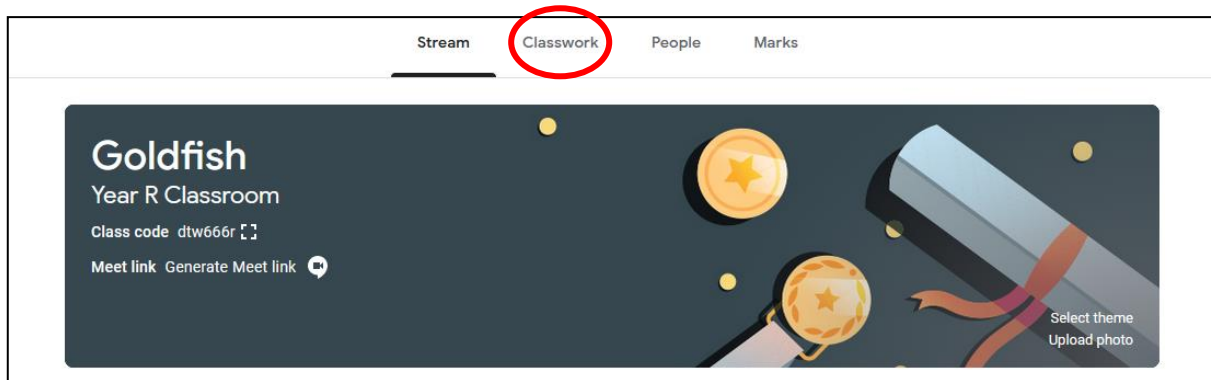


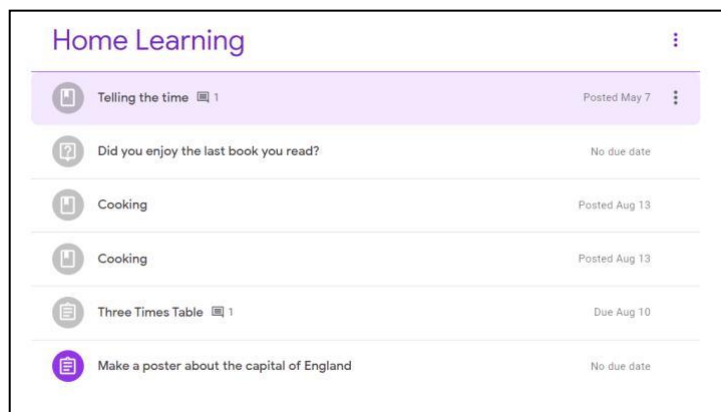
Editing work on a Google Document / other Google app (laptop/computer)



1. Sign in using the [step by step guide](#).
2. When you get to your class, click on the **classwork** tab.

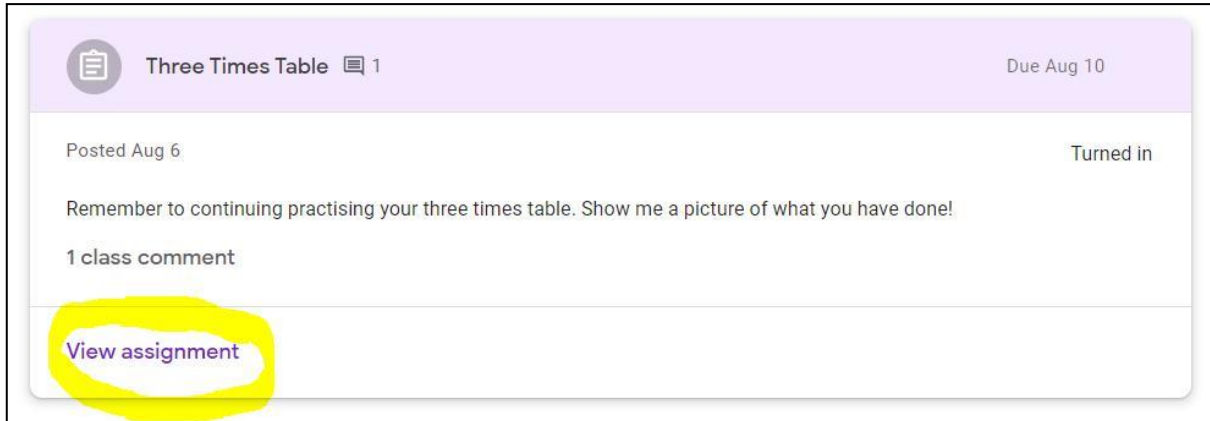


3. Find the title of the homework or home learning you are looking for.
(Grey assignments are ones you have completed. Coloured are ones you need to complete.)



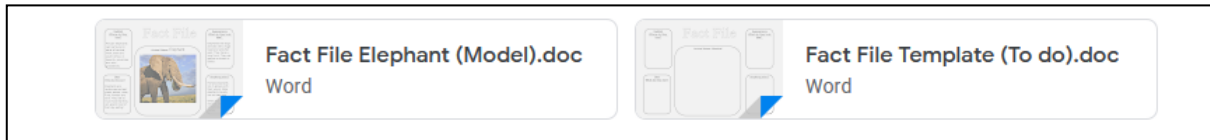
4. Click on the assignment you would like to complete.

5. Click view assignment. Always remember to read the instructions the teacher has written.



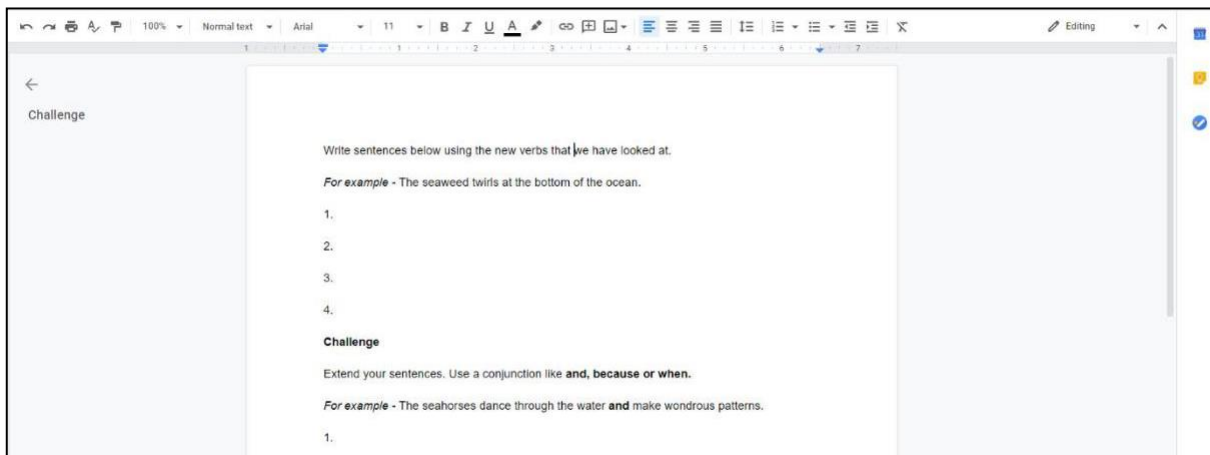
The screenshot shows a purple header bar with a clipboard icon, the title 'Three Times Table', a speech bubble icon with the number '1', and the due date 'Due Aug 10'. Below the header, it says 'Posted Aug 6' and 'Turned in'. The main text reads: 'Remember to continuing practising your three times table. Show me a picture of what you have done!'. Below this, it says '1 class comment'. At the bottom, there is a purple button labeled 'View assignment' which is circled in yellow.

6. Click on the document with the unique username name on.



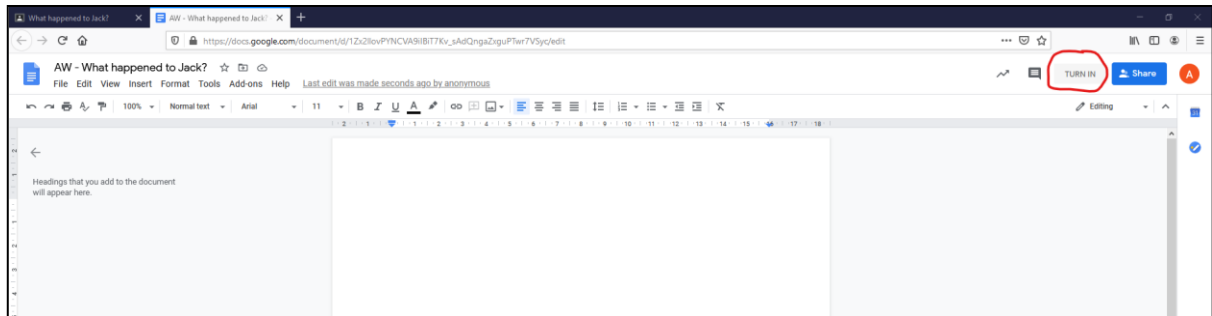
The screenshot shows two document thumbnails. The first is titled 'Fact File Elephant (Model).doc' and is labeled 'Word'. The second is titled 'Fact File Template (To do).doc' and is also labeled 'Word'. Both thumbnails show a preview of a document with text and images.

7. This will take you to a document that you can edit.

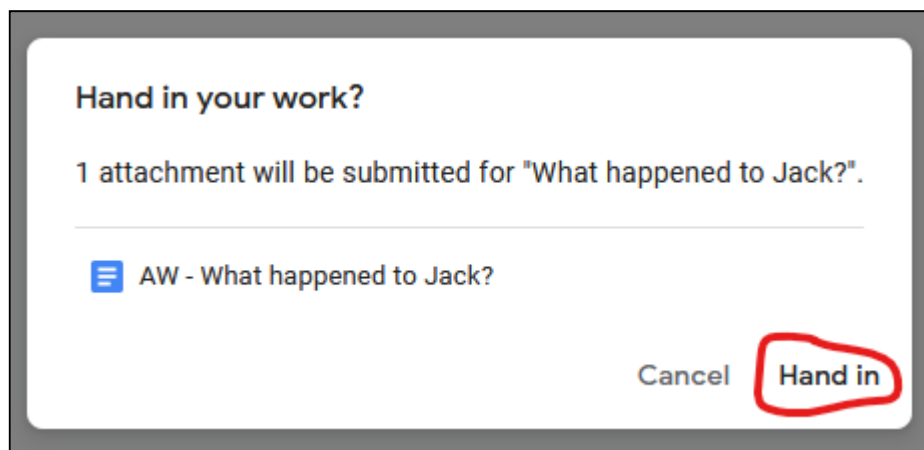


The screenshot shows a Microsoft Word document editor. The ribbon at the top includes options for font (Arial, size 11), bold, italic, underline, and text color. The document content is as follows:
Challenge
Write sentences below using the new verbs that we have looked at.
For example - The seaweed twirls at the bottom of the ocean.
1.
2.
3.
4.
Challenge
Extend your sentences. Use a conjunction like **and**, **because** or **when**.
For example - The seahorses dance through the water **and** make wondrous patterns.
1.

8. When you have completed the work by typing on to the worksheet or using the tools to 'draw', they can press turn in / hand in.



9. You will then need to press turn in/hand in.



10. Finally, you will see that the work has been submitted.

