



# How to add a Google Doc/Slide/Sheets or Drawings to an assignment task



Google Classroom

Created by Mrs Thomas for EPS students and parents



# Task sections explained



## Classroom

The assignment task details can be located on the left hand side of the assignment. This is where your teacher types what they would like you to do etc.

The screenshot shows the Classroom interface for an assignment titled "First typed Writing Task". At the top left, it says "Year 2 Technology". Below the title, there is a "Recount" section with a document icon. It states "No due date" and "Type a recount about your weekend. Use the keyboard to create your writing." Below this, there is a preview of a Google Doc titled "First typed Writing Task Y...".

This side of the assignment task is where you will find the file your teacher has assigned to you. In this example, a Google Doc file that was created when I opened the assignment. Sometimes the teacher will not create a document or slide file and you will need to do this with the +Add or create button.

Click on the file with your name(1) to complete your work. There is no need to save your work because it saves automatically when we work with Google apps.

The screenshot shows the "Your work" section of the assignment. It has a status of "Assigned". There is a preview of a Google Doc titled "First typed Writing Task Y...". Below the preview is a "+ Add or create" button and a "Turn in" button. A hand icon with the number "1" is pointing to the document preview. Below this is a "Private comments" section with a text input field and a send button.



# Task sections explained - add or create



## Classroom



The screenshot shows a Google Classroom assignment page. At the top, it says 'Year.2' and '20 points'. The assignment title is 'Recount' with a three-dot menu icon to its right. Below the title, it says 'Scheduled for Mar 17, 8:30 A...'. There is a 'No due date' section and a description: 'Type a recount about your weekend. Use the keyboard to create your writing.' Below the description is a preview of a Google Docs document titled 'First typed Writing Task Y...'. On the right side, there is a 'Your work' section with the status 'Assigned' and a preview of the same Google Docs document. Below this, there is a blue button labeled '+ Add or create'. A hand cursor icon is pointing at this button. A dropdown menu is open below the button, showing options: 'Google Drive', 'Link', 'File', 'Create new', 'Docs', 'Slides', 'Sheets', and 'Drawings'. The 'Slides' option is highlighted.

If you click the button + Add or Create, you can add other files to the assignment ask.

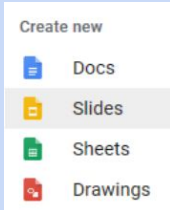
# Create new - Google Apps explained



Classroom



If you click the button + Add or Create, you can add other files to the assignment task.

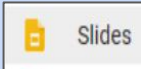


If your teacher did not create a file for you, you will need to add the one that would suit the task.

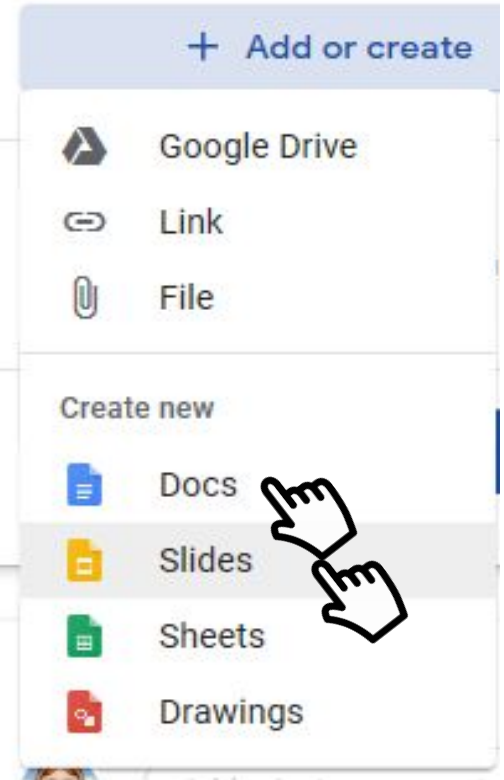
For example,



Docs is like a Word document, where you can type your writing, create a table, list of items with or without images. You can use this for all your learning areas but you will mainly use this for English, Maths and Science reports or tables.



Slides is like PowerPoint, that can be used to create a slideshow or presentation for many learning areas but particularly in science and history. Slideshows allows us to add transitions and effects to a presentation to engage our audience.



# Create new - Google Apps explained



Classroom



If you click the button + Add or Create, you can add other files to the assignment task.



Sheets

Sheets is like excel. This can be used to create a database, graph, tables, maths calculations and is a great tool for maths and science.



Drawings

Drawings is exactly that. You can use this to draw pictures with shapes and free line tools. Drawings is not available on iPads and there is no android app for it either. Drawings can only used on a computer or notebook device. There are other apps you can use on a tablet for drawing.

