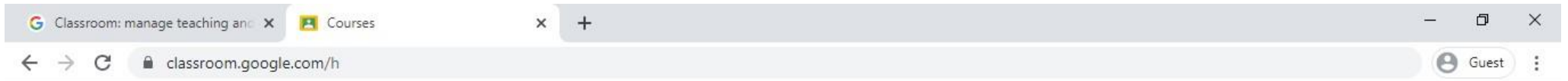


- Choose the correct class to submit the work to.



Google Classroom



A red card titled 'Test' by 'Mr Hoplar'. It features a profile picture icon and a folder icon at the bottom.



• Under Stream, the most recent assignments will be visible. Click on the newest one.

The screenshot shows a Google Classroom interface for a class named "Test". The browser address bar shows the URL `classroom.google.com/c/NTQyMDgxMDI5NDha`. The navigation tabs are "Stream", "Classwork", and "People", with "Stream" being the active tab. A red banner at the top of the main content area features the word "Test" and an illustration of a spatula and a knife. On the left, an "Upcoming" widget displays the message "Woohoo, no work due in soon!" with a "View all" link. The main stream area contains a post by "Mr Hoplar" titled "Mr Hoplar posted a new assignment: Example", dated "18 Mar (Edited 11:48)". The post content is currently blank. The Windows taskbar at the bottom shows the time as 12:36 on 19/03/2020.

- Click on View Assignment.

Classroom: manage teaching and ... Classwork for Test

classroom.google.com/w/NTQyMDgxMDI5NDha/t/all

Test

Stream Classwork **People**

View your work Google Calendar Class Drive folder

Example No due date

Posted 18 Mar (Edited 11:48) Assigned

Student Johncass - Test... Word

View assignment

12:37 19/03/2020

- On the right hand side, the documents that were assigned in that task will be there. Click on it.

The screenshot shows a Google Classroom interface. At the top, the browser address bar displays the URL: classroom.google.com/c/NTQyMDgxMDI5NDha/a/NTQyMDgxMDMwNjda/details. The page title is "Example" with a score of "100 points".

The main content area includes:

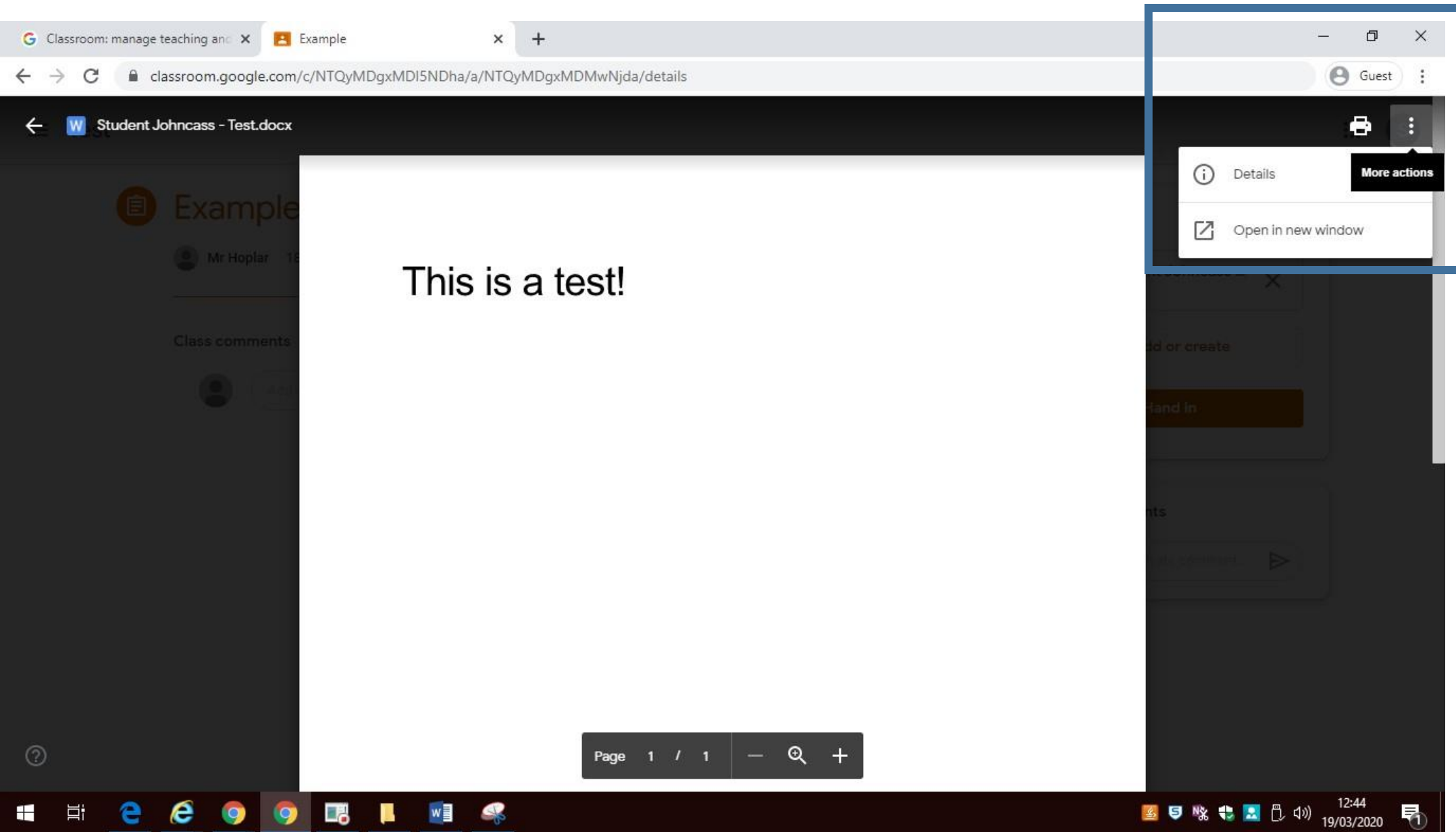
- A header for the assignment "Example" by "Mr Hoplar" dated "18 Mar (Edited 11:48)".
- A "Class comments" section with a text input field "Add class comment..." and a submit button.
- A "Private comments" section with a text input field "Add private comment..." and a submit button.

On the right side, a "Your work" panel is highlighted with a blue border. It shows:

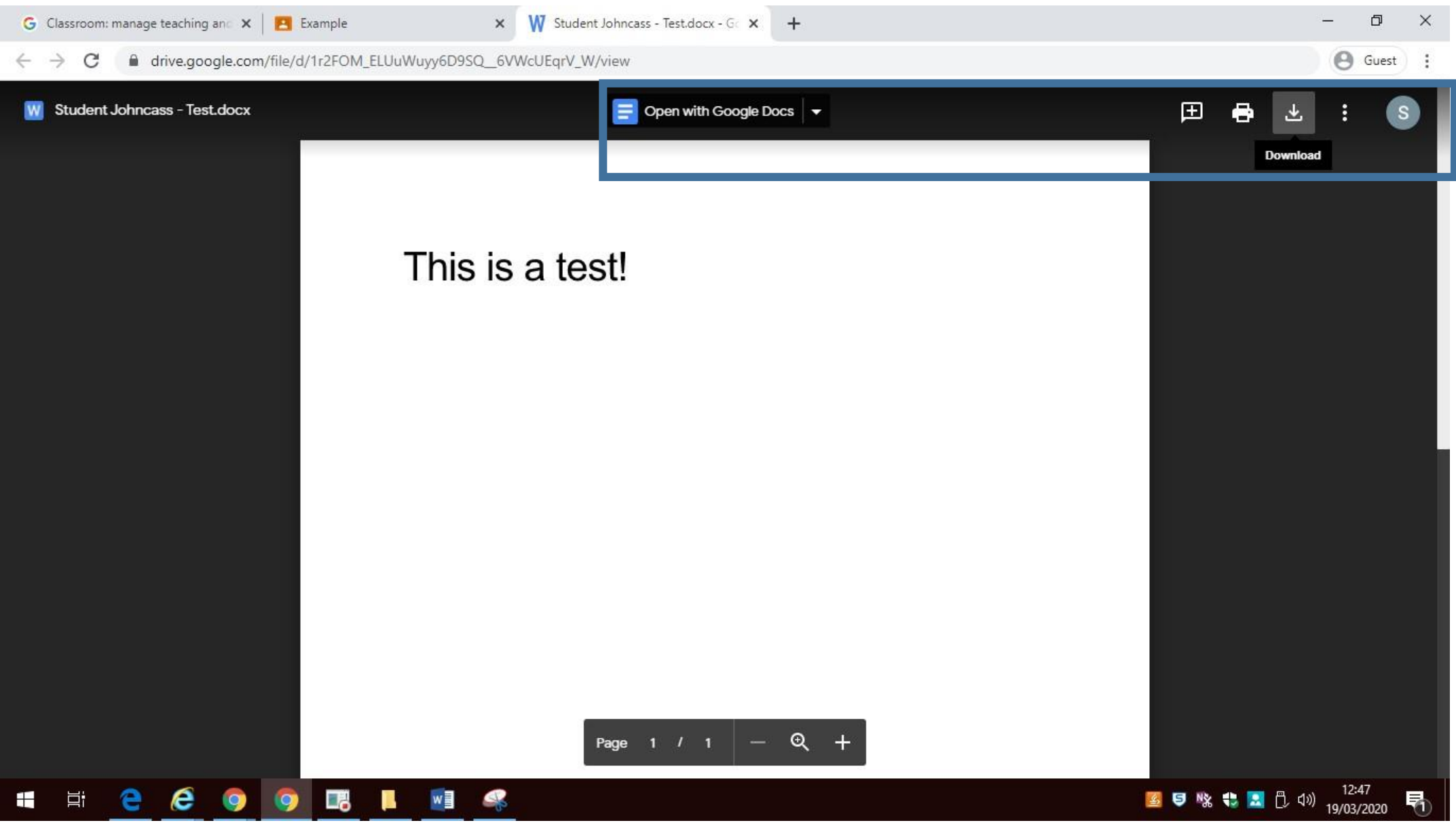
- The status "Assigned".
- A document icon with a blue "W" and the text "Student Johncass ..." and "Word".
- A tooltip showing the document name: "Student Johncass - Test.docx".
- A "+ Add or create" button.
- A prominent orange "Hand in" button.

At the bottom of the screen, the Windows taskbar is visible, showing the system tray with the date "19/03/2020" and time "12:43".

- Click on the three dots and then click on Open in new window button.



- **You have two options:**
 - **Download the file and work on it locally on the computer. Requires Word Editing Software.**
 - **Alternatively, Click on Open with Google Docs and work on it online.**
 - **Changes on Google Docs are saved automatically.**



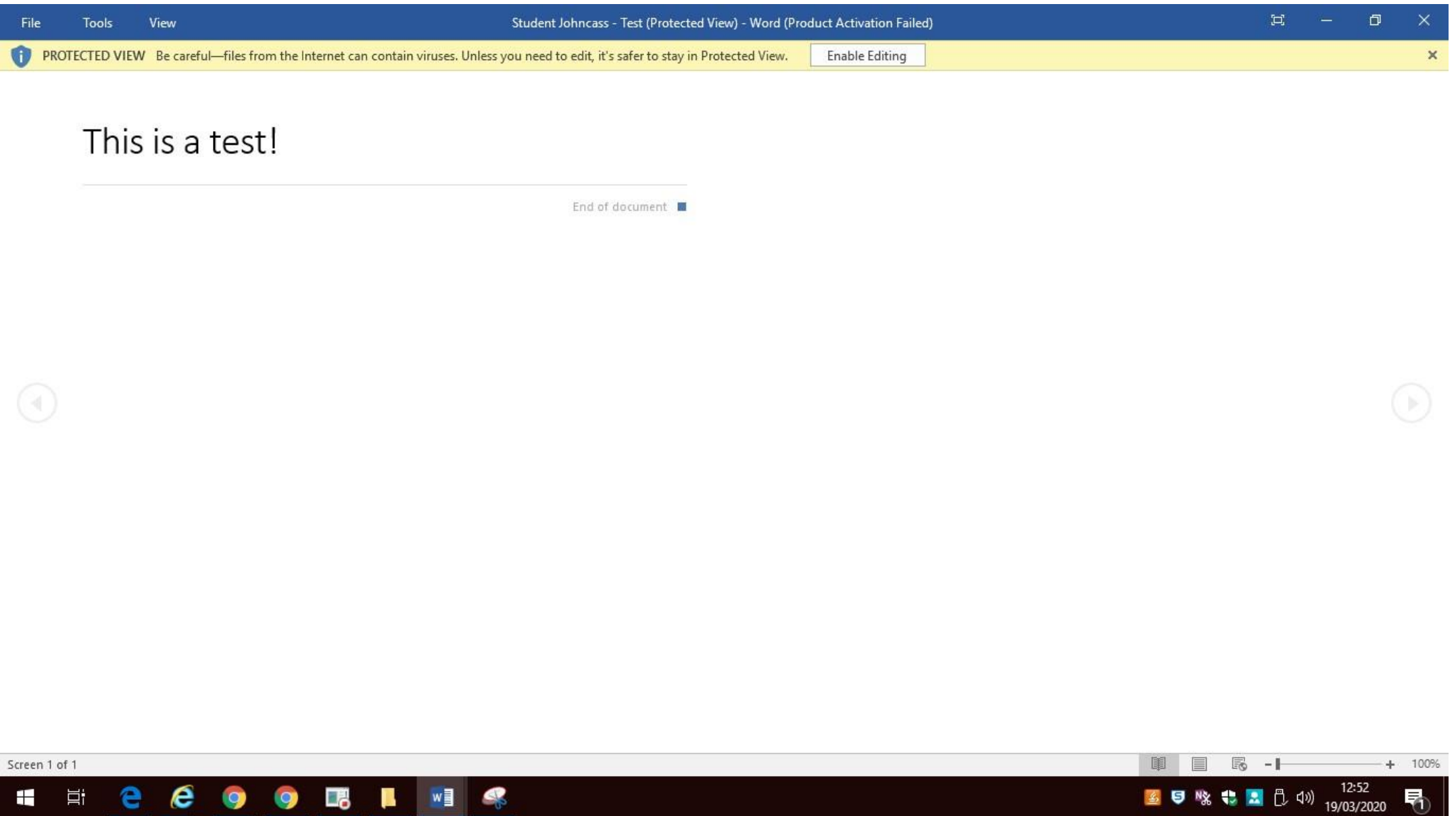
- If you download it, then it will show up on the bottom left corner. Click on it to open the document and start working on the assignment.

The image shows a web browser window displaying a Google Drive document viewer. The browser's address bar shows the URL `drive.google.com/file/d/1r2FOM_ELUuWuyy6D9SQ_6VWcUEqrV_W/view`. The document title is "Student Johncass - Test.docx". The main content area of the document contains the text "This is a test!". At the bottom of the document viewer, there is a footer that says "Page 1 / 1" along with zoom controls. In the bottom-left corner of the browser window, a taskbar is visible, showing a list of open applications. One application, "Student Johncass...docx", is highlighted with a blue box. The system tray at the bottom right of the taskbar shows the time as 12:49 and the date as 19/03/2020.

□ **To work locally on the word document, you require Microsoft Office.**

○ **Press enable editing to work on the file.**

○ **Go to file save to save any changes.**



- On Google Docs – Changes to file is achieved via browser. Name of file is highlighted below.

The screenshot displays a Google Docs interface within a web browser. The browser's address bar shows the document URL: `docs.google.com/document/d/1r2FOM_ELUuWuyy6D9SQ_6VWcUEqrV_W/edit#`. The document title bar reads "Name of file is here - Change it if you need to .DOCX in Test", with the title text highlighted in a blue selection box. The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", and "Help", with a status indicator "All changes saved in Drive". The toolbar contains various editing tools such as undo, redo, bold, italic, underline, text color, and background color. The main document area features a ruler at the top and a text box containing "This is a test!" and "Work through the document". The left sidebar shows a navigation pane with a back arrow and the text "This is a test!". The bottom of the browser window shows a taskbar with several open applications, including Microsoft Word and Google Chrome, and a system tray with the date and time "12:51 19/03/2020".