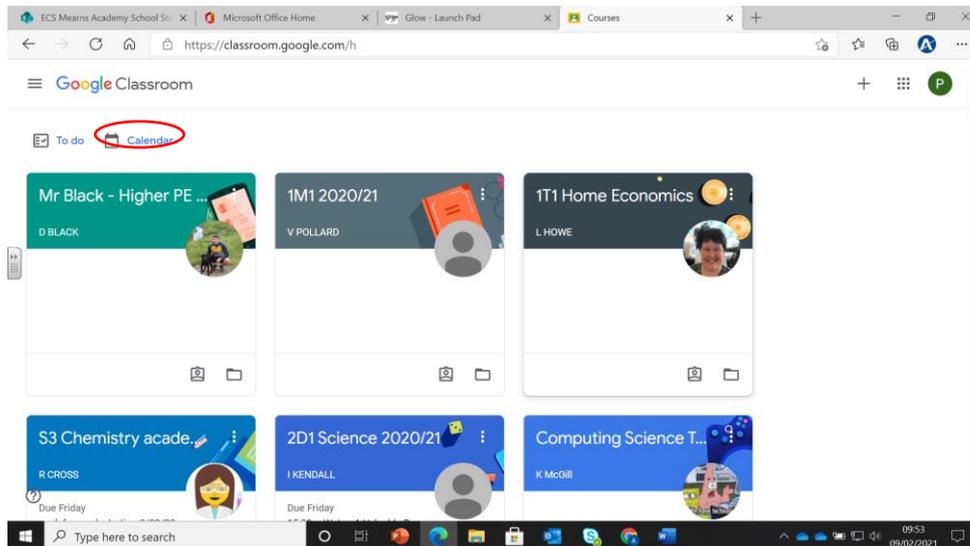
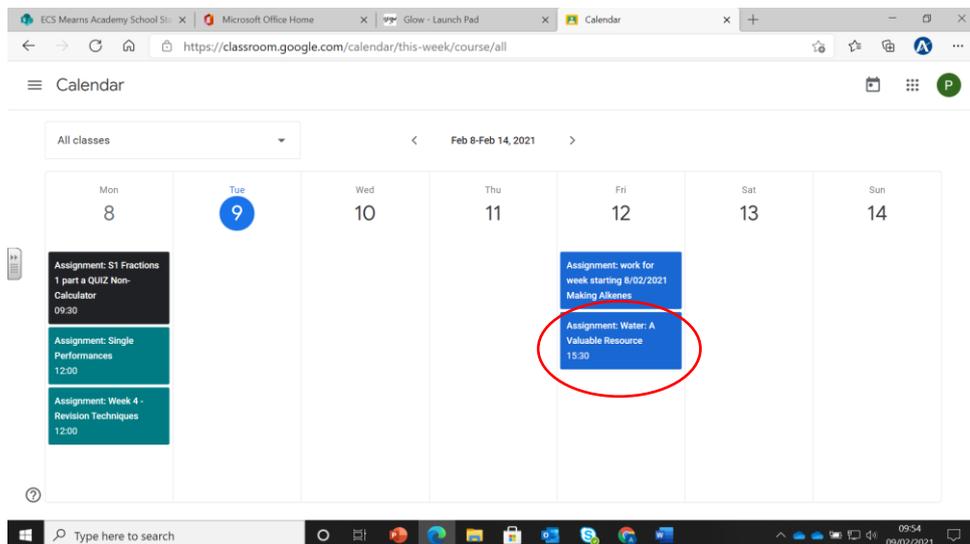


Accessing Assigned Google Classroom Tasks

1. Using a computer, login into GLOW and then access your Google Classroom account via the Google Classroom tile.

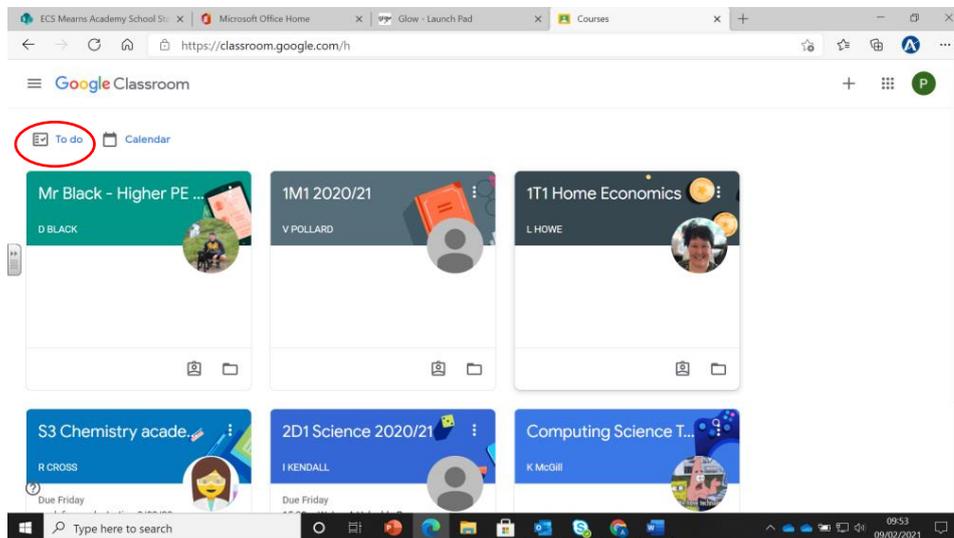


2. To check for assigned tasks by completion date, click on the calendar icon at the top left of the screen.

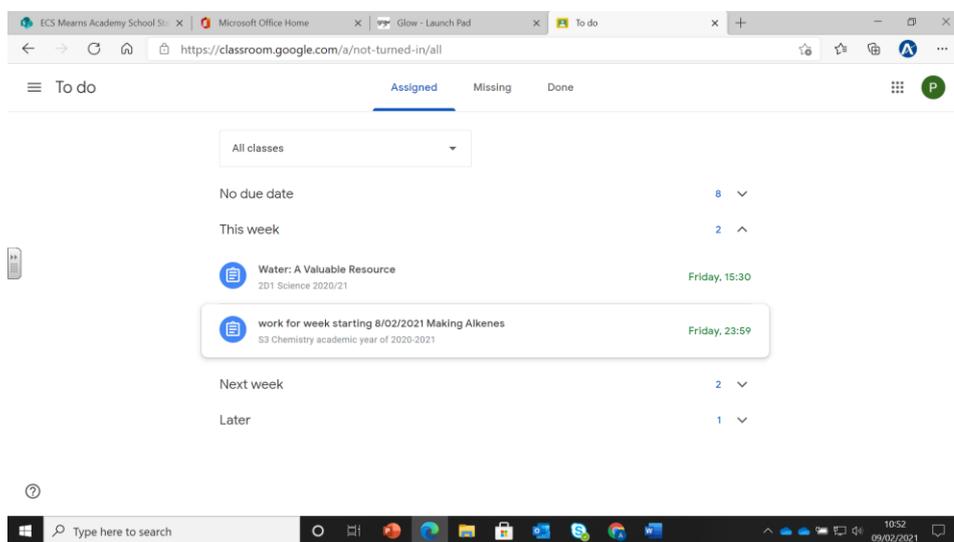


By default, all classes are shown. To access a task, click on it.

3. To access a to do list of tasks assigned. Click on the "to do" icon on the classroom page

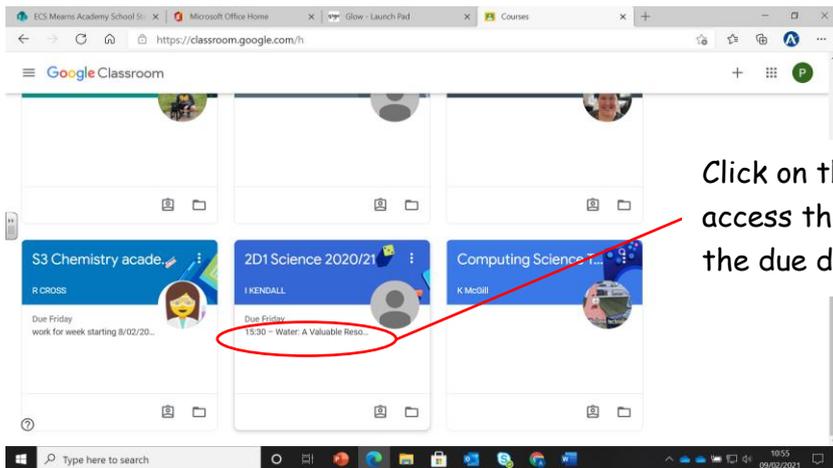


By default, the tasks outstanding for the week appear.



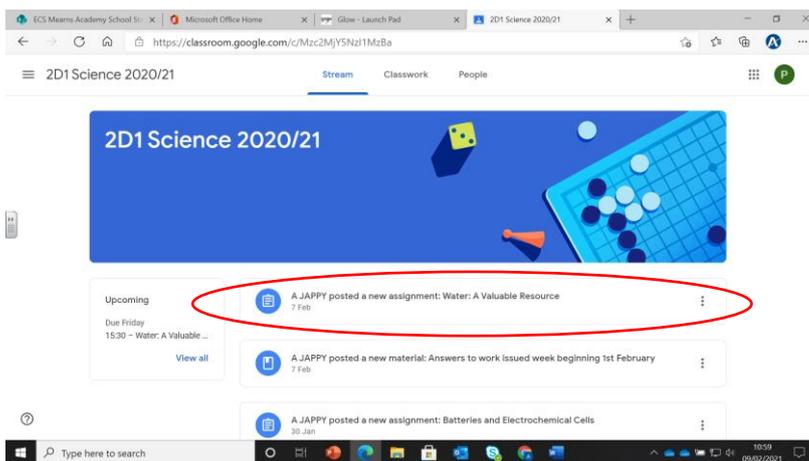
By clicking on the missing and done tabs, it is possible to see what tasks you have not completed and what tasks you have.

4. You can also access tasks assigned to specific class from the Classroom page.

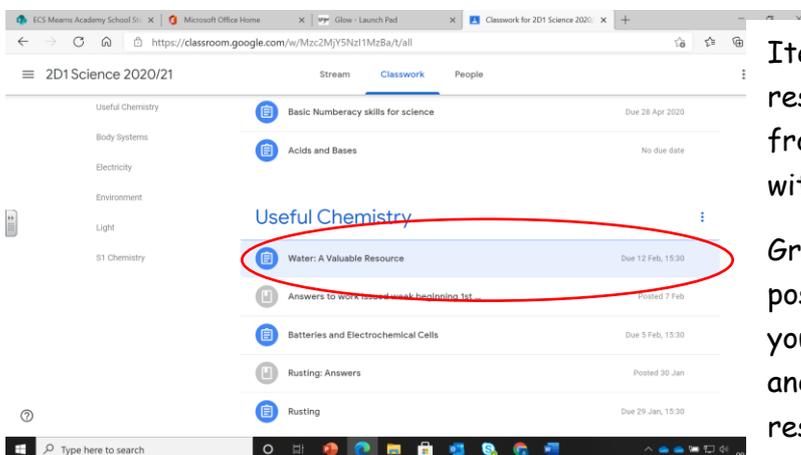


Click on the text to access the task. Note the due day is shown.

5. Within a class, the stream shows all posts made with the most recent first. Tasks are identified as shown:



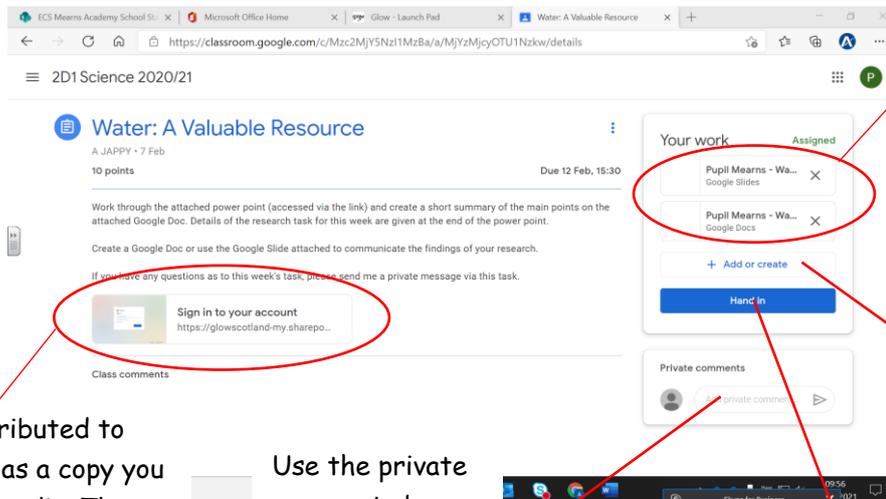
Tasks are also accessible via the Classwork tab:



Items where a response is required from you are shown with a blue icon.

Grey icons show posts that are for your information, and do not require a response.

6. Assigned tasks appear as follows:



Your own personal copy of documents that you can edit

If you need to create a google doc / slide / sheet to answer a task on

Documents distributed to the whole class as a copy you can view but not edit. These will often be narrated power points that you need to access via the link to GLOW Office 365.

Remember to use your glow email address in the format gw01anybody@glow.sch.uk

Use the private comments box to send your teacher a comment or question relating to the task. Use this to ask for help.

Once you have completed your work and want to submit it to your teacher for feedback