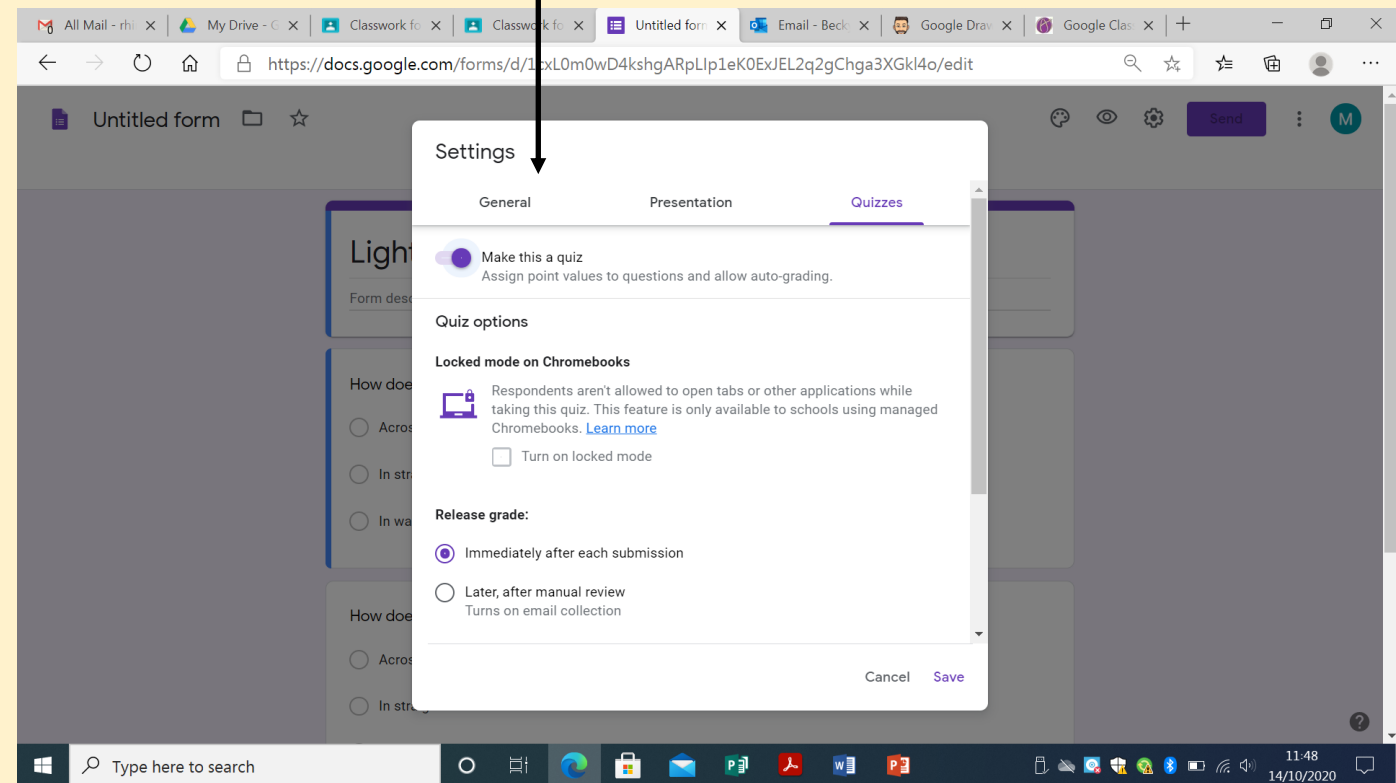


Assignment – Forms

If you choose to use a **Google Form**, this screen will come up.

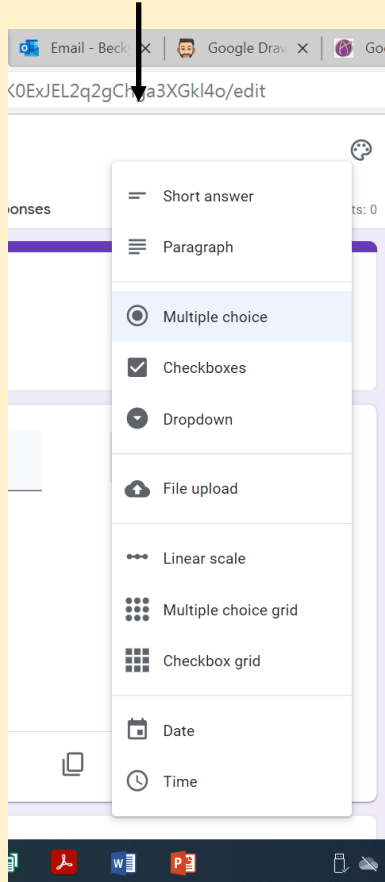


If you want to use this as a quiz, you will need to click on the settings cog, and click **Quizzes**. Make sure the tab is slid across where it says **Make this a quiz**. It should look like mine below.

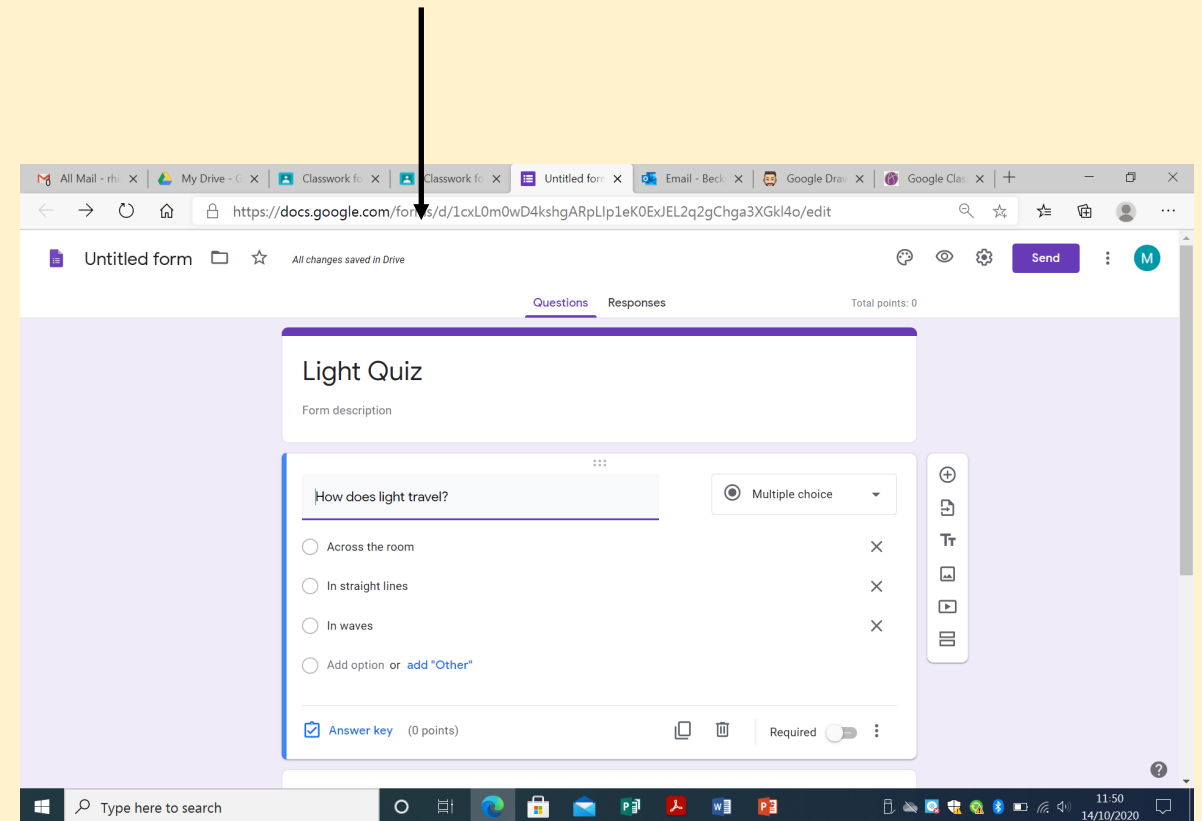


Assignment – Forms/Quiz Assignment

You can choose to have your answers displayed in multiple ways for each question.



If you choose multiple choice, you will be able to add in as many answers as you would like.



Assignment – Forms/Quiz Assignment

Questions Responses Total points: 0

Light Quiz

Form description

How does light travel?

Multiple choice

- Across the room
- In straight lines
- In waves
- Add option or [add "Other"](#)

Answer key (0 points) Required

Click on the **answer key** to select the correct answer.

Select the correct answer, which will then be highlight in green. You can also assign points to each answer, which will give the children a score at the end of the quiz.

Light Quiz

Form description

Choose correct answers:

How does light travel? 0 points

- Across the room
- In straight lines ✓
- In waves

Add answer feedback

Assignment – Forms/Quiz Assignment

Questions Responses Total points: 0

Light Quiz

Form description

How does light travel?

Multiple choice

- Across the room
- In straight lines
- In waves
- Add option or [add "Other"](#)

Answer key (0 points) Required

Click on the **answer key** to select the correct answer.

Select the correct answer, which will then be highlight in green. You can also assign points to each answer, which will give the children a score at the end of the quiz.

Light Quiz

Form description

Choose correct answers:

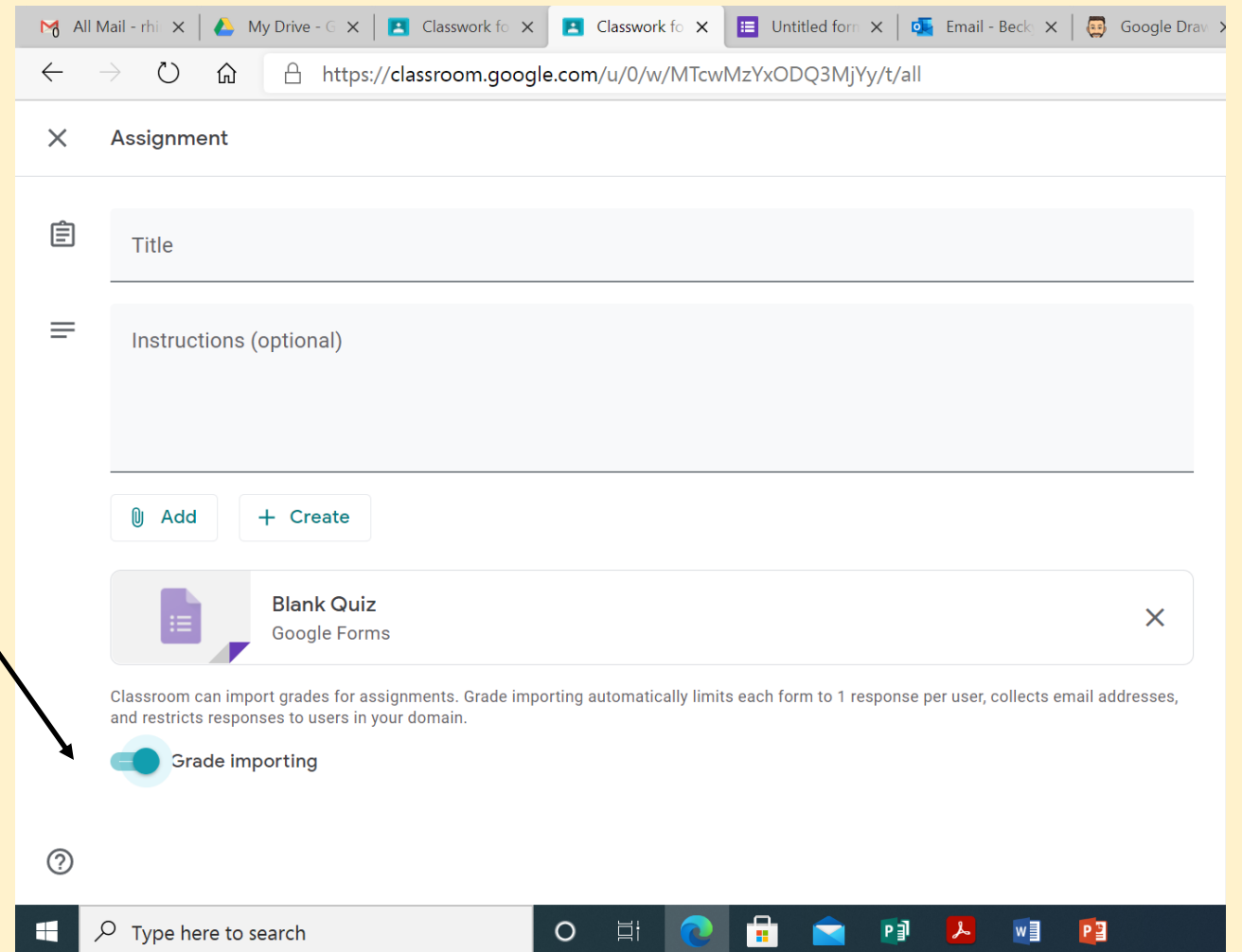
How does light travel? 0 points

- Across the room
- In straight lines ✓
- In waves

Add answer feedback

Quiz Assignment

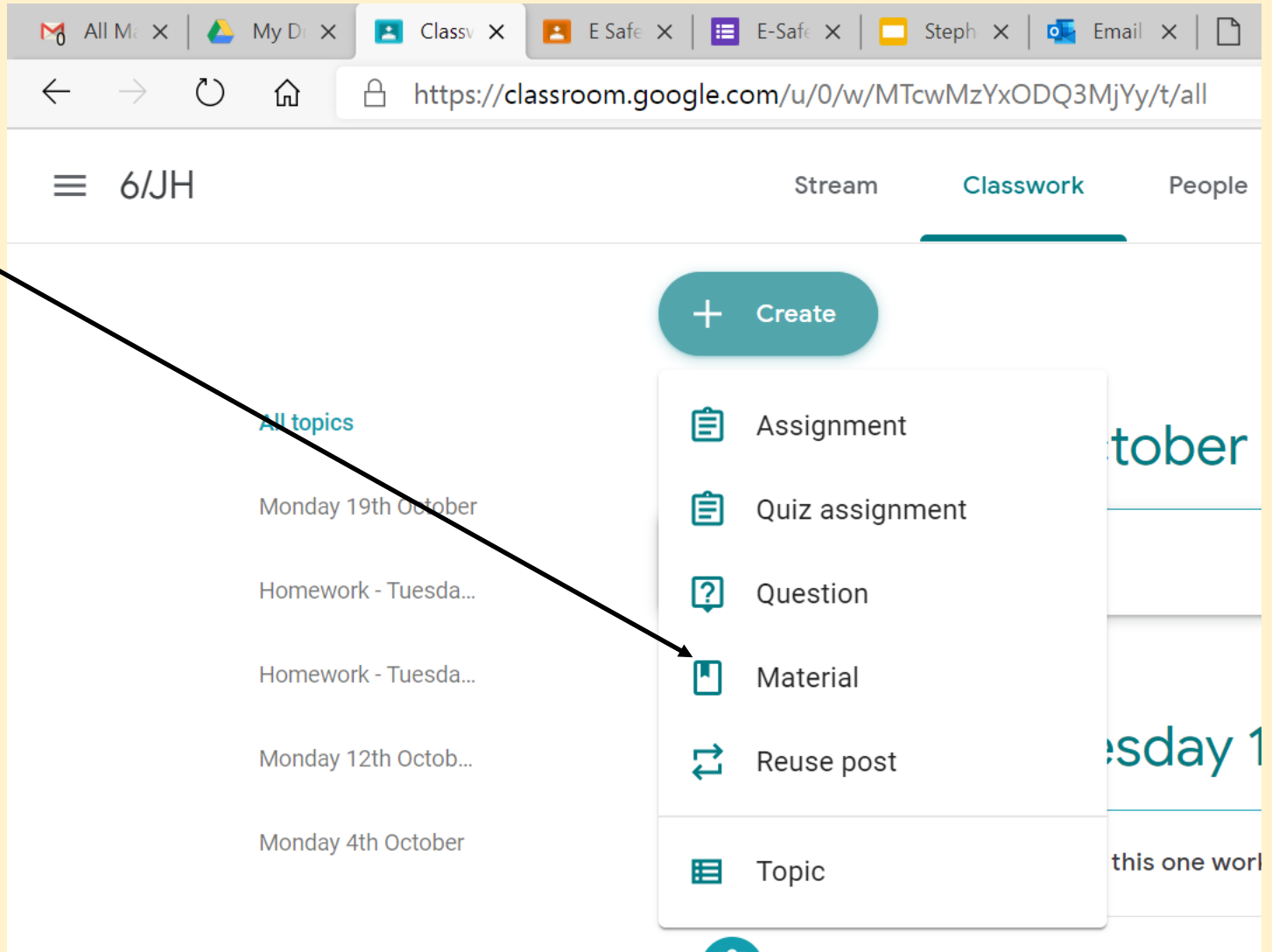
When you create a Quiz Assignment, it will automatically import each child's individual grade.



The screenshot shows the Google Classroom interface for creating an assignment. The browser address bar displays the URL: <https://classroom.google.com/u/0/w/MTcwMzYxODQ3MjYy/t/all>. The page title is "Assignment". There are input fields for "Title" and "Instructions (optional)". Below these fields are "Add" and "Create" buttons. A "Blank Quiz" card from Google Forms is visible. At the bottom, there is a "Grade importing" toggle switch, which is currently turned on. A text box explains: "Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain." The Windows taskbar is visible at the bottom of the screen.

Material

Under the **Create** button, there is an option to add **Material**. This will allow you to upload a PowerPoint, Slides or document that you want to use as a teaching aid, not something that children will write on our edit.

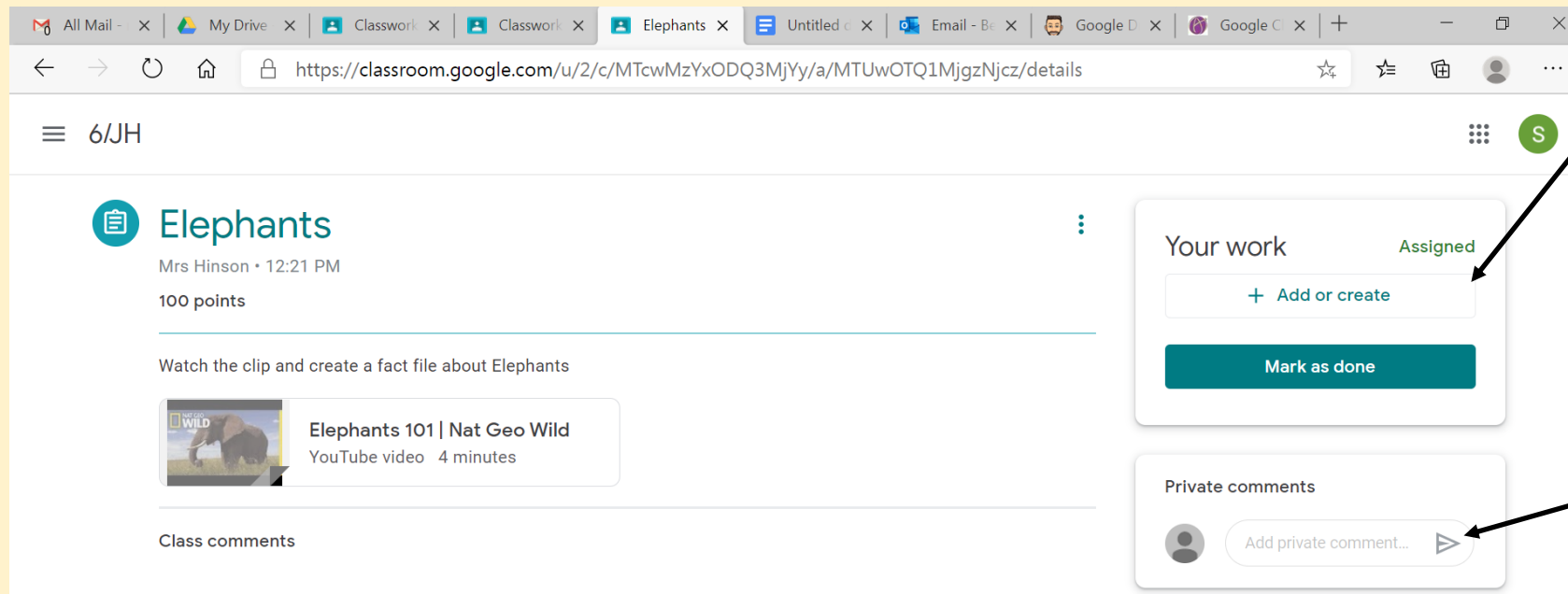


The screenshot shows a web browser window with several tabs open: 'All M...', 'My D...', 'Classv...', 'E Safe...', 'E-Safe...', 'Steph...', and 'Email...'. The address bar shows the URL 'https://classroom.google.com/u/0/w/MTcwMzYxODQ3MjYy/t/all'. The page header includes a hamburger menu icon, the text '6/JH', and navigation tabs for 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is active. A teal 'Create' button is visible, with a dropdown menu open below it. The dropdown menu contains the following options: 'Assignment', 'Quiz assignment', 'Question', 'Material', 'Reuse post', and 'Topic'. An arrow from the text box on the left points to the 'Material' option in the dropdown menu. The background of the page shows a list of topics under the heading 'All topics', including 'Monday 19th October', 'Homework - Tuesda...', 'Homework - Tuesda...', 'Monday 12th Octob...', and 'Monday 4th October'.

Getting children to create their own document

You can assign a video or link for children to access and watch, and then ask them to create their own document, for example a fact file. The children will need to click **View Assignment**, under the **Classwork** Tab to see this screen.

Once they have watched the link, then would need to click on **Add or Create**.



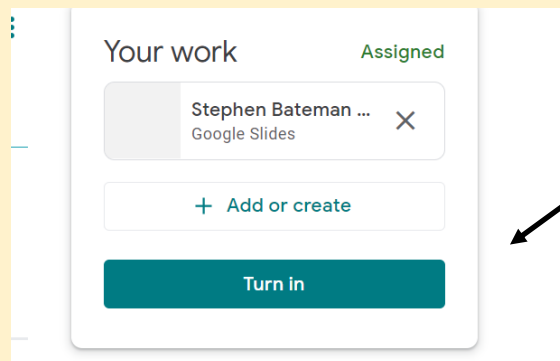
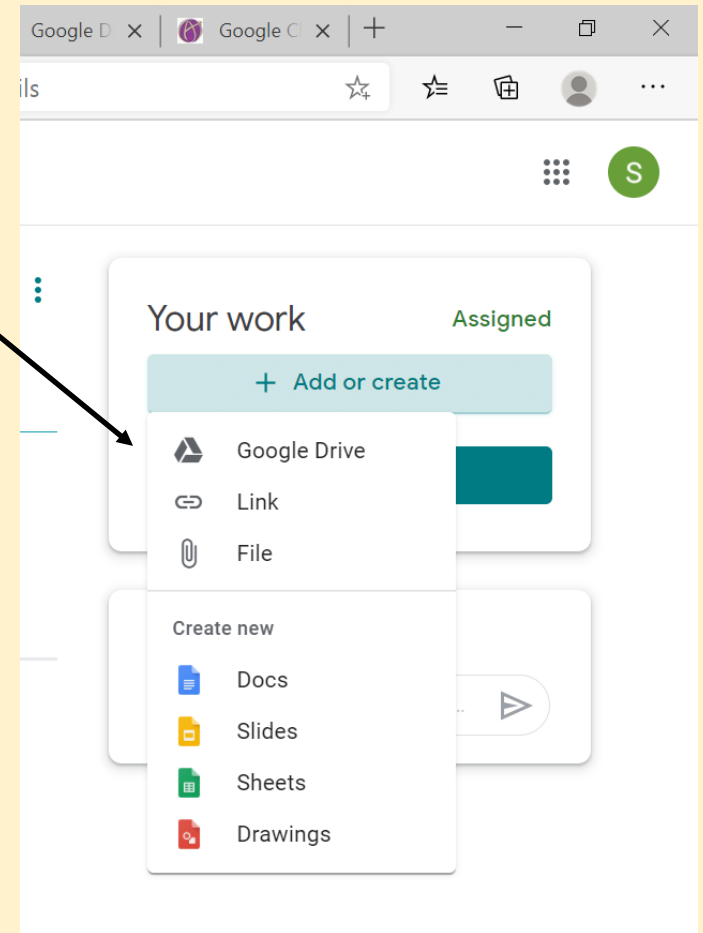
The screenshot shows a Google Classroom interface. At the top, there's a browser tab for 'Elephants' and a URL: https://classroom.google.com/u/2/c/MTcwMzYxODQ3MjYy/a/MTUwOTQ1MjgzNjcz/details. The page title is 'Elephants' by Mrs Hinson, assigned at 12:21 PM, worth 100 points. The assignment description is 'Watch the clip and create a fact file about Elephants'. Below this is a video player for 'Elephants 101 | Nat Geo Wild', a YouTube video, 4 minutes long. On the right side, there's a 'Your work' section with a green 'Assigned' status, a '+ Add or create' button, and a 'Mark as done' button. Below that is a 'Private comments' section with an 'Add private comment...' input field and a send button.

From here, children can also message you if they have a problem or need more help.

Getting children to create their own document

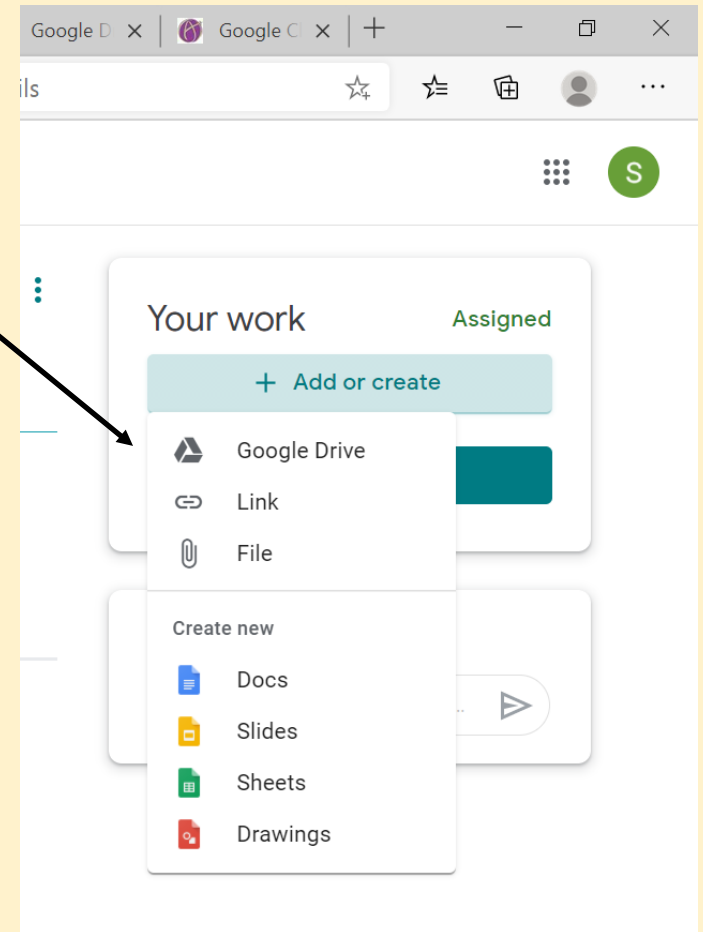
This would then give the children options of which file they wanted to create.
To begin with, it might be an idea to tell the children which type of document they should use.

Once they have selected which file they are going to choose, it will open on a new tab. Children can complete the work and close the tab and their work should show up like below. They can then click **Turn In** to hand it in.



Getting children to create their own document

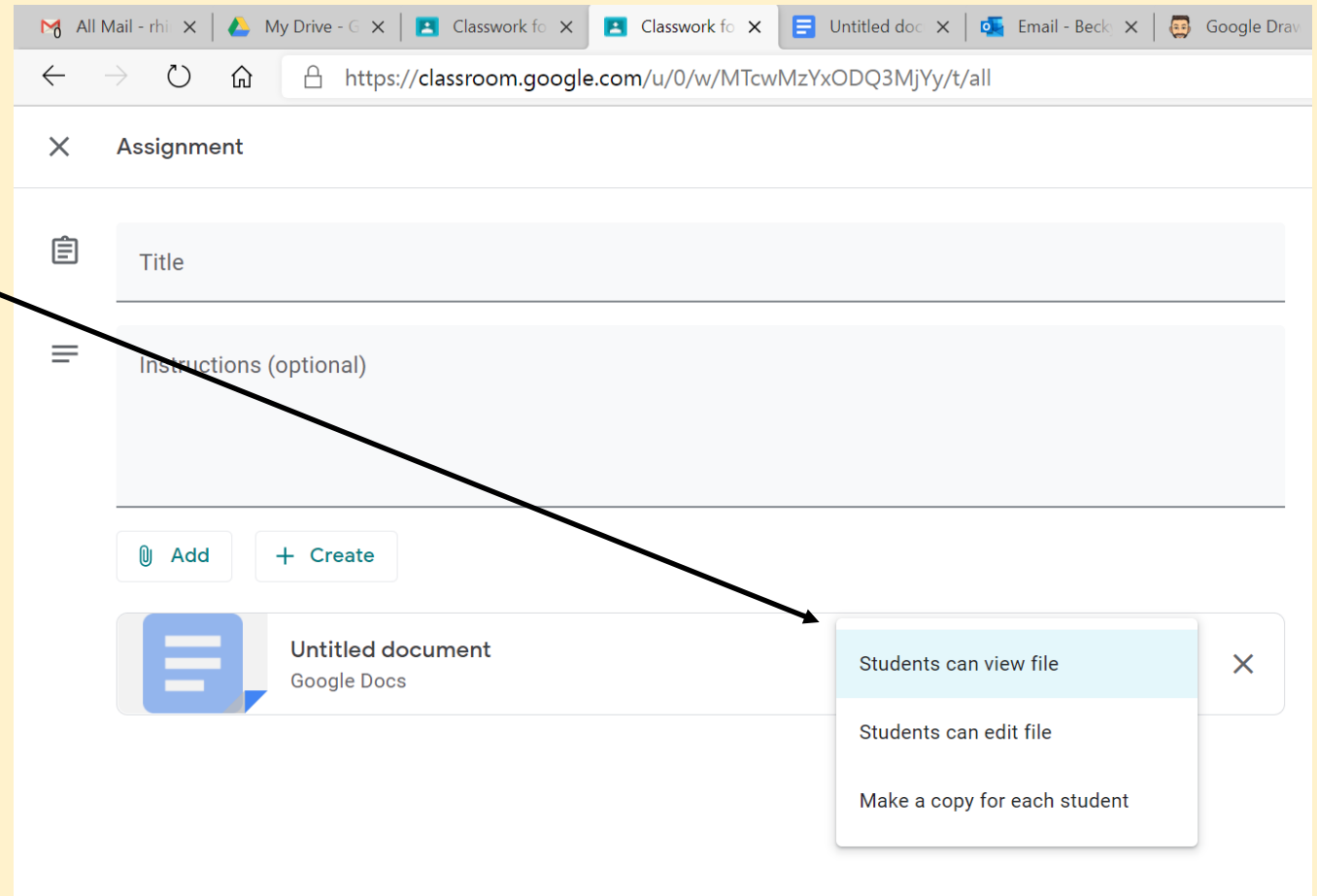
From here, children can also upload pictures. If they completed work on paper, they could then take a picture, save it to their google drive and upload it. If the picture was taken on a phone or Ipad, they would be able to access it via the camera roll and add it as evidence.



Enable children to edit a document

When you have created a document that you want the children to edit or view, you will need to choose the editing rights for each document. This has to be done before the work is assigned, as it cannot be changed afterwards.

Students view file –they can only look at the document.
Students can edit file- the whole class will be editing the same document.
Make a copy for each student – each child will receive a copy and have the rights to edit the document.



The screenshot shows the Google Classroom interface for creating an assignment. The browser tabs include 'All Mail - rhi', 'My Drive - C', 'Classwork fo', 'Classwork fo', 'Untitled doc', 'Email - Beck', and 'Google Drav'. The URL is 'https://classroom.google.com/u/0/w/MTcwMzYxODQ3MjYy/t/all'. The assignment form has fields for 'Title' and 'Instructions (optional)'. Below the form are 'Add' and 'Create' buttons. A document card for 'Untitled document' (Google Docs) is shown, with a sharing menu open. The menu options are: 'Students can view file' (highlighted), 'Students can edit file', and 'Make a copy for each student'. A black arrow points from the text box on the left to the 'Students can edit file' option in the menu.

What to do when assigning any task

The screenshot shows the Google Classroom assignment creation page. The browser address bar displays the URL: <https://classroom.google.com/u/0/w/MTcwMzYxODQ3MjYy/t/all>. The page title is "Assignment" and there is an "Assign" button in the top right corner. The main content area is divided into two columns. The left column contains a "Title" field, an "Instructions (optional)" text area, and two buttons: "Add" and "Create". Below these is a preview of an "Untitled document" from Google Docs. A context menu is open over the document preview, showing three options: "Students can view file", "Students can edit file", and "Make a copy for each student". The right column contains settings for the assignment: "For" (set to "6/JH" and "All students"), "Points" (set to "100"), "Due" (set to "No due date"), "Topic" (set to "No topic"), and "Rubric" (with a "+ Rubric" button). There is also a checkbox for "Check plagiarism (originality)" with a "Learn more" link. The Windows taskbar at the bottom shows the search bar, several application icons, and the system tray with the date and time: 12:07, 14/10/2020.

Select the class or class that you are assigning the work too. You can also select individual children to set work for by using the tab titled **All Students**.

Points – Assign points to the task that you have asked children to complete, if you select the drop down box, you can choose ungraded. As we don't use a points system in school, I have been selecting the ungraded option for all tasks except quiz assignments.

Due – You can select a due date for each task.

Topic- You can put each task into a different topic, which makes it easy for the children to find. We tend to put our topics as days of the week so children know where to look.

What to do when assigning any task

Assignment

Assign

Title

Instructions (optional)

Add Create

Untitled document
Google Docs

- Students can view file
- Students can edit file
- Make a copy for each student

For

6/JH All students

Points

100

Due

No due date

Topic

No topic

Rubric

+ Rubric

Check plagiarism (originality)
[Learn more](#)

Type here to search

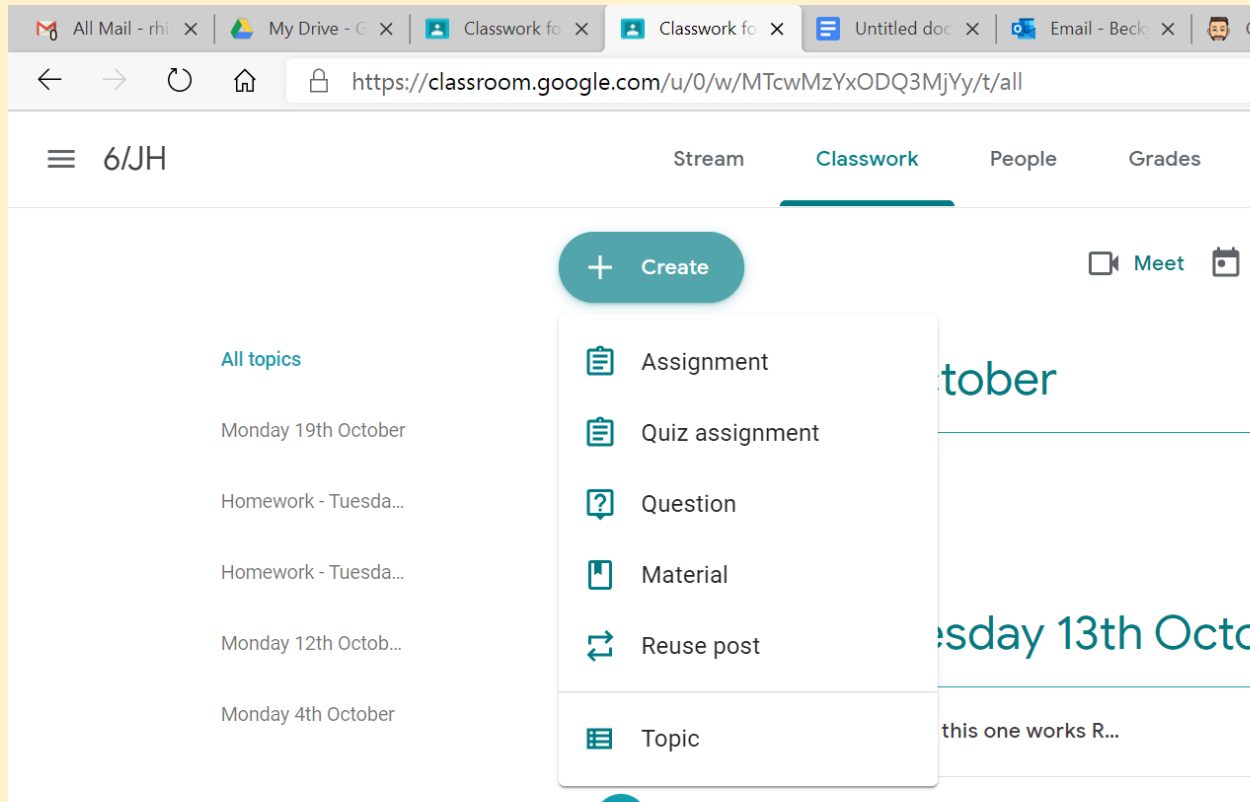
12:07
14/10/2020

As soon as you assign a task, it will become live to the children.

If you want to schedule a task, to go live tomorrow or next week for example, you can click on the arrow next to assign and choose a date to schedule it.

You will only be able to schedule a task for each class individually, so this option will not show up if you have selected to assign the task to both classes.

Reusing a post



On the **Classwork** tab, click **create** and **reuse post**.

It will then bring up all of your previous posts for you to reset or assign again.

This comes in handy if you have forgotten to change the editing rights before setting a task, or if you are resetting a quiz to assess their understanding at the end of a topic.

Review and mark children's work

On your Google Classroom homepage, click on the 3 lines on the top left corner to show this menu.

Click on **To review**, this will give you access the children's work for you to mark.

The screenshot displays the Google Classroom interface. On the left, a navigation menu is open, showing options: Classes, Calendar, Teaching, To review (highlighted in orange), Archived classes, and Settings. The 'To review' option is selected, and an arrow points from the text box on the left to this option. The main content area shows the 'Stream' tab with a header image of a coffee cup and a pencil. Below the header, there are two assignment posts: 'Mrs Hinson posted a new assignment: Math's Homework' dated Oct 13, and 'Mrs Hinson posted a new assignment: Science' dated Oct 6 with 1 student. The Windows taskbar at the bottom shows the date as 14/10/2020 and the time as 13:21.

Review and mark children's work

The screen will show the tasks that you have currently set for your class, either work in progress or work set by due date.

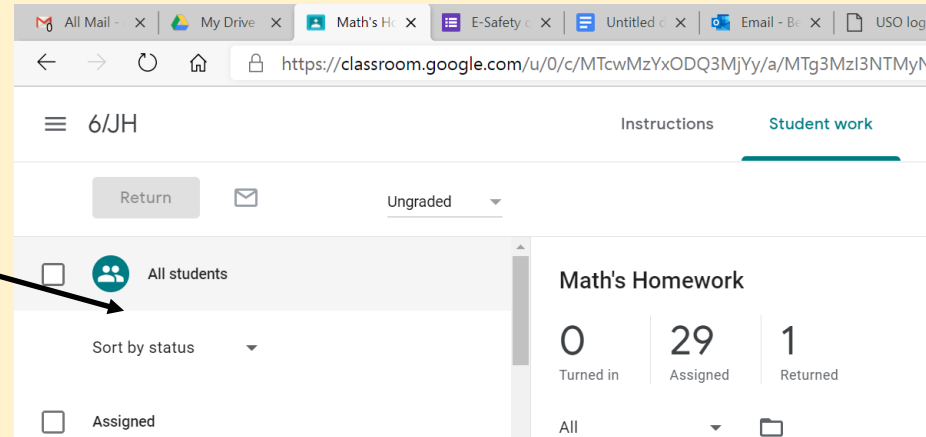
The screenshot shows the Google Classroom interface for a class named '6/JH'. The page is titled 'To review' and has two tabs: 'To review' (active) and 'Reviewed'. Below the tabs, there is a dropdown menu showing '6/JH'. The main content area displays a list of assignments with their respective counts for 'Turned in', 'Assigned', and 'Returned'.

| Assignment | Turned in | Assigned | Returned |
|---|-----------|----------|----------|
| No due date | | | 3 |
| Work in progress | | | 3 |
| Math's Homework 2 (See if this one works Riya) 6/JH • Due Oct 20 | 0 | 1 | 0 |
| Math's Homework 6/JH • Due Oct 20 | 0 | 29 | 1 |
| Math's Challenge 6/JH • Due Oct 13 | 0 | 20 | 10 |

Review and mark children's work

Once you have double clicked on an assignment, this screen will show up.

By clicking on a child's work, you will be able to view it and mark it.



Review and mark children's work

Use these arrows to move through each child's work.

You can add a private comment to each child, awarding credits etc.

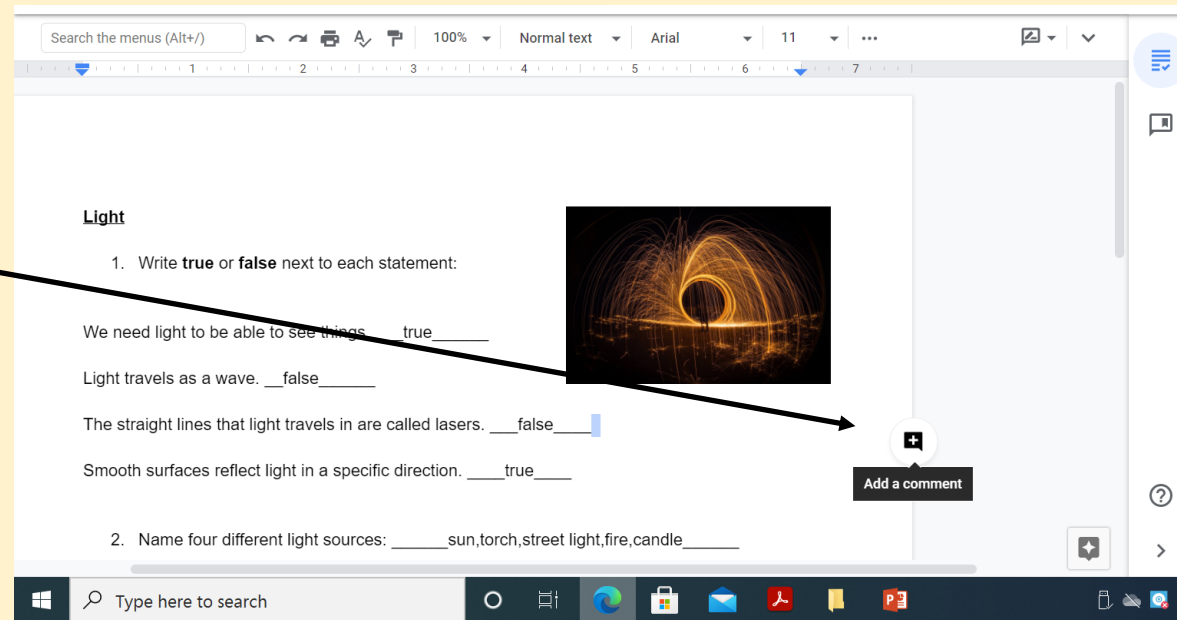
The screenshot shows a Google Classroom assignment page. At the top, there is a navigation bar with a dropdown menu set to 'Assigned'. Below this is a toolbar with various icons for editing and viewing. The main content area displays a worksheet titled 'Week 1 Day 1' with three sections: 'Fluency' (a list of six arithmetic problems), 'Problem Solving' (a word problem involving a grid), and 'Reasoning' (a multiplication problem with a challenge). A 'Private comments' dialog box is open on the right side of the screen, featuring a text input field labeled 'Add private comment...', a 'Cancel' button, and a 'Post' button. The Windows taskbar at the bottom shows the date as 14/10/2020 and the time as 13:29.

Assigned – they are currently still working on it or haven't started yet.
Turned it – they have completed it.

Review and mark children's work

This button allows you to add a comment about the work, for example maybe a feedforward comment or asking them to check one of their answers.

This would then show on the child's work for them to edit or answer.



The screenshot shows a Microsoft Word document with a worksheet titled "Light". The worksheet contains two sections of questions. Section 1 asks the user to write "true" or "false" next to four statements. Section 2 asks the user to name four different light sources. A comment button is visible at the bottom right of the worksheet area.

Light

1. Write **true** or **false** next to each statement:

We need light to be able to see things. true

Light travels as a wave. false

The straight lines that light travels in are called lasers. false

Smooth surfaces reflect light in a specific direction. true

2. Name four different light sources: _____sun,torch,street light,fire,candle_____

Add a comment

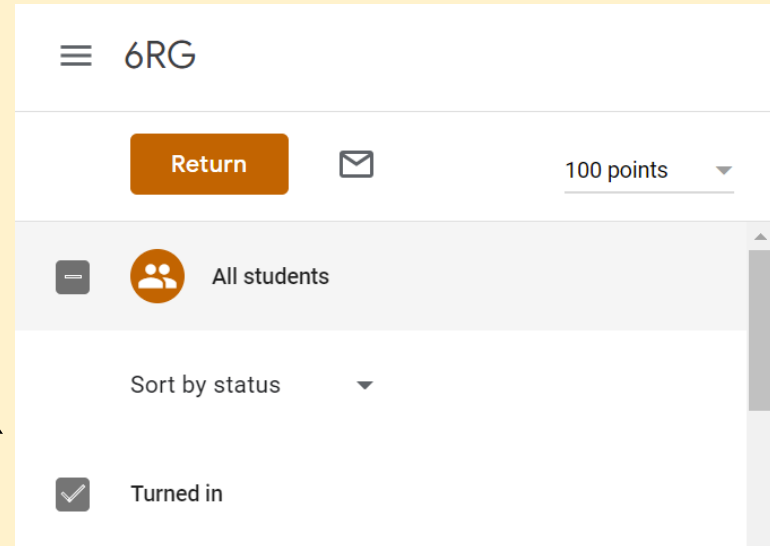
Review and mark children's work

Once you have reviewed the work, go back to the review assignment page. On the left hand side, there will be a list of names, under 2 headings:

- Turned In
- Assigned

By clicking either of these heading you will return the work back to the children, or you can use the all students button at the top.

The children will not see the comments or feedback marking that you have added until the work has been returned to them. This will also give back editing rights to respond to feedback marking.



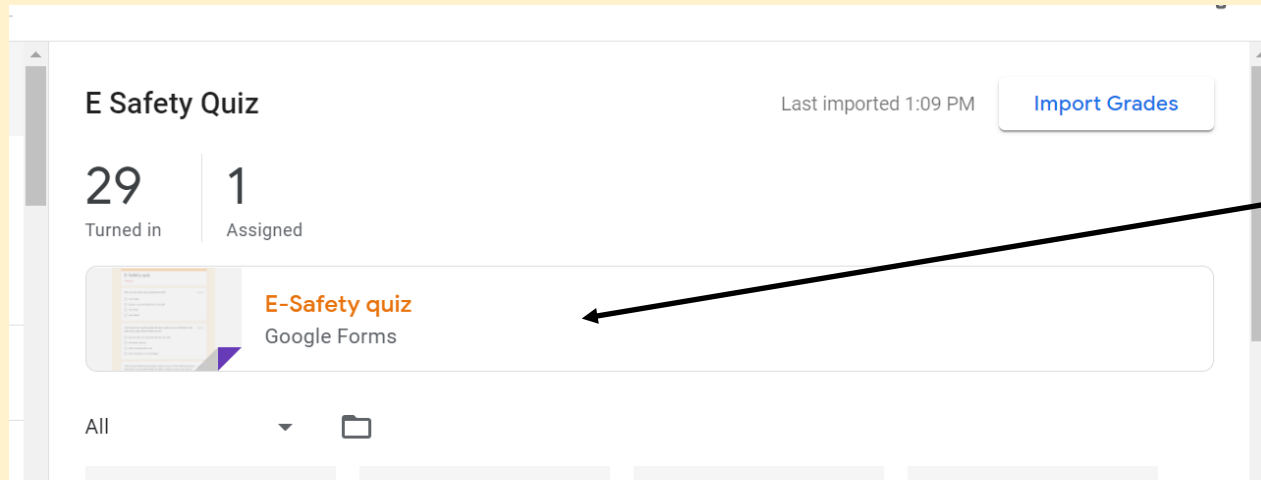
Once their work has been returned to them, the children will also be able to private message you to respond to your comment.

Importing grades from a quiz

The screenshot shows a user interface for a quiz titled "E Safety Quiz". At the top, there are navigation tabs for "Instructions" and "Student work", with "Student work" being the active tab. Below the tabs, there is a "Return" button, an envelope icon, and a "70 points" dropdown menu. On the left side, there is a sidebar with a "All students" section and a "Sort by status" dropdown menu. The main content area displays the quiz title "E Safety Quiz" and the text "Last imported 1:09 PM". Below this, there are two large numbers: "29" labeled "Turned in" and "1" labeled "Assigned". A blue button labeled "Import Grades" is located in the top right corner of the quiz details. An arrow points from the bottom right of the image towards the "Import Grades" button.

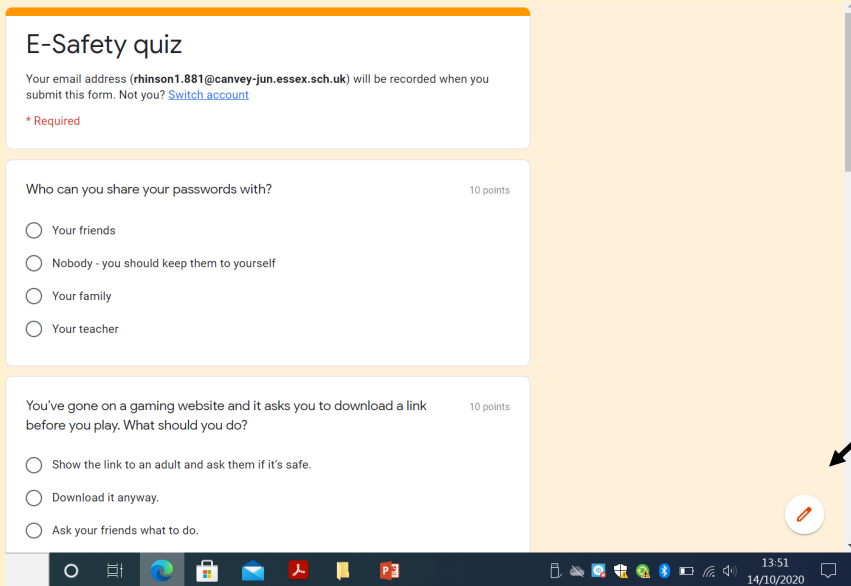
In order to get the scores for each child, you need to click on the blue **Import Grades** button. These will show up on the left hand side next to each child's individual name.

Importing grades from a quiz

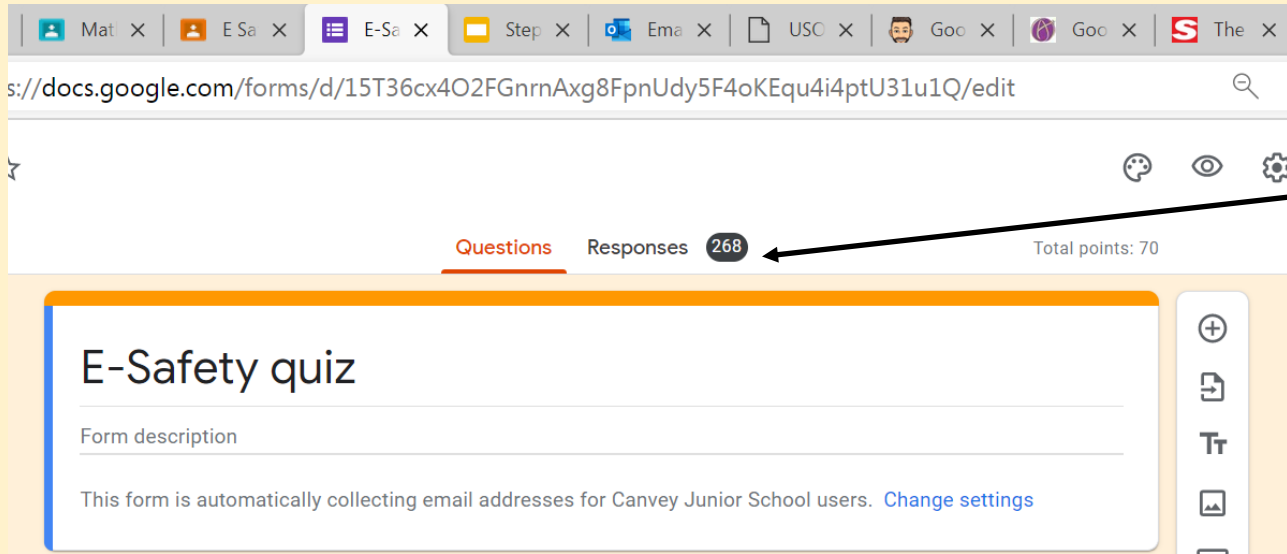


Click on the link to open up the quiz.

Once the quiz is opened, click on the pencil on the bottom right-hand corner.



Importing grades from a quiz

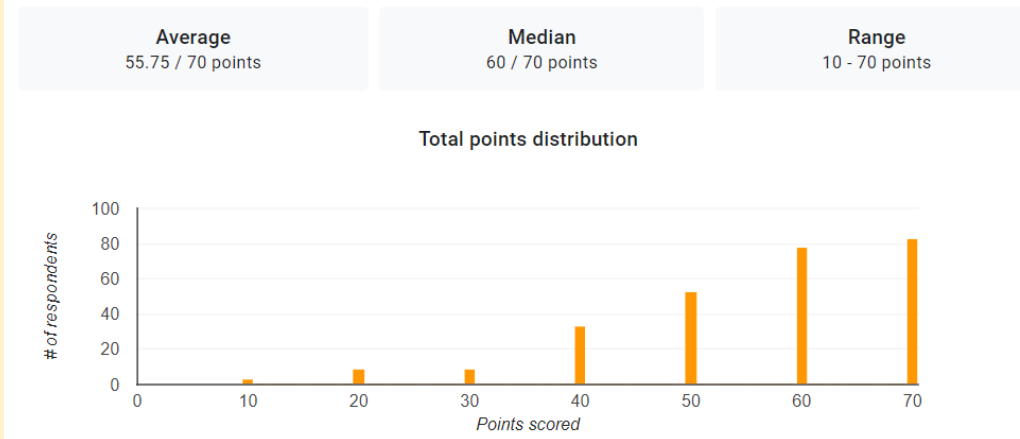


The screenshot shows the Google Forms editor interface. At the top, there are several browser tabs. The main content area shows the 'E-Safety quiz' form. The 'Responses' tab is selected, indicated by a red underline and a badge showing '268' responses. A black arrow points from a text box on the right to the 'Responses' tab. Below the form title, there is a 'Form description' section with the text: 'This form is automatically collecting email addresses for Canvey Junior School users. [Change settings](#)'.

This will bring up a **Responses** tab, which, when clicked on, will open up the data from the quiz.

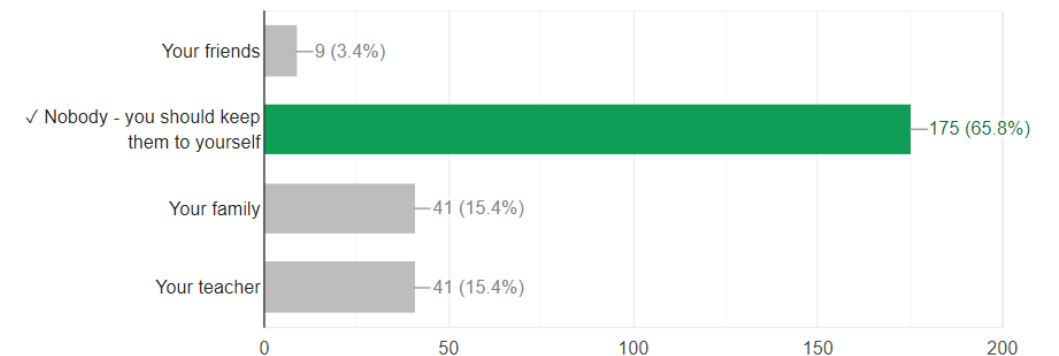
Once the quiz is opened, click on the pencil on the bottom right-hand corner.

Insights

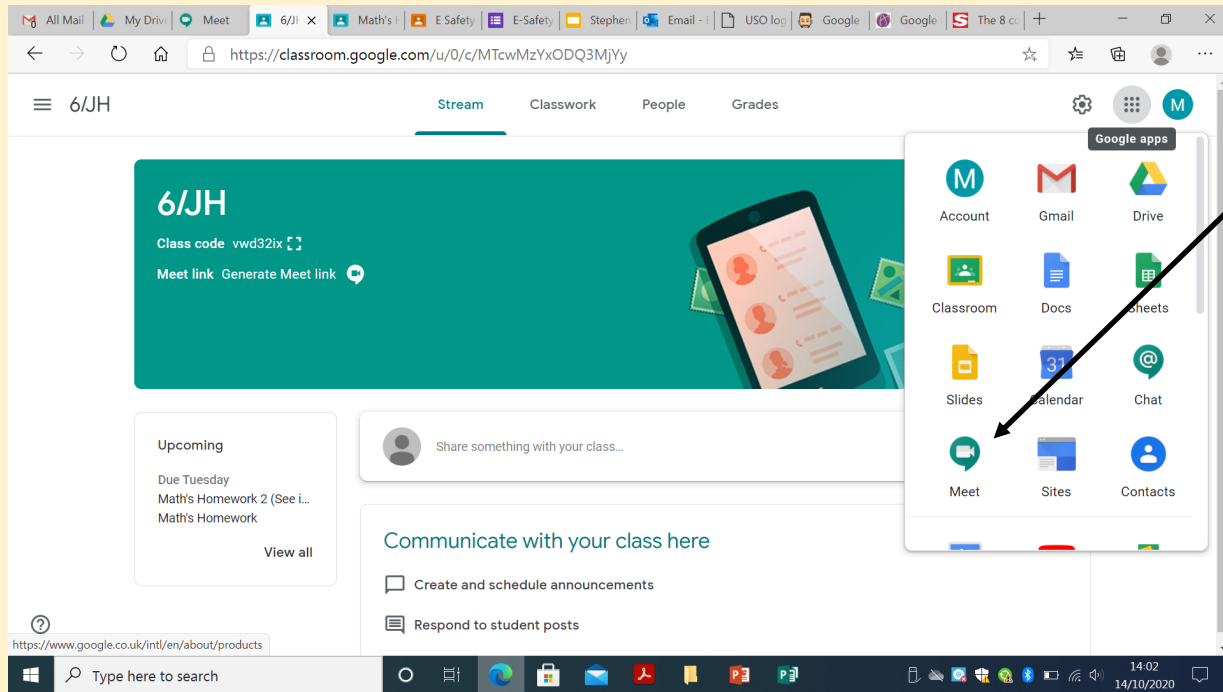


Who can you share your passwords with?

175 / 266 correct responses

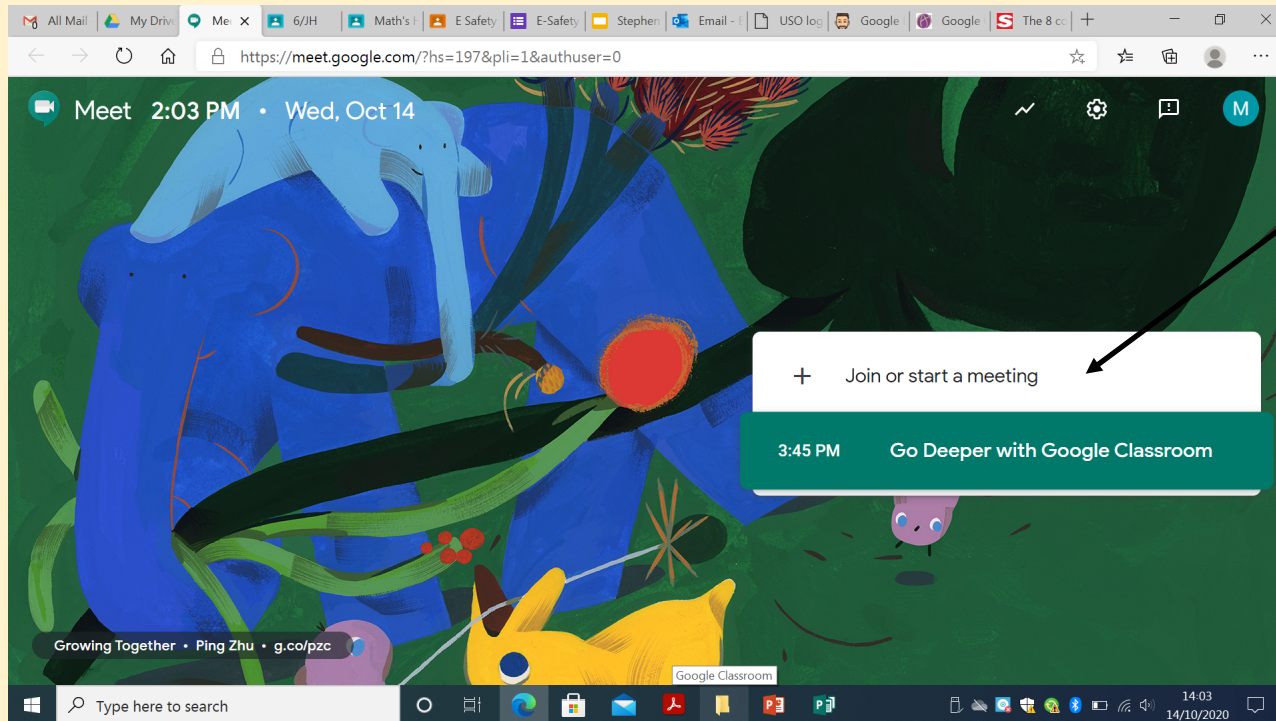


Recording a lesson



Click on the 9 dots on the right hand side of your screen.
In the drop down menu, click on the Meet icon.

Recording a lesson

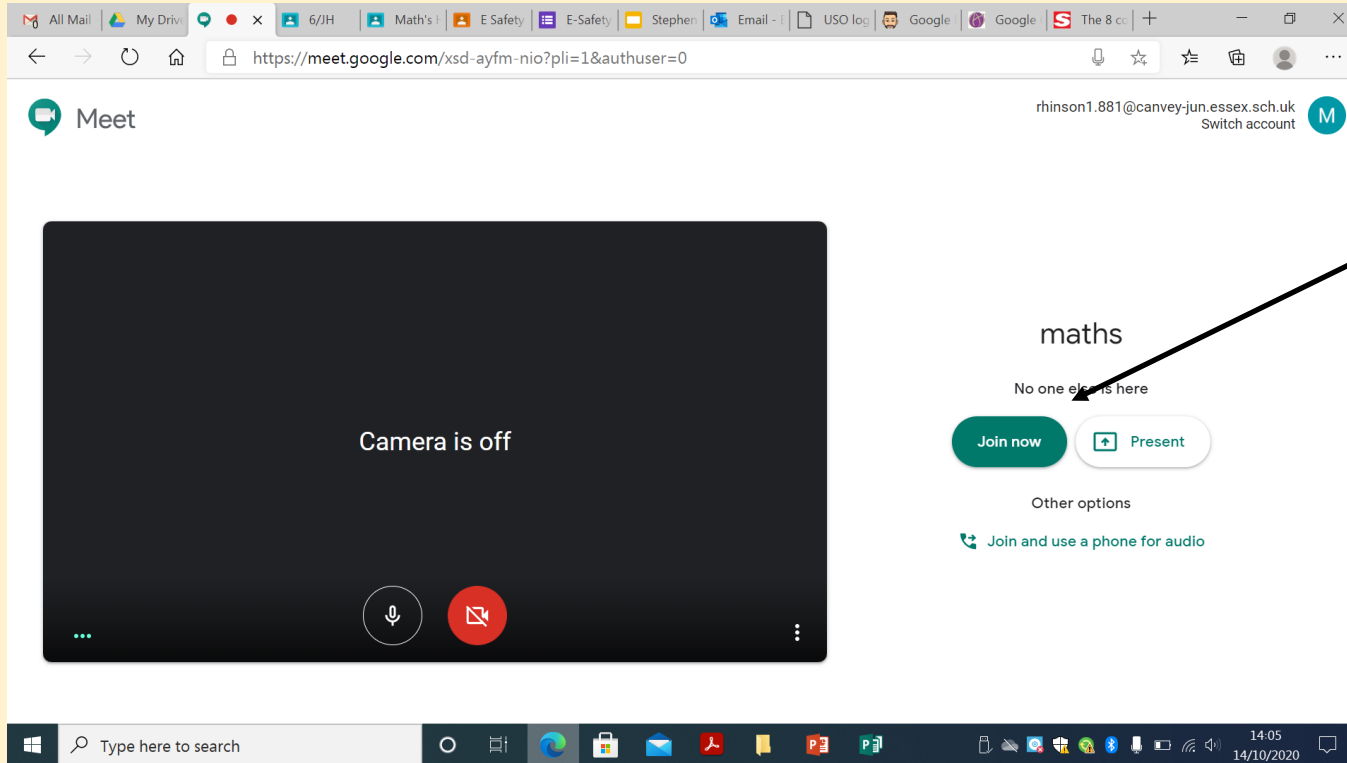


Click on **Join or Start a Meeting**

Give the meeting a name, linked to the lesson you will be recording, for example, English.

A screenshot of the 'Join or start a meeting' dialog box. The title bar reads 'Join or start a meeting' with a close button (X) on the right. The main text says 'Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.' Below this is a large, empty text input field with a vertical cursor. At the bottom left is a link 'Learn how to schedule a meeting' and at the bottom right is a green 'Continue' button.

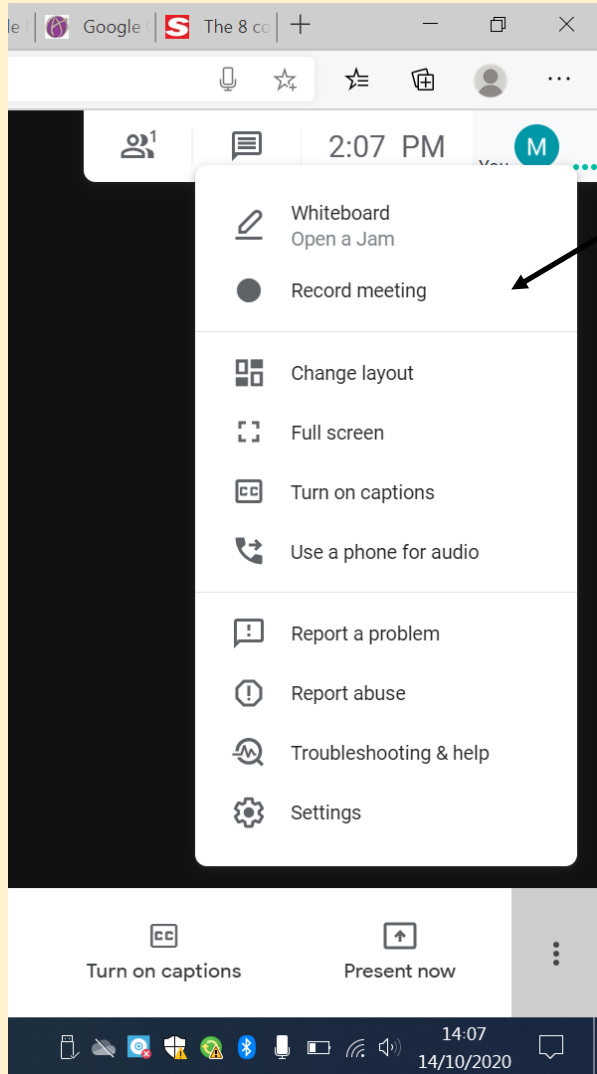
Recording a lesson



Ensure your camera is turned on.

Click on **Join Now**.
Click 'X' when it pops up with an invite to add others.

Recording a lesson

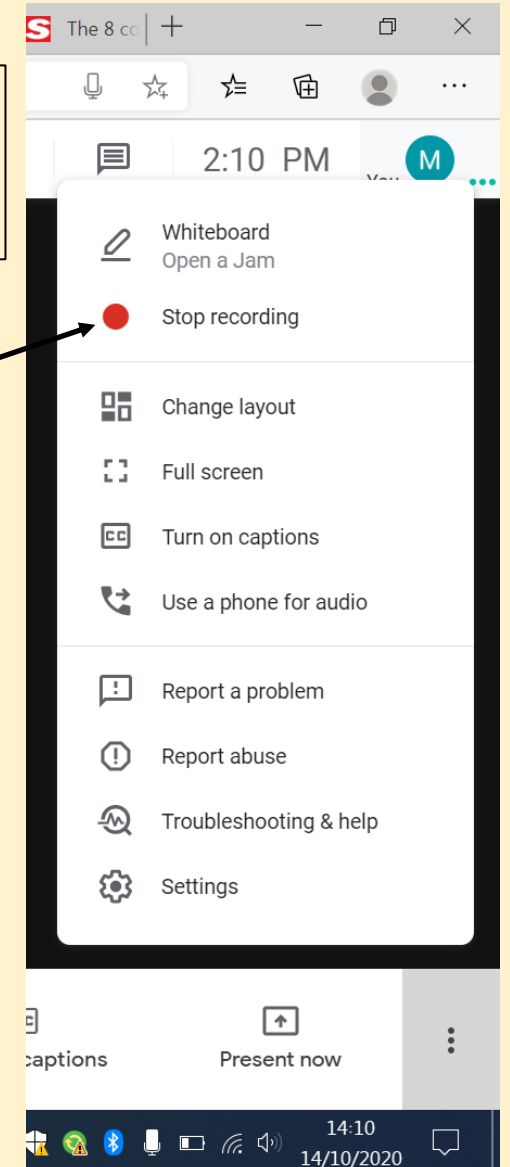


Click on the three dots in the bottom right hand corner and then click **Record Meeting**. Click accept terms.

To stop recording click on the three dots, Click **Stop recording**. Confirm that you wish to stop recording. You can now exit the meeting.

It will automatically save to your Google Drive, but depending on the length of the recording, it can take up to 20 minutes. So don't panic!

Now you can upload it to Google Classroom, clicking on Create, Material, Add, and selecting it from your Google Drive (Meet Recordings)



Adding audio to a slide



The screenshot displays the Vocaroo website interface. At the top left is the 'Vocaroo' logo in a green cursive font. To its right is a green robot character holding a microphone. Below the logo is a green bar with the text 'Vocaroo - The premier voice recording service.' and a 'Record' button with a microphone icon. In the center is a green audio player with a play button, a progress bar showing '00:03' on both ends, and a volume control icon. Below the player is a blue banner for 'GoToAssist' with the text 'Try Radically Refreshing Remote Support.' and a 'Get Free Trial' button. At the bottom is a green bar with social media icons (Facebook, Twitter, Reddit, WhatsApp, Email), a URL input field containing 'https://voca.ro/12KM7Izfd7Kd', and buttons for 'QR Code', 'Embed', 'Download', and 'Delete'.

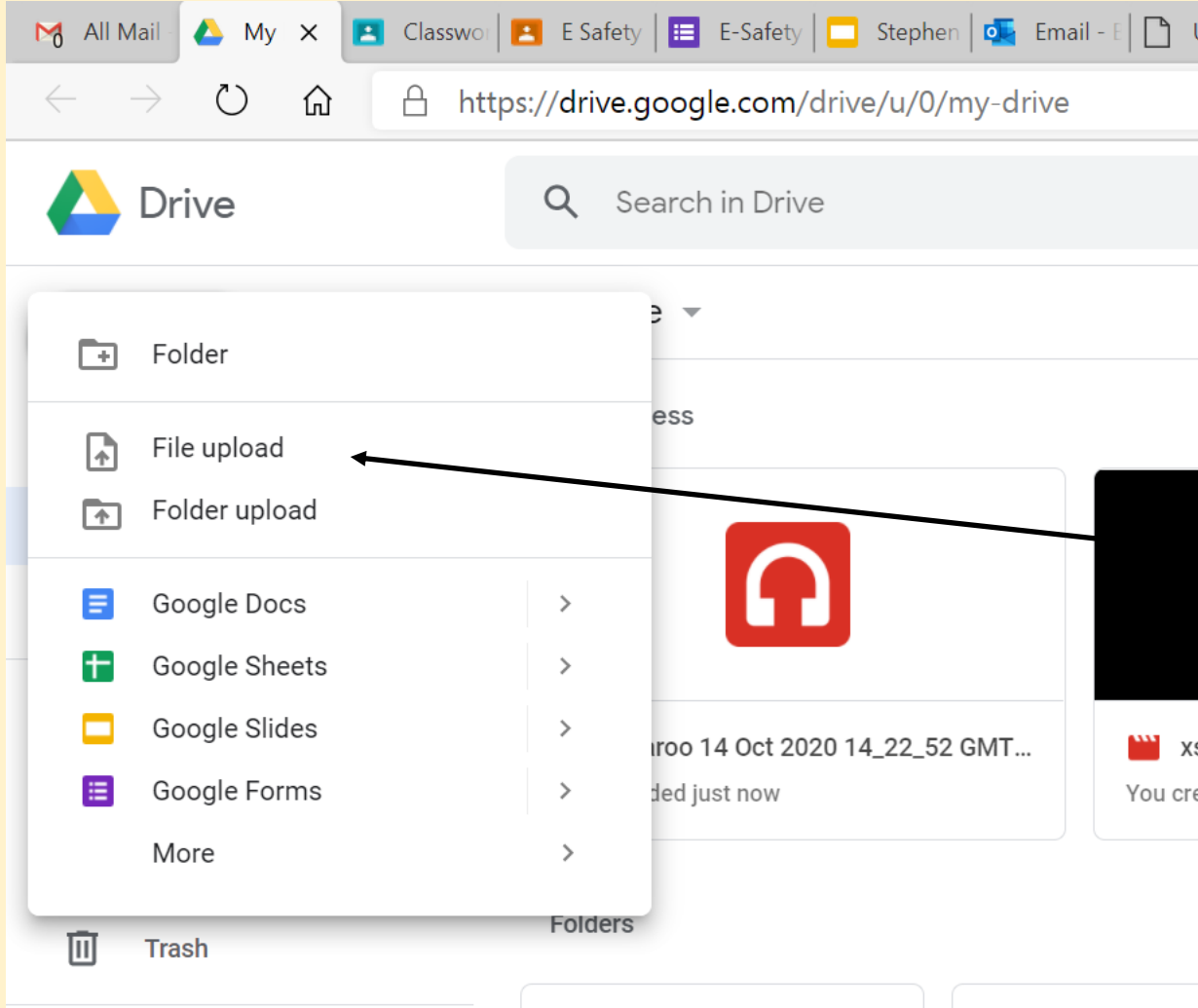
Visit Vocaroo.com

This will allow you to easily record your voice annotations for your slide show.

Press the red button to begin recording and the red button to stop recording.

Click **download**, which will download the clip to your 'download' in your PC documents.

Adding audio to a slide



Go to Google Drive.

Click **New**.

Click **File Upload**.

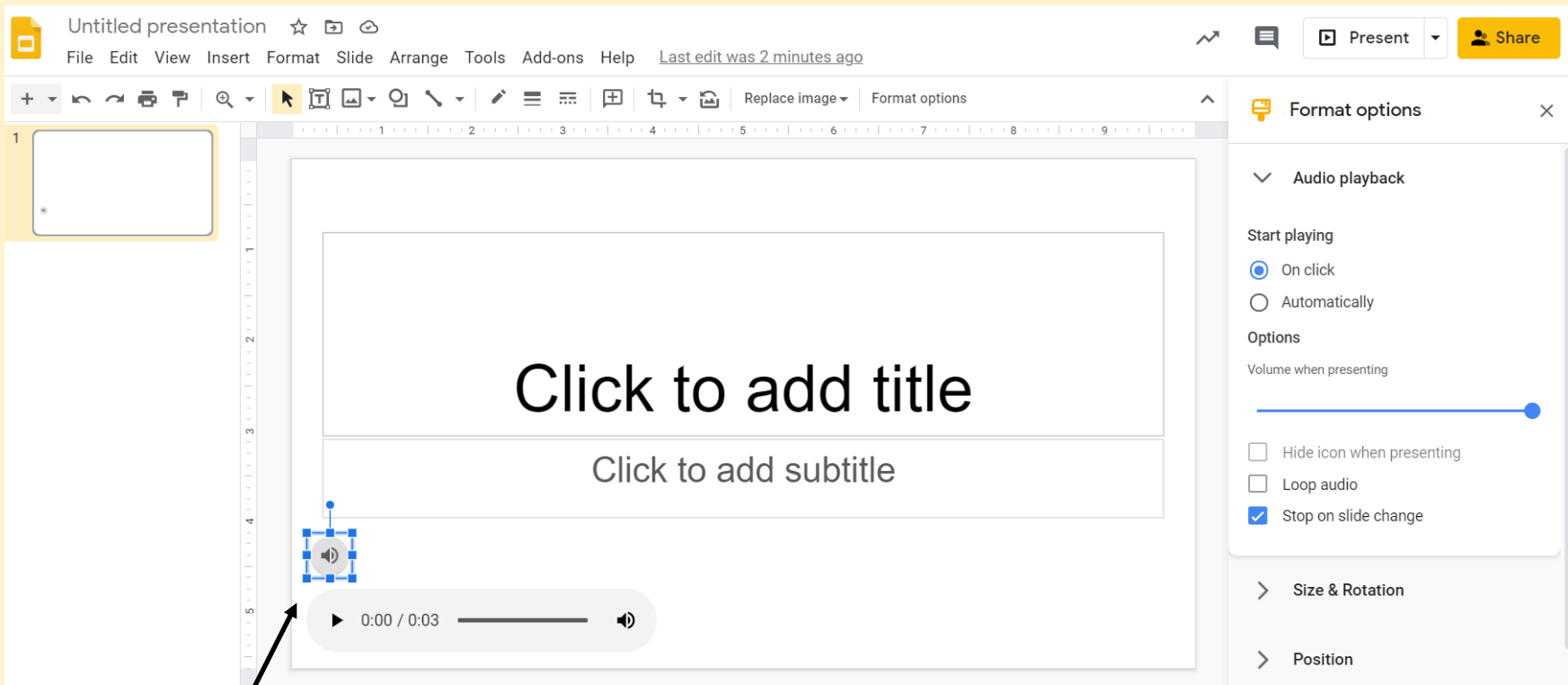
Click on your **Download** folder and select the sound file you wish to upload.

Press the red button to begin recording and the red button to stop recording.

Click **download**, which will download the clip to your 'download' in your PC documents.

It will now upload to your Google Drive.

Adding audio to a slide



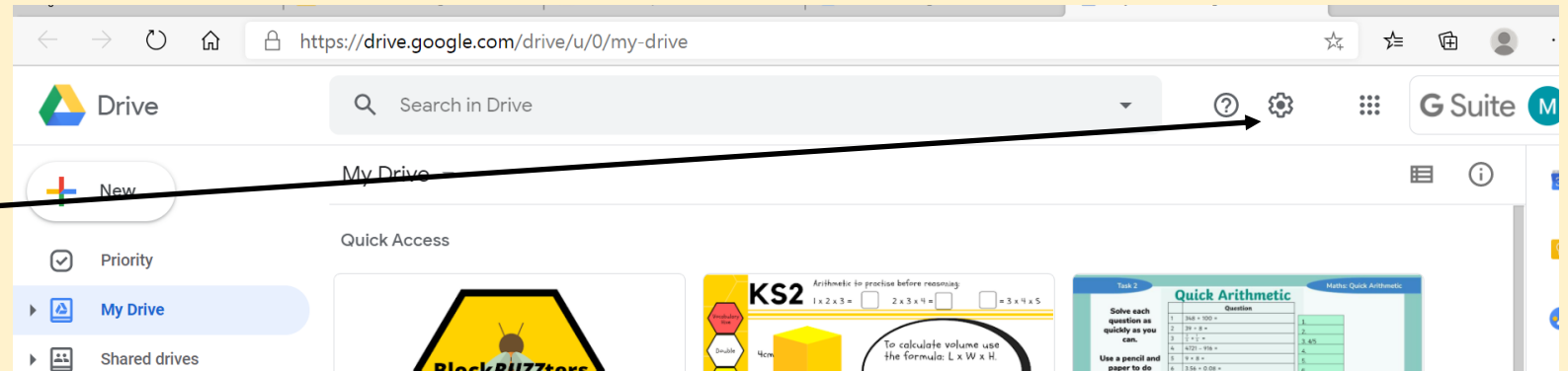
Go back to Google Classroom.
Click **Create**.
Click **Material**.
Choose **Slides**.

Choose the slide you would like
to add the audio file to, click
Insert, Audio.
Select the correct sound file.

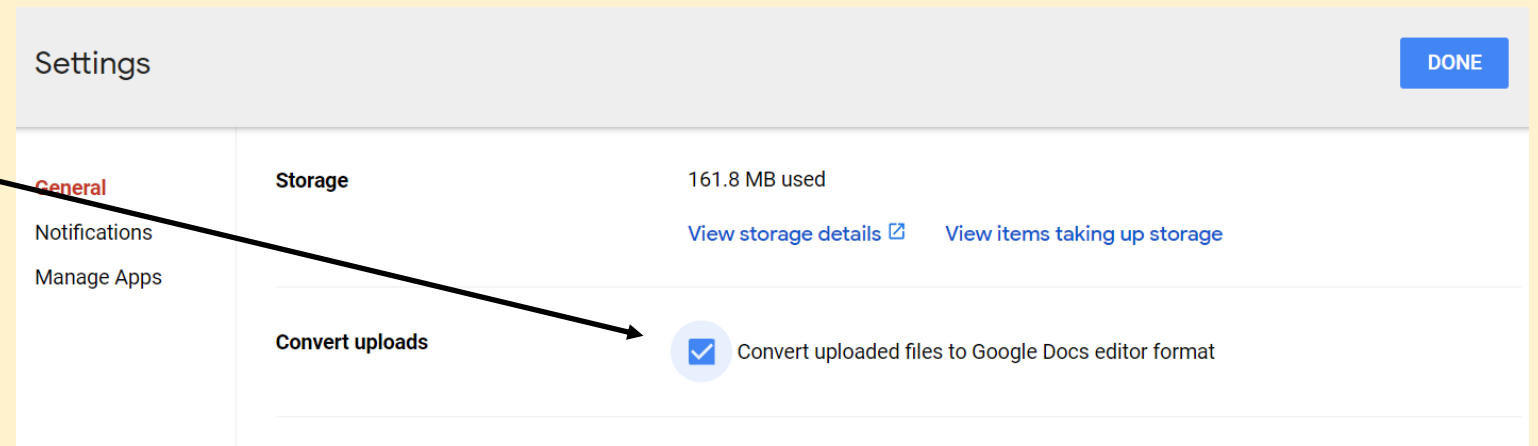
The audio file will show up as an icon on your chosen slide.
You can choose to assign the sound on the click, or automatically – similar to a PowerPoint audio clip.

Google Drive – Settings

Click on the settings cog, on Google Drive, and click on **Settings**



Ensure the box is ticked under **Covert uploads**, this will help to covert files uploaded into an editable version on Google Drive. Click **Done** to save it.

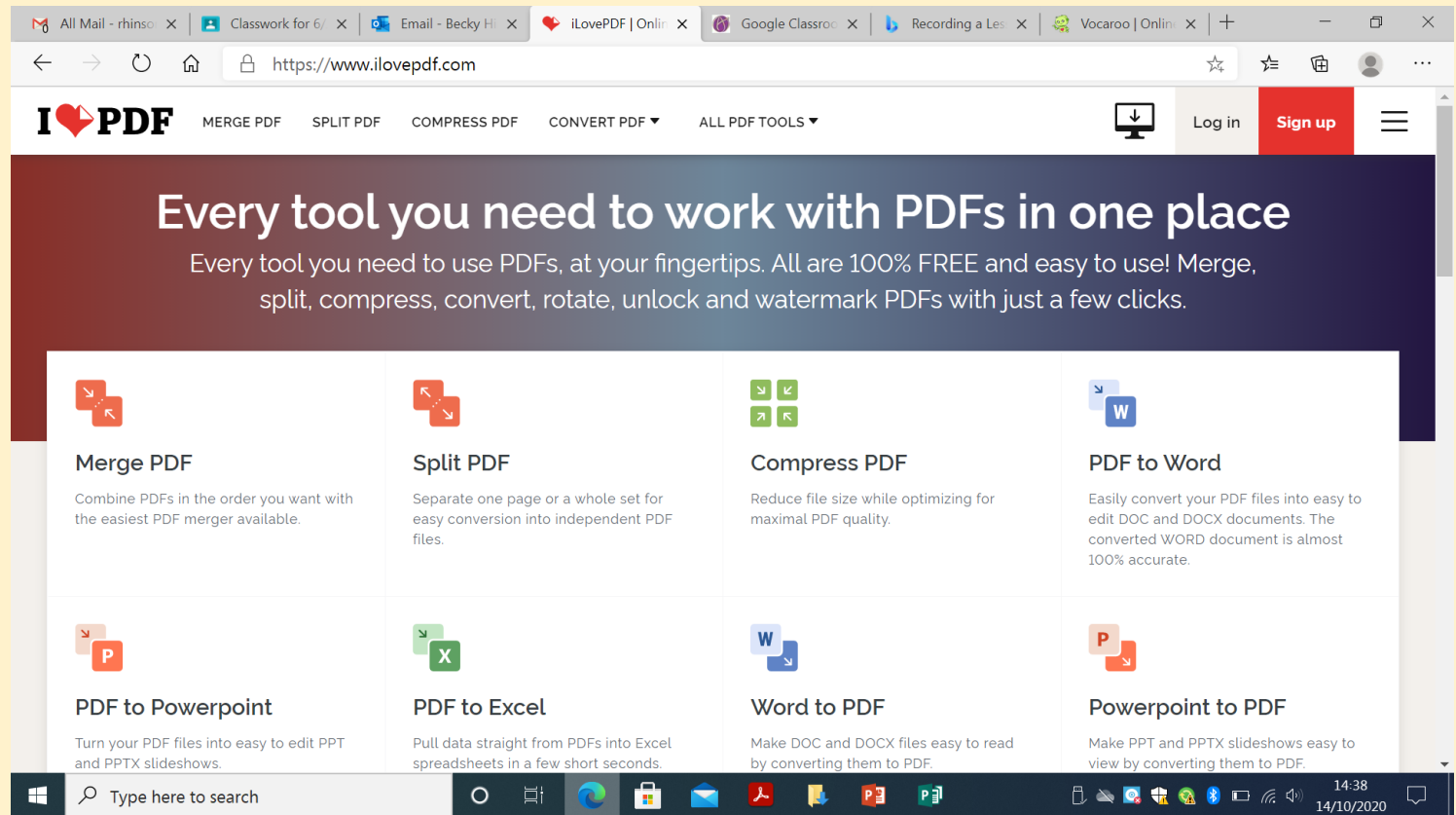


Google Drive – PDFs

PDFs do not convert well if you try to upload them straight to your Google Drive and open them as a Google Doc.

Use this website: [ilovepdf.com](https://www.ilovepdf.com)
This will enable you to convert pdfs to a word document, which will upload to Google Drive.
You can then set the work accordingly.

Take a screen shot of a document, cropping in and saving it as an image, is a sure fire way to get the document onto Google Classroom without it getting distorted.



The screenshot shows the iLovePDF website interface. The browser address bar displays <https://www.ilovepdf.com>. The website header includes the logo "I Love PDF" and navigation links for "MERGE PDF", "SPLIT PDF", "COMPRESS PDF", "CONVERT PDF", and "ALL PDF TOOLS". A "Log in" button and a red "Sign up" button are visible in the top right corner. The main content area features a dark blue banner with the text: "Every tool you need to work with PDFs in one place" and "Every tool you need to use PDFs, at your fingertips. All are 100% FREE and easy to use! Merge, split, compress, convert, rotate, unlock and watermark PDFs with just a few clicks." Below the banner, there are eight tool cards arranged in a 2x4 grid:

- Merge PDF**: Combine PDFs in the order you want with the easiest PDF merger available.
- Split PDF**: Separate one page or a whole set for easy conversion into independent PDF files.
- Compress PDF**: Reduce file size while optimizing for maximal PDF quality.
- PDF to Word**: Easily convert your PDF files into easy to edit DOC and DOCX documents. The converted WORD document is almost 100% accurate.
- PDF to Powerpoint**: Turn your PDF files into easy to edit PPT and PPTX slideshows.
- PDF to Excel**: Pull data straight from PDFs into Excel spreadsheets in a few short seconds.
- Word to PDF**: Make DOC and DOCX files easy to read by converting them to PDF.
- Powerpoint to PDF**: Make PPT and PPTX slideshows easy to view by converting them to PDF.

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the time "14:38" and date "14/10/2020".