

We have tested the following guidance in school on numerous devices but we are aware that this guidance may not work for everyone (depending on the device and software you are using). We also recognise that there may be various ways of doing things and this is not an exhaustive list.

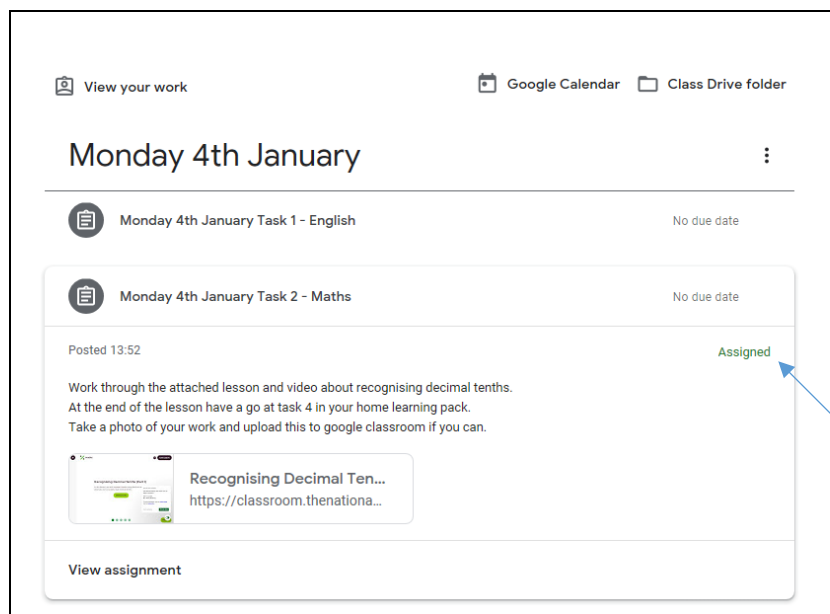
If you encounter any difficulties, please let us know so we can adjust this guidance accordingly.
Thank you!

Summary of how teachers will give feedback on work:

Type of work	How the teacher will provide feedback
<p>Focused piece of work the teacher has requested to be handed in (one per day)</p>	<p>Your teacher will mark this work and add comments to it.</p> <p>Your teacher will let you know it has been marked by posting a message in the stream. When you see the message, you need to go to this assignment and open the work to view the comments.</p> <p>Please note, the teacher will have only marked the ones handed in at this point. If something is handed in after the message in the stream, there may be a delay in getting this feedback to you.</p>
<p>All other work submitted or mark as completed (even if there is nothing specific to hand in)</p>	<p>All other work handed in, the teacher will review and return it to you - it is unlikely there will be comments on this work.</p> <p>If there are comments on the work, the teacher will let you know in the Private Comment box. So, you should go back to this work and check the detailed assignment page to see if your teacher has sent you a Private Comment about it.</p> <p>If they have, read the comment and open the work up fully to see any relevant comments.</p> <p>You will get a Private Comment about:</p> <ul style="list-style-type: none"> * Excellent work/effort * Corrections you may need to make or learning you may need to revisit <p>Act on the private comment, do not respond via the private comment box. If you experience difficulties with the work, or would like to thank the teacher, send an email to the class teacher at the class email address.</p>
<p>Resubmitting work</p>	<p>You will see a resubmit button underneath your work, you do not need to resubmit your work unless the teacher requests you to do so.</p> <p>The teacher will make this clear either in the Private Comment box or on the work itself.</p>

If you have any questions, please ask your class teacher who will be happy to help you or explain things further.

How to check the status of your work:



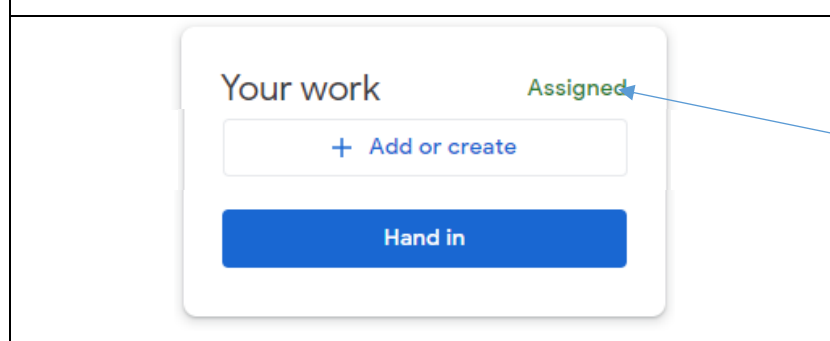
The screenshot shows the Google Classroom interface. At the top, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The date 'Monday 4th January' is displayed. Below this, two assignments are listed: 'Monday 4th January Task 1 - English' and 'Monday 4th January Task 2 - Maths'. The second assignment is expanded, showing its details: 'Posted 13:52', 'No due date', and 'Assigned' status. The assignment content includes instructions to work through a lesson and video about recognising decimal tenths, and a link to a resource titled 'Recognising Decimal Ten...'. A 'View assignment' button is visible at the bottom of the assignment card.

Your work will go through various stages from it being set by the teacher to it being marked and returned back to you.

Here is a brief summary.

Click on *View assignment*

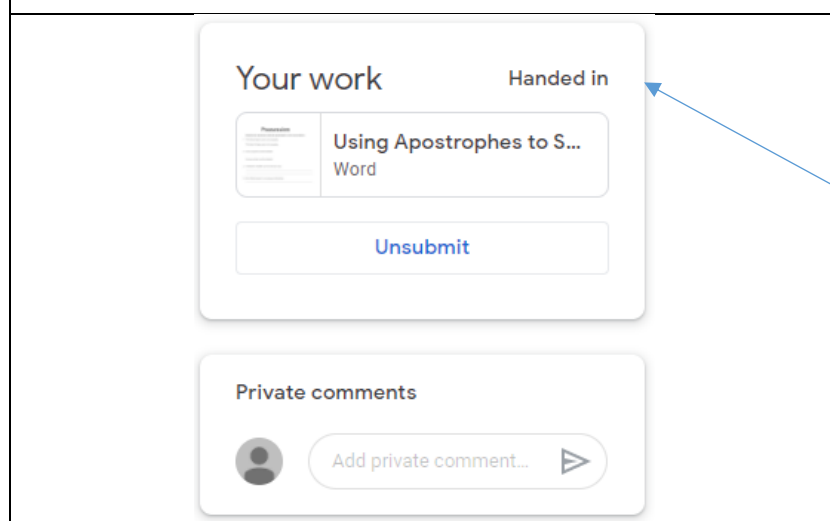
The next three steps can also be seen here. Read on and then come back to this box.



This screenshot shows the 'Your work' section of the Google Classroom interface. The status is 'Assigned'. There is a '+ Add or create' button and a blue 'Hand in' button.

When the assignment page opens fully, in the box on the right, you will see the status of your work. This is written on the same line as *Your work*.

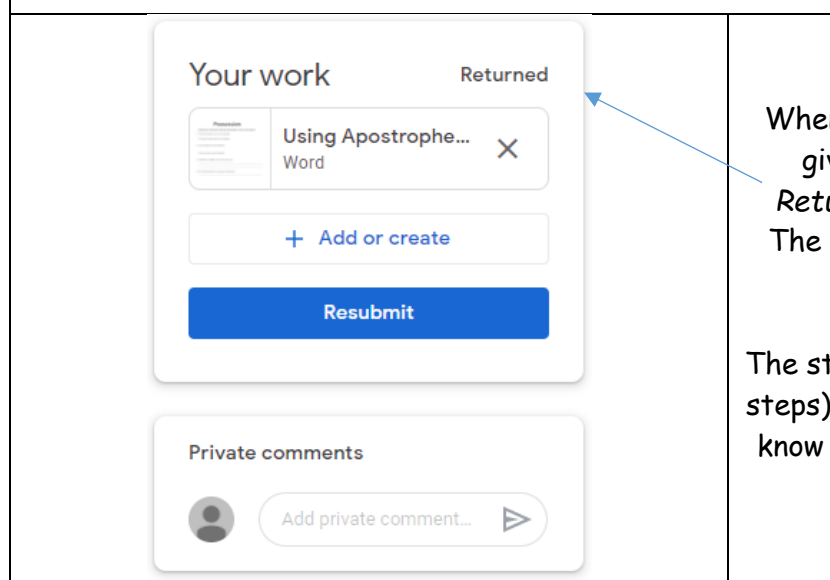
In this example, you can see the work has been assigned (set) by the teacher but nothing else has happened.



This screenshot shows the 'Your work' section with the status 'Handed in'. A card for the assignment 'Using Apostrophes to S... Word' is visible, with an 'Unsubmit' button below it. There is also a 'Private comments' section with an 'Add private comment...' button.

Once you have completed your work, uploaded it and handed it in to the teacher, the status on the *Your work* line changes to say *Handed in*.

This means the work has been handed in and is ready for your teacher to view it.



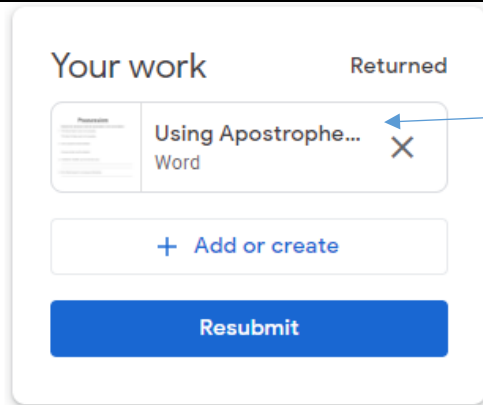
This screenshot shows the 'Your work' section with the status 'Returned'. The assignment card 'Using Apostrophe... Word' now has a close button (X) in the top right corner. The 'Hand in' button has been replaced by a blue 'Resubmit' button. The 'Private comments' section remains.

When the teacher has viewed the work, they will give it back to you (this is what is meant by *Returned*, your teacher has *returned* it to you). The status on the *Your work* line now changes to *Returned*.

The status of your work (as detailed in the last few steps) can be seen more efficiently. If you want to know how this is done, please look at the comment in green in the first box.

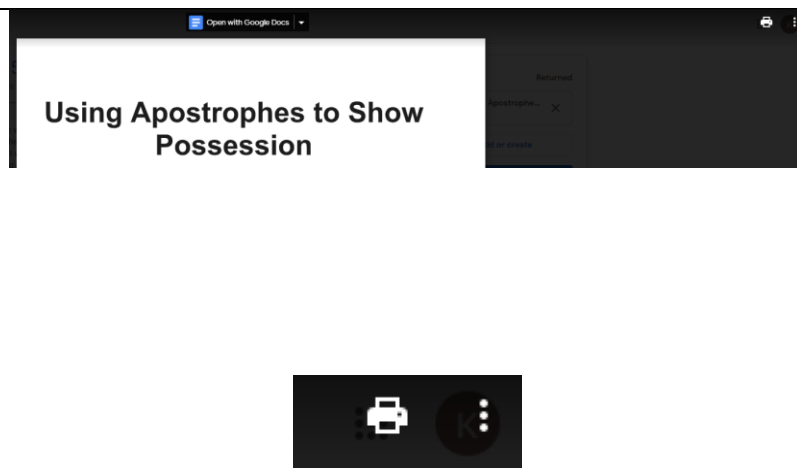
How to see feedback the teacher has left on the focused pieces of work:

Class teachers will usually only provide feedback on the focused pieces of work set each day (the piece of work children are asked to hand in) and to see the feedback provided, you will need to follow the next steps.



When you can see the work has been returned by your teacher, click on the document which you should be able to see in the full assignment page. This is the same page where you uploaded it and handed it in.

Once you click on it, it will open but it will not open fully with comments, to do this, you need to follow the next steps.

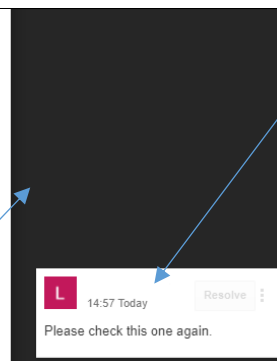


This is an example of the top section of a piece of work that has opened in Google Classroom. To see the comments the teacher has made, you need to click on the three dots in the top right corner.

A menu will give you the option to *Open in a new window*. Please click on this, you will then be able to see the work and the relevant comments.

Rewrite the sentences with the apostrophe in the correct place.

1. The bikes brake's were very squeaky.
The bike's brakes were very squeaky.
2. Jimm'ys pizzas are the tastiest.
Jimmys pizza's are the tastiest.
3. Yorkshires' weather can be wet and cold.

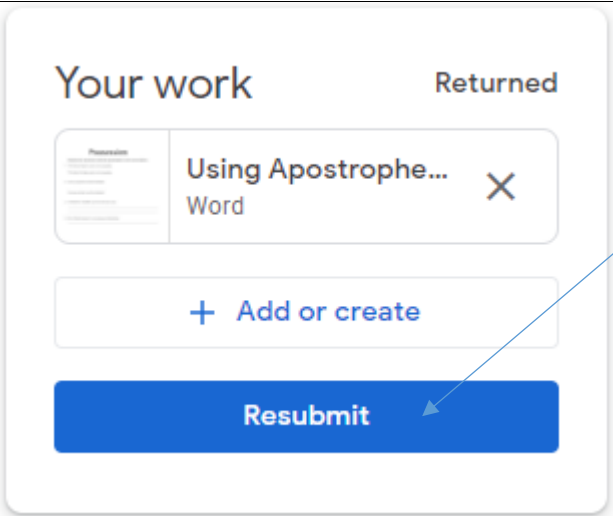


You should now be able to see any comments the teacher has made about your work. On your work you should see some highlighting or a box drawn on it. The comments at the side match up with the box or highlighting in the work to show you exactly what the teacher means.

******To see these comments on a tablet, you may need to adjust the Zoom percentage of the document or you need to swipe in the grey area to move/scroll around the page and bring the comments into view.
***** Please note there are some alternative methods at the end of this document if this does not work on your tablet.

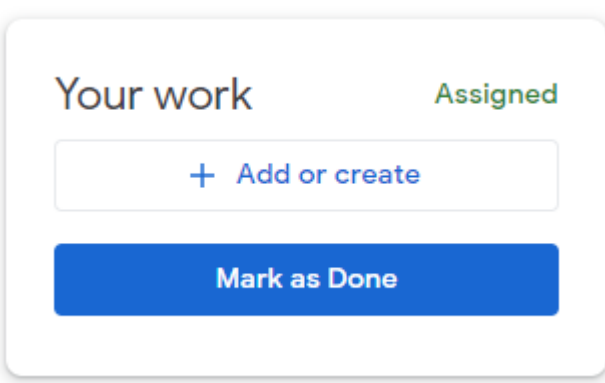
When you have finished reviewing the comments, you can close this window and you should have the Google classroom window still open behind this.

Please only resubmit the work if your teacher has requested this.

	<p>You will notice that although the work has been returned to you from your teacher, the box now gives you the option to resubmit your work again to the teacher following their comments.</p> <p>You <u>do not</u> need to resubmit your work unless your teacher has requested you to do so. The teacher will make this clear by:</p> <ul style="list-style-type: none"> * writing it as a comment at the top of your work (which you will see when you open the returned document fully) or * setting it as a lesson the following day where you will resubmit another copy into the new assignment box the teacher has created.
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How do I know the teacher has seen the other pieces of work completed or handed in which weren't the requested focused piece of work:

For every lesson you have attempted at home, you should let the teacher know this. If there is a piece of work you can upload, please do this. If there is a lovely photo of you doing PE, please upload this (with parent permission, supervision and help). The teacher will look at all work submitted and they will let you know that they have seen it by returning it back to you!

	<p>If the lesson does not have the usual <i>Hand in</i> option, you may see this box instead. Please click <i>Mark as Done</i> or <i>Handed in</i> to let your teacher know you have had a go at that work, even if you have nothing to upload. Please only click this if you did a reasonable amount of work in that particular lesson.</p> <p>If you want to send the work or a picture of you cooking or doing yoga etc. (if that was the task), you can upload a picture or recipe and the <i>Mark as Done</i> changes to <i>Hand in</i> - just click hand in!</p>
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The teacher will then look at the work and return it to you. The work will often come back with no comment because it is not the focused piece of work for that day.

You will need to revisit all the assignments from the previous day by clicking on *view assignment*, here you will see if there is a message in the Private Comment box. If you see a comment from the teacher in the Private Comment box, you should open the returned work submitted on the previous day (using the instructions for opening focused pieces of work). There may or may not be additional comments contained within this document.

If the teacher has spotted significant/multiple errors in a piece of work.

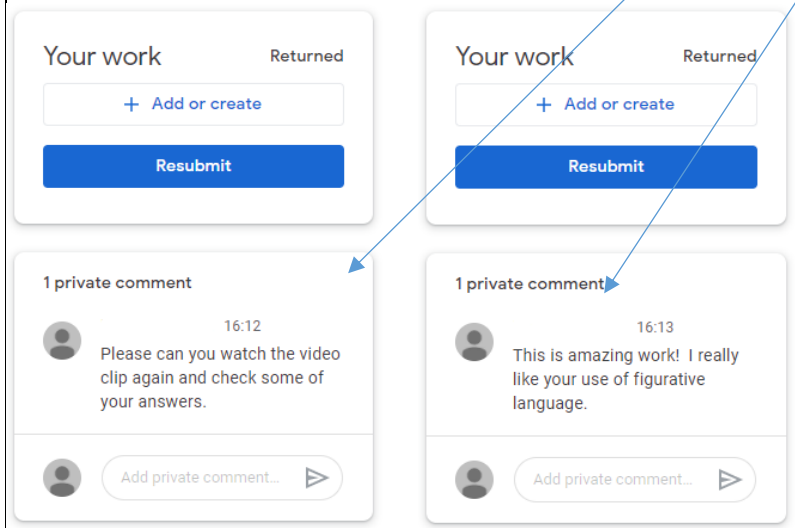
or

If they have seen some fantastic work/effort that they would like to acknowledge, they will send you a message.

This will be done in the private comment box which means you do not need to open every returned document in full to look for potential comments.

This is the only way the teacher will use the Private Comment box.

Please do not respond to the teacher in this box, they probably will not see it.



Private Comments Box - please read carefully

Please note that the Private Comment box should only be used by the teacher. They will only use it for the reasons set out above.

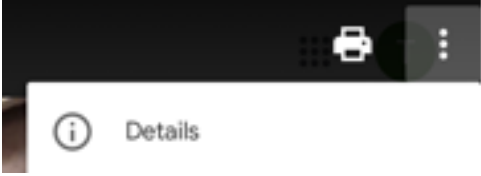
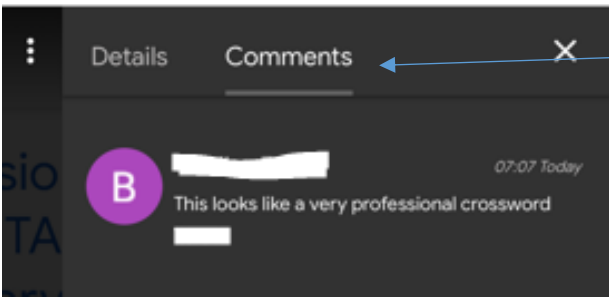
This is not a way of 'chatting' with the teacher or getting a message to them. They do not get notified if someone has messaged in this box.

If you need to contact the teacher about something, please send an email to the class email address.



Alternative Methods for Accessing Work on Other Devices

Depending on the device and software you are using, you may need to follow one of the options below if you are unable to see the comments left by the class teacher on the focused piece of work.

Method 1 - this is the best option if you are accessing Google Classroom through an internet browser:

	<p>As you follow the instructions above explaining how to fully open a piece of work with comments from the teacher, if you cannot see the option to <i>Open in a new window</i>, please click on <i>Details</i>.</p>
	<p>An option will appear for you to select <i>Comments</i>. This will allow you to see the comments left by the class teacher. However, depending on your device, you may not be able to see any highlighted sections on the work. If you would like more information about a comment left by the teacher, please email them using the class email address.</p>

Method 2 - this is the method you should follow if you have downloaded Google Drive:

<p>When you see the focused work has been returned by the teacher, select the work.</p>	
	<p>In the top right corner you will see a symbol similar to this, tap the symbol.</p>
	<p>Now on the page you will see this a symbol similar to this, tap the symbol.</p>
<p>Select <i>See comments</i> and this should let you see the comments left by the teacher.</p>	