

Parental Guide to checking work handed in via Google Classrooms

To view how much work your child has handed in via their Google Classroom, open Google Classroom in your internet browser and log in.

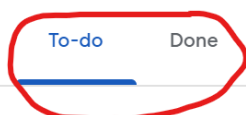
In the top left-hand corner are three horizontal lines.



Click here and select **'to do'**.

A list of all outstanding tasks will appear for all subjects listed oldest to newest. You can select a particular class from the drop down menu at the left hand side.

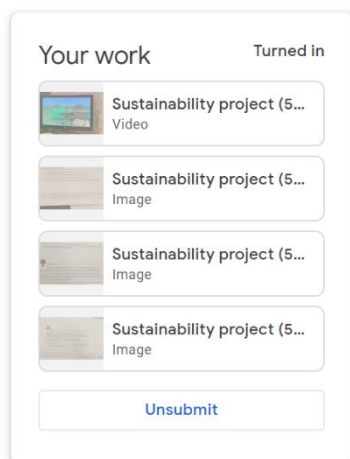
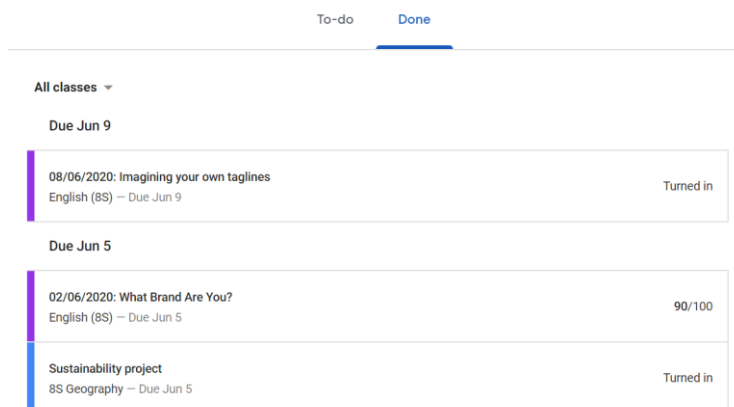
At the top of the screen are two headings: 'to-do' and 'done'.



All classes ▾

Missing

By switching between these you can see what your child has **'turned in'** (done) and what is outstanding (a student selecting 'turned in' does not necessarily mean they have completed the work and turned it in).



To check if a 'turned in' (done) piece of work has actually been completed, you can click on the title of the task.

This will take you to the teacher's instructions and, in the top right of the screen, show you what work has been produced and submitted to the teacher. Below this will be any comments made by the teacher.