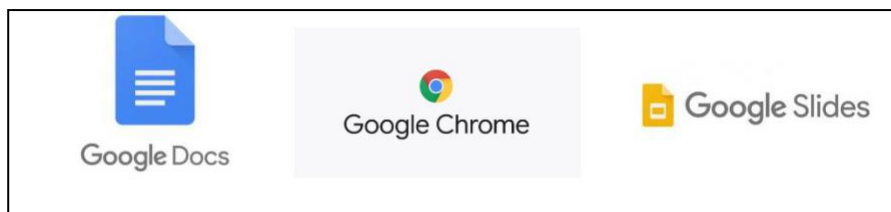


Editing work on a Google Document / other Google app (iPad/Tablet)

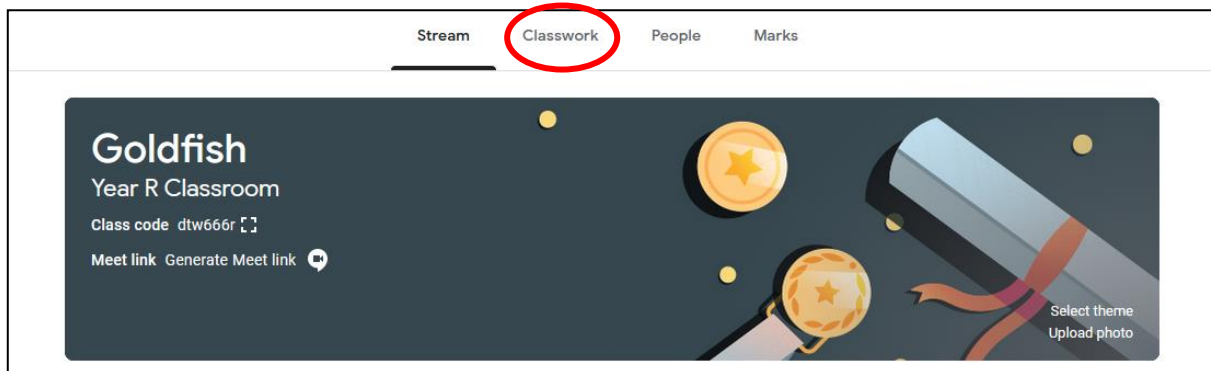


To ensure everything can be accessed smoothly, please install the following apps to your iPad or tablet.



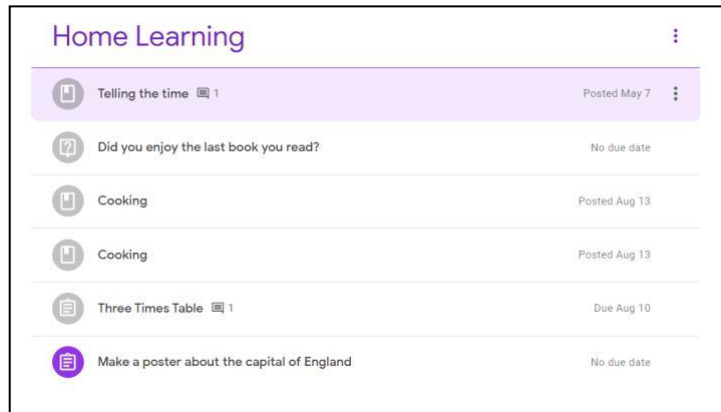
Even though you must sign in separately to each app, once you have typed your email address in once, it will be saved. So all you will need to do is type in your password.

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.)

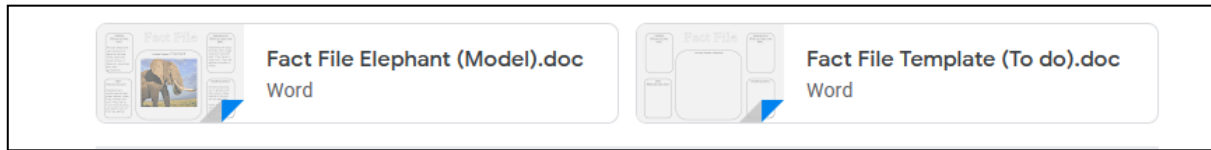


4. Click on the assignment you would like to complete.

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



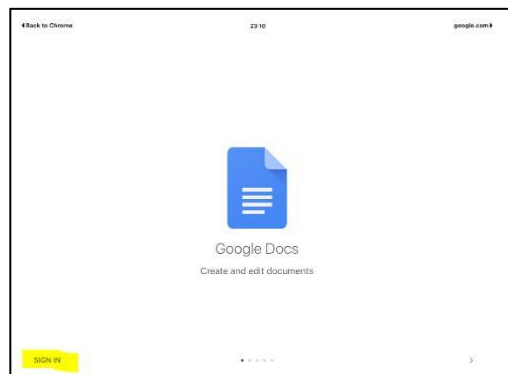
6. Click on the document with the unique username on.



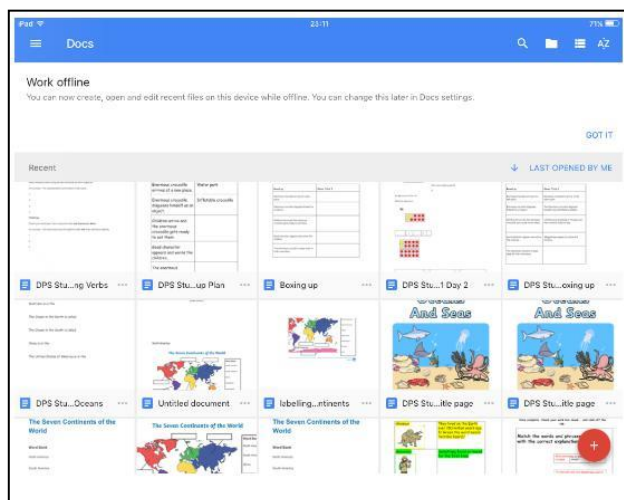
7. This will take you to the relevant app (docs, slides, forms or drawings).



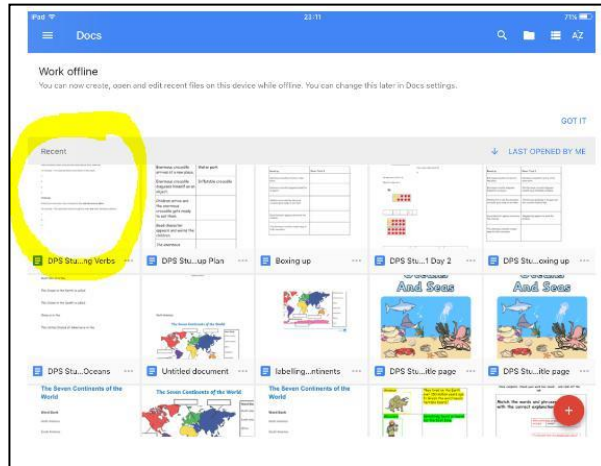
8. You will need to sign in again at this stage. Remember your email ends in @maidenhall.co.uk



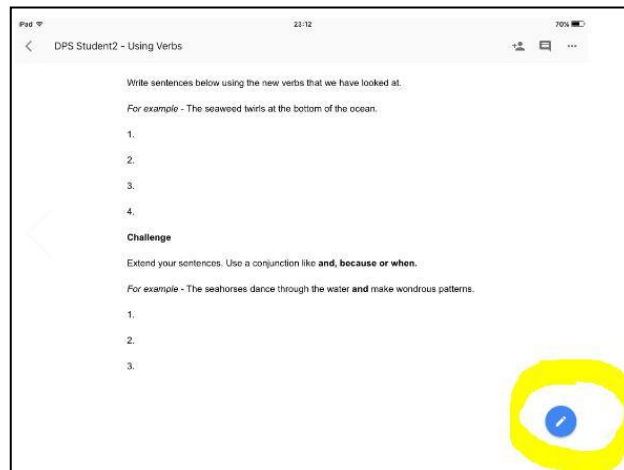
9. Now you will see all your documents.



10. Click on the most recent document (the one that shows first). You will also be able to see the name of the document.



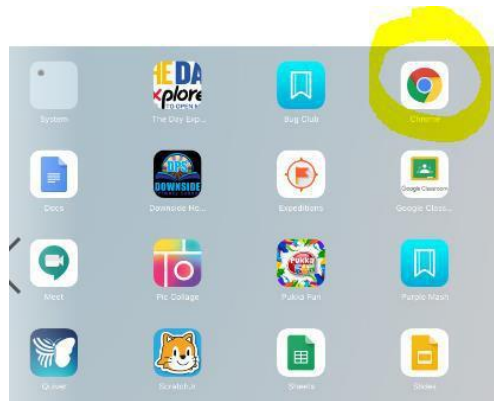
11. Click the pen or double tap to edit.



12. Click the tick to finish editing.

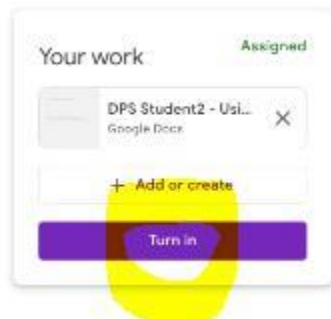


13. Go back to chrome/classroom.

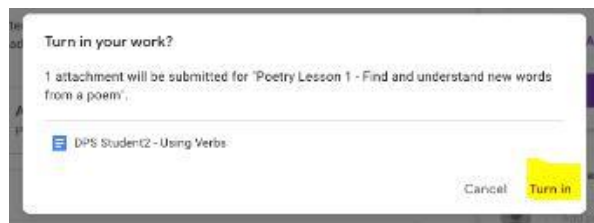


14. Your document will be automatically saved in the classroom.

15. Press hand in or turn in.



16. Then press hand in/turn in again.



17. Your assignment is now submitted.

