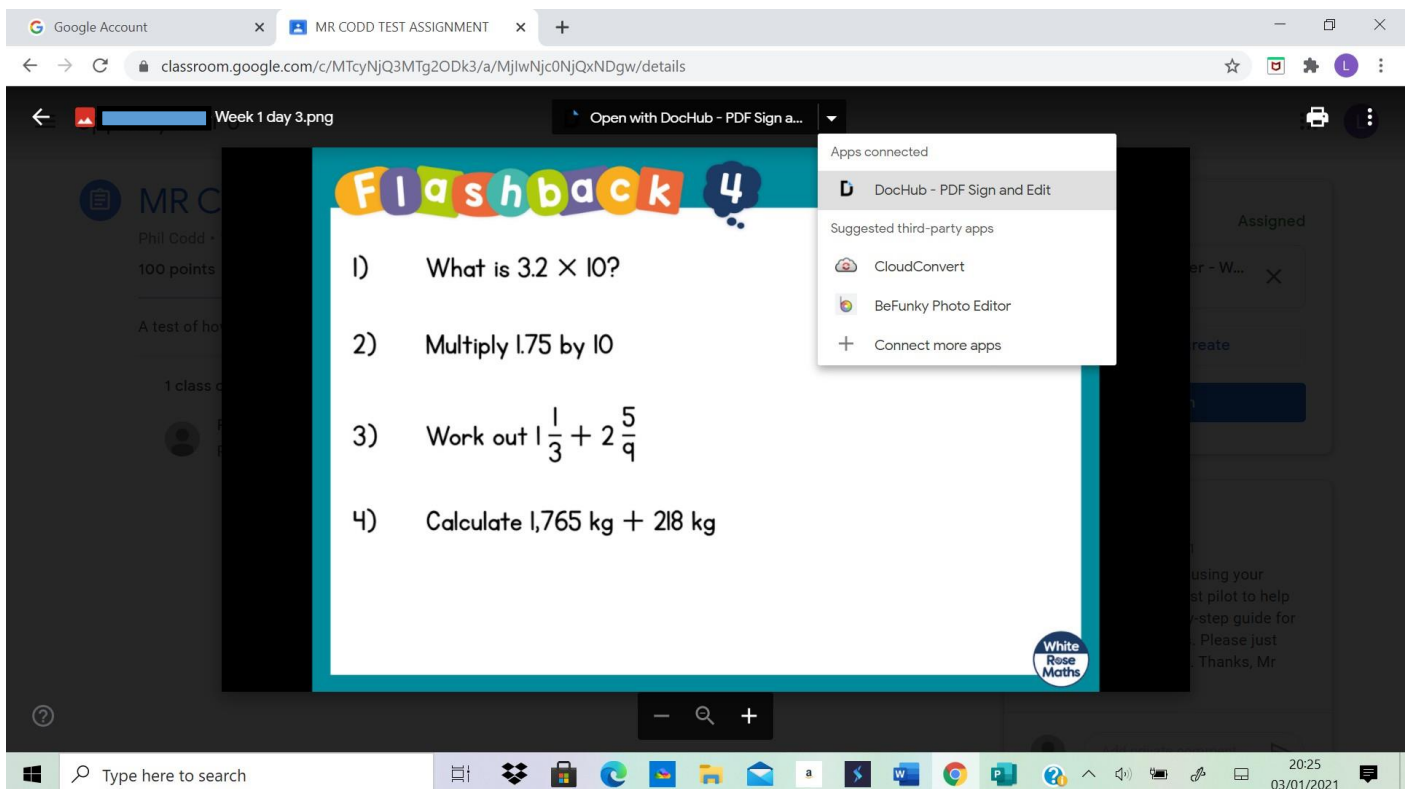
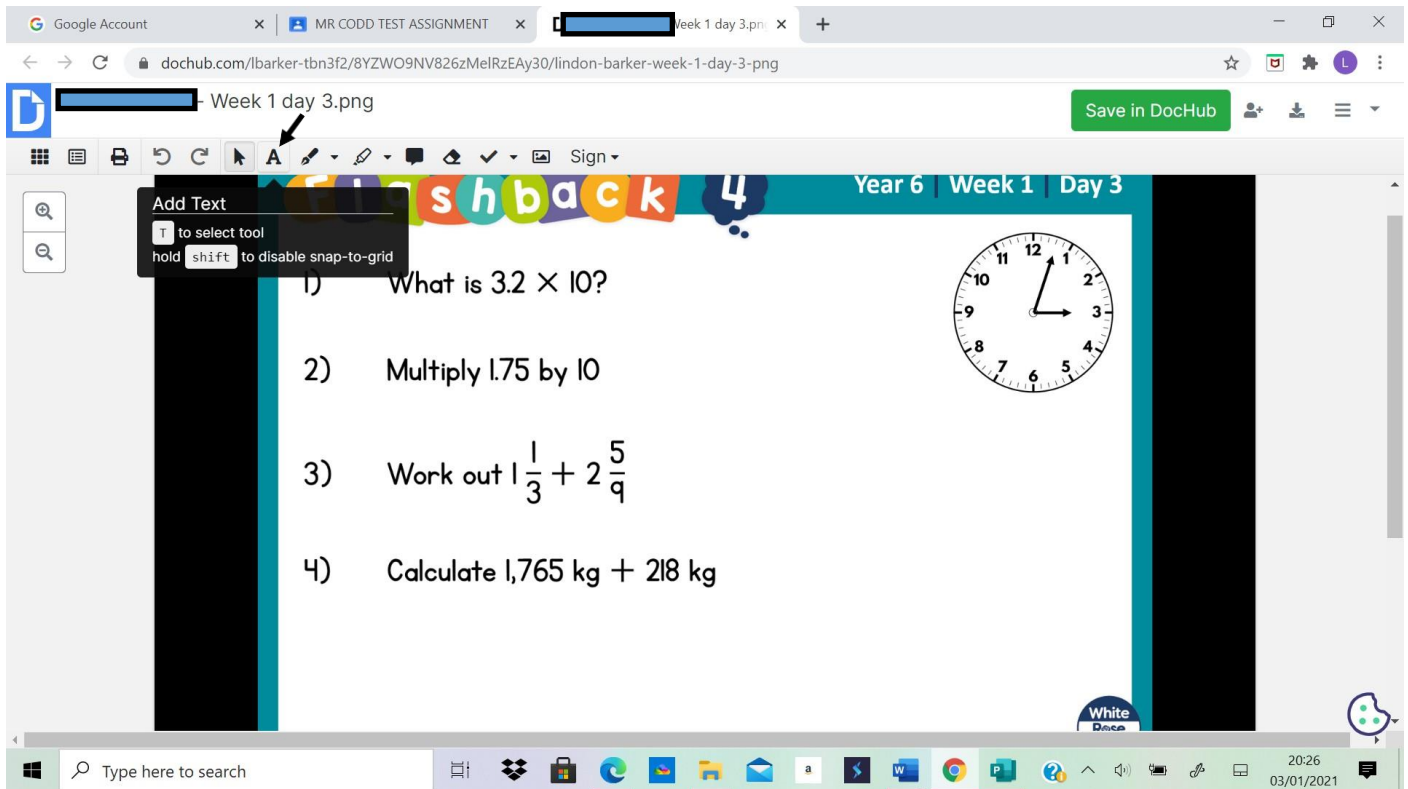


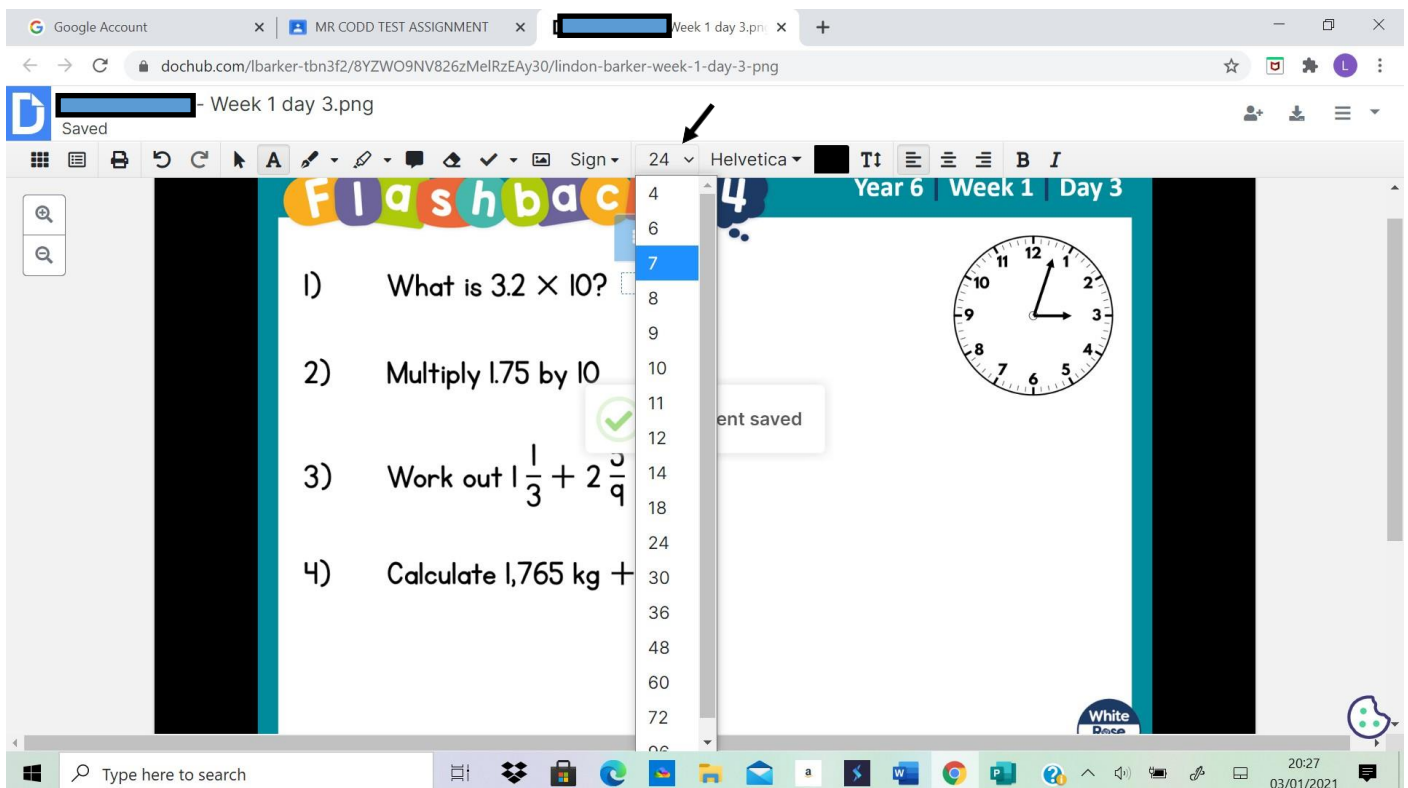
Step 1: Open the assignment to read the instructions. Your work will be on the right hand side of the screen. The documents you need to complete the task will be under the 'Your work' section. Click on the document to open it.



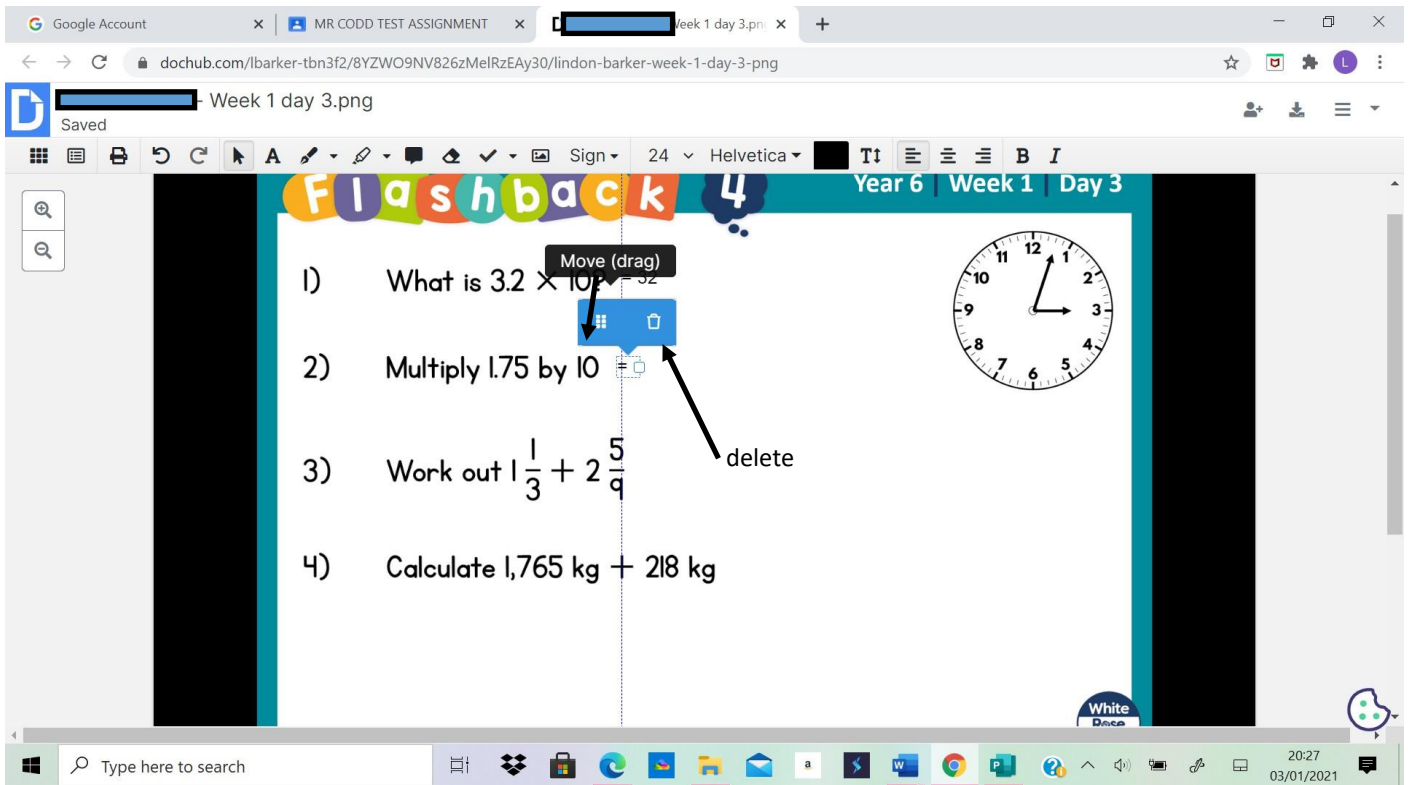
Step 2: Now the document is open, choose to open it with DocHub– PDF sign and edit. Please allow this app to access your Google drive and accept all when prompted.



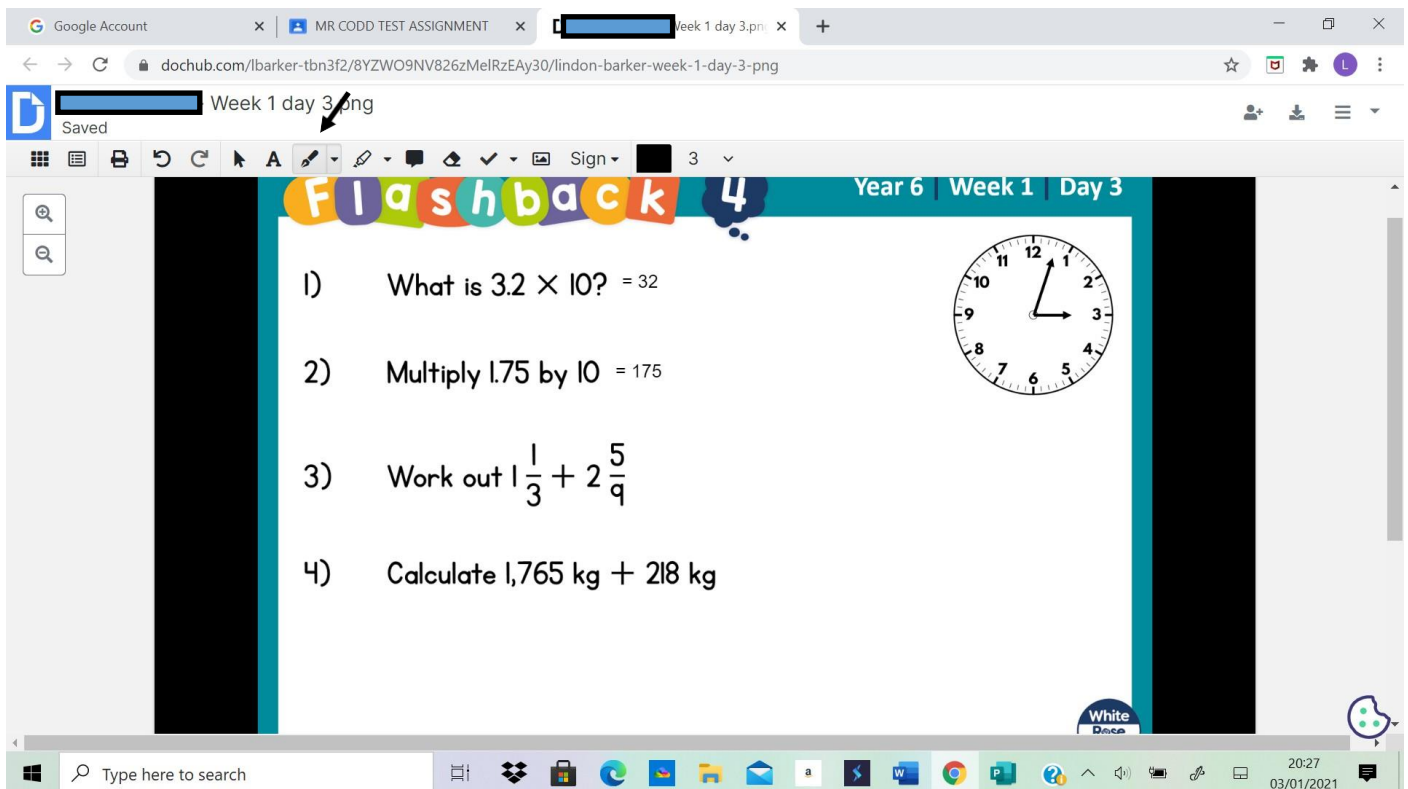
Step 3: When you allow the app to access your Google Drive, it will open the document like this. Don't worry about saving as it autosaves your work. To write an answer, select the add text tool which is the capital 'A' on the menu at the top.



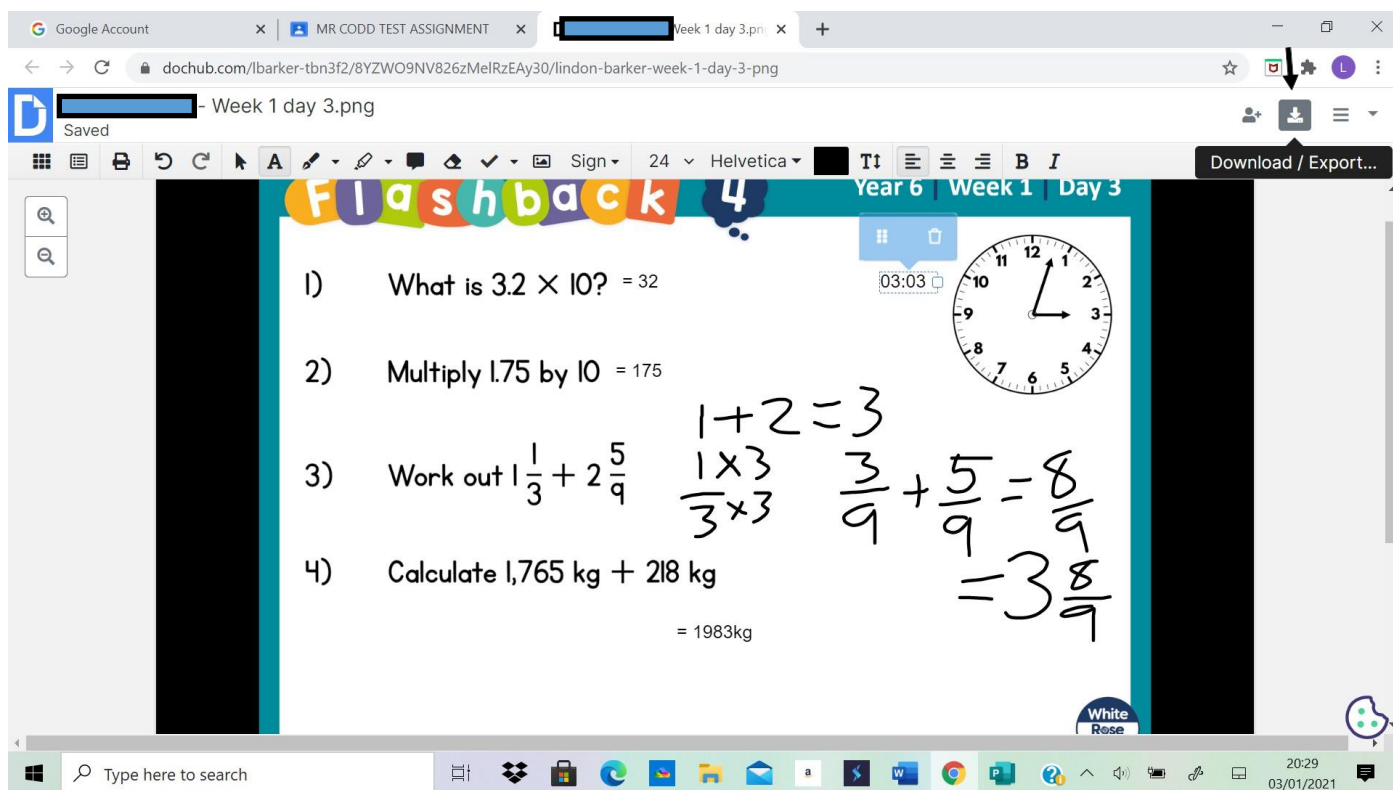
Step 4: Select the font size you think is appropriate. Stick to the colour black as it is normally easy for teachers to see. Once you've selected the size you want, click on the screen where you want to type and simply start typing.



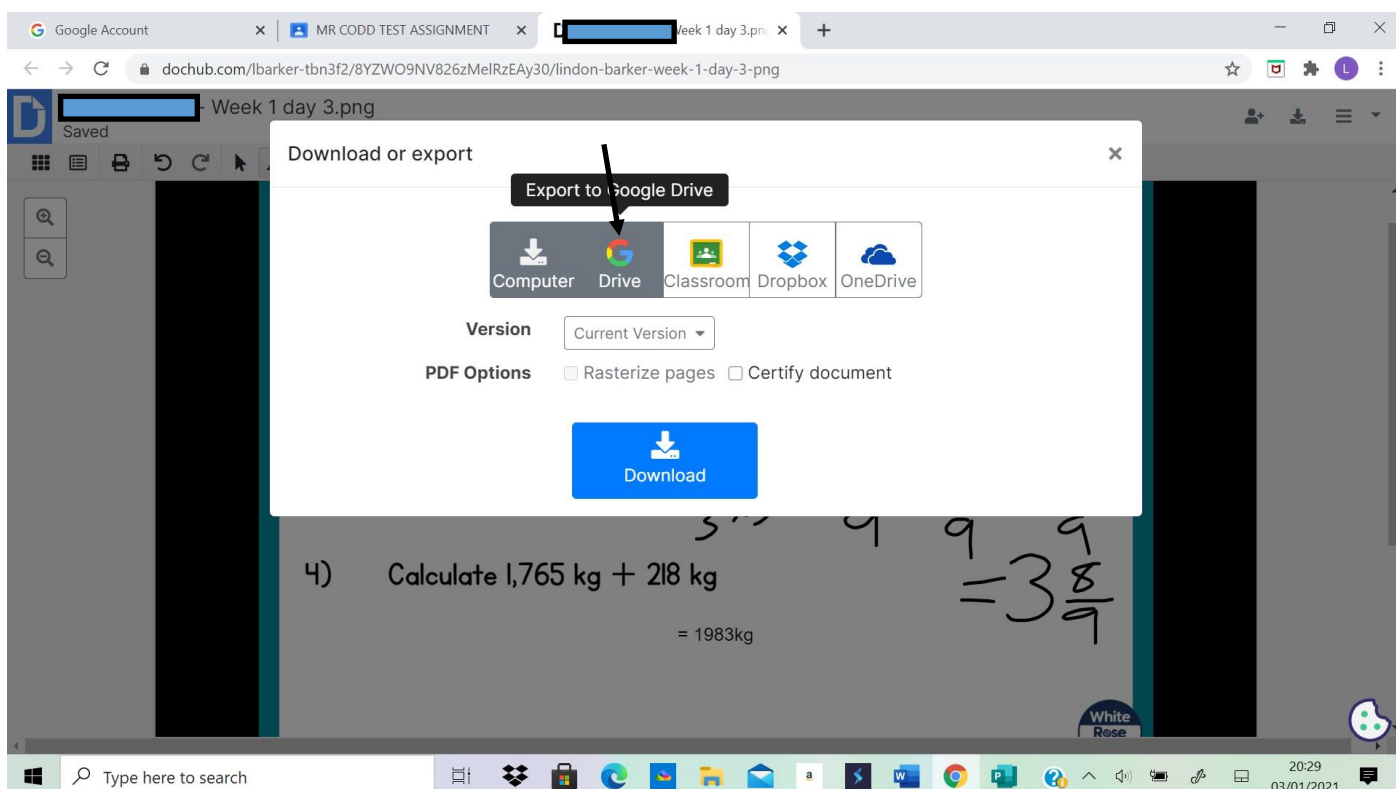
Step 5: To reposition/move your text, simply click on it and use the 6 squares shaped in- to a rectangle icon to drag the text to where you want. If you want to delete the text, click on the dustbin icon after clicking on the text.



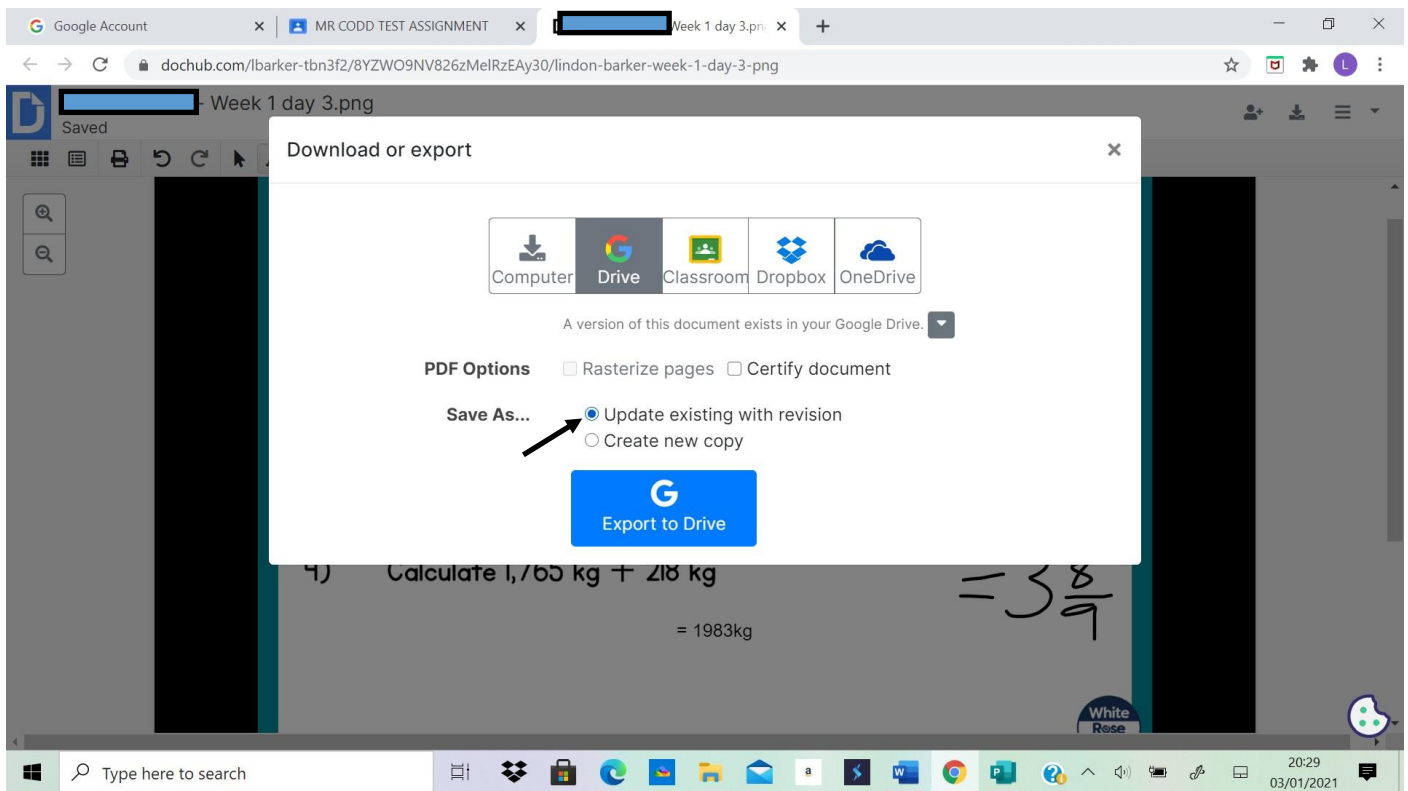
Step 6: Complete the task by clicking where you want to type and typing your answers. If you want to use the drawing tool to do some working out, click on the pen icon.



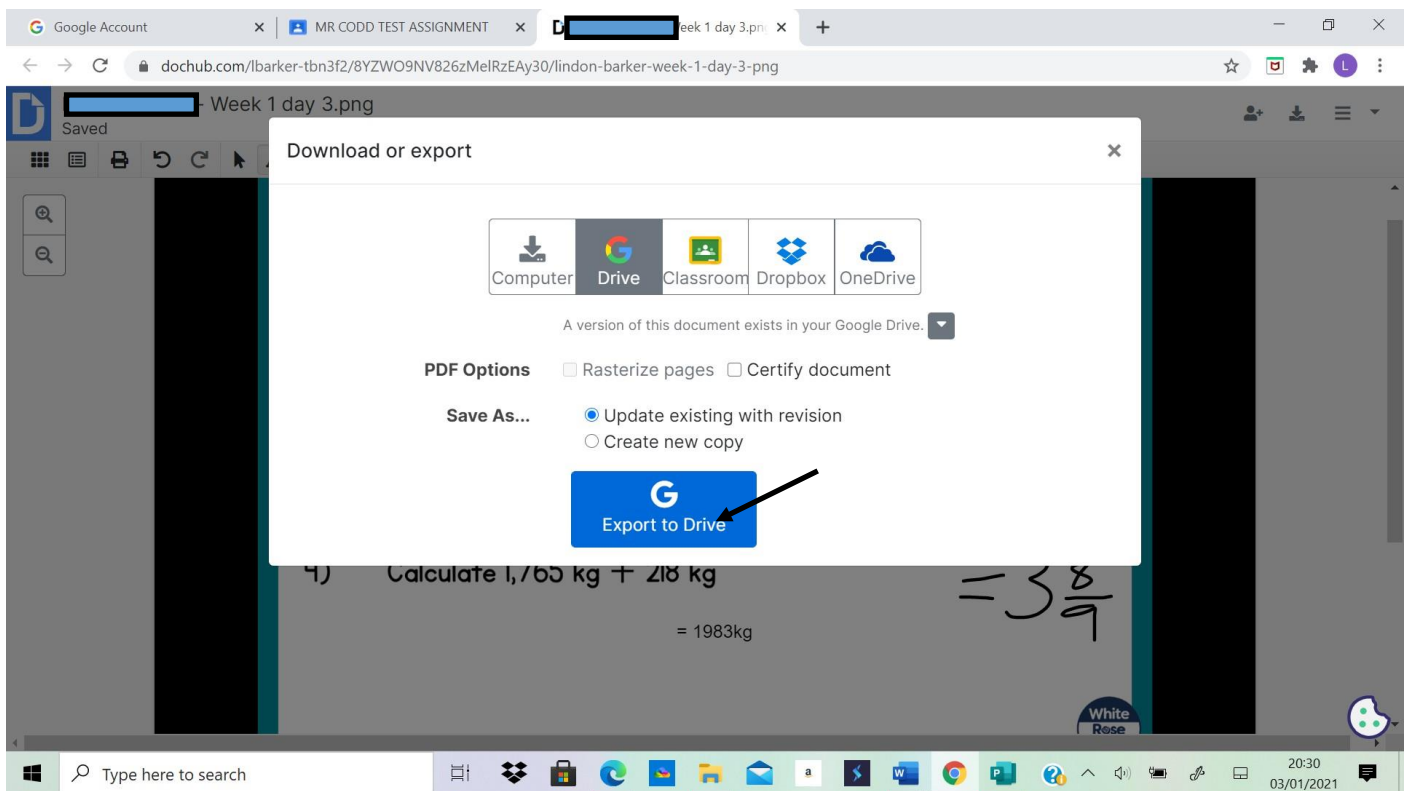
Step 7: If you feel you need to do some working out to calculate an answer, and you have space, use the drawing tool by clicking on the pen icon. Make sure you do it neatly, but if you think it isn't readable, type your answer next to your where you've done your working out so that your teacher can read it and mark your work. When your task is done, give yourself a pat on the back and click on the download/export button which in the top right hand corner.



Step 8: When you press this button, you will be given this menu. Select Google drive—**don't click download.**



Step 9: You should be given some new options at the bottom. You don't need to tick any of the PDF options. You must make sure you select UPDATE EXISTING WITH REVISION.



Step 10: Then, once you've checked you've done that, click export to drive.

Google Account | MR CODD TEST ASSIGNMENT | +

classroom.google.com/c/MTcyNjQ3MTg2ODk3/a/MjlwNjc0NjQxNDgw/details

Upperby Year 6

MR CODD TEST ASSIGNMENT

Phil Codd • 19:53

100 points

A test of how you can edit documents online and submit them.

1 class comment

Phil Codd 20:21
Please don't do this task. Mr Codd is using it to create instructions for you and staff.

Your work Assigned

Image [redacted] - W... X

[+ Add or create](#)

[Hand in](#)

1 private comment

Phil Codd 20:21
[redacted], I am using your account as a test pilot to help create a step-by-step guide for staff and pupils. Please just ignore this task. Thanks, Mr Codd

Type here to search

20:30 03/01/2021

Step 11: Now you must add your work onto the assignment. Click on 'Add or create'.

Google Account | MR CODD TEST ASSIGNMENT | +

classroom.google.com/c/MTcyNjQ3MTg2ODk3/a/MjlwNjc0NjQxNDgw/details

Upperby Year 6

MR CODD TEST ASSIGNMENT

Phil Codd • 19:53

100 points

A test of how you can edit documents online and submit them.

1 class comment

Phil Codd 20:21
Please don't do this task. Mr Codd is using it to create instructions for you and staff.

Your work Assigned

Image [redacted] W... X

[+ Add or create](#)

- Google Drive
- Link
- File

Create new

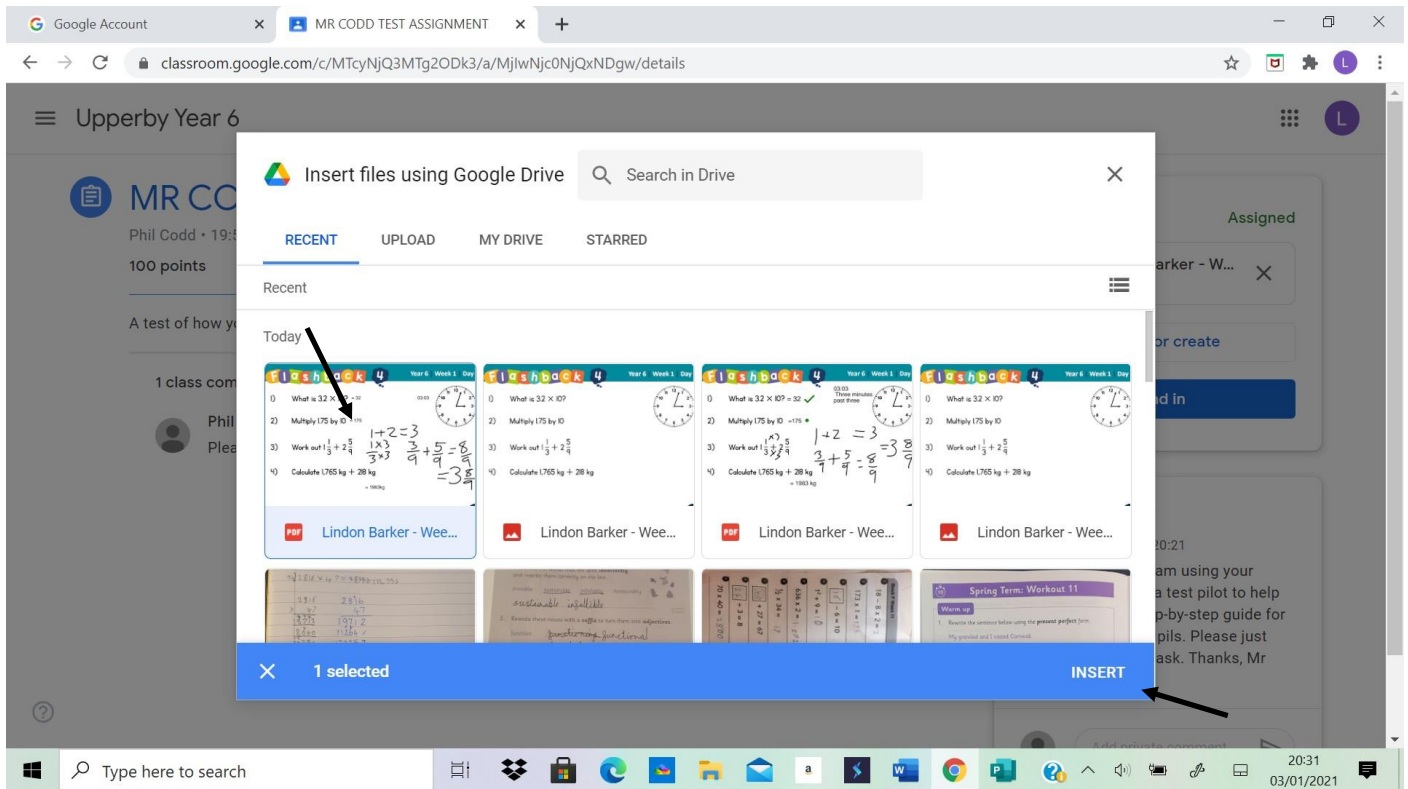
- Docs
- Slides
- Sheets
- Drawings

our to help uide for e just s, Mr Codd

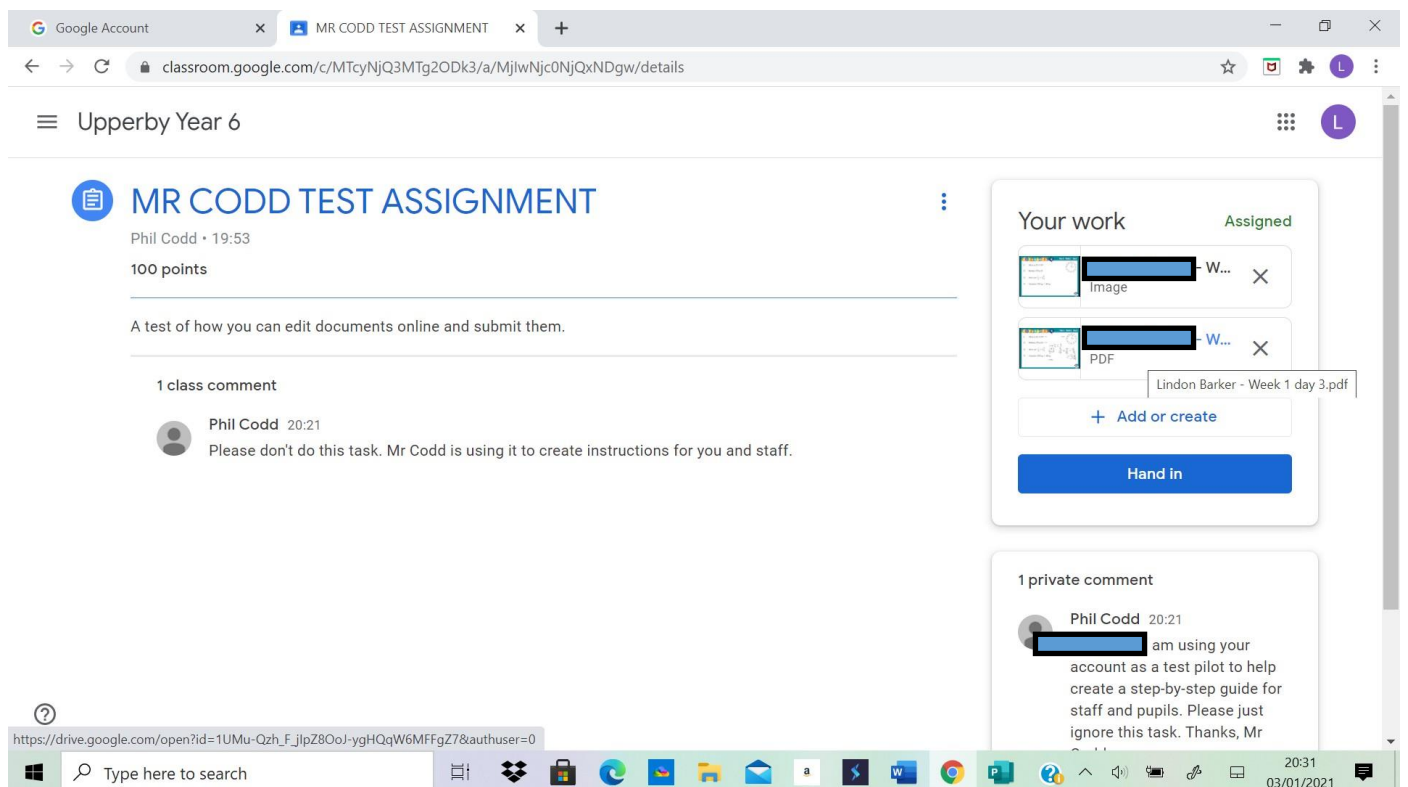
Type here to search

20:30 03/01/2021

Step 12: Select Google Drive.



Step 13: Find your work from pictures and click on it. When you've added all your work for that assignment (by clicking on it), click insert which is in the bottom right-hand corner of the window.



Step 14: Your work has now been uploaded onto the assignment. Nearly there, I promise!

The screenshot shows a Google Classroom assignment page for 'MR CODD TEST ASSIGNMENT' by Phil Codd, worth 100 points. The assignment description is 'A test of how you can edit documents online and submit them.' There is one class comment from Phil Codd at 20:21 saying 'Please don't do this task. Mr Codd is using it to create instructions for you and staff.' On the right, the 'Your work' section shows two uploaded files: an 'Image' and a 'PDF', both with redacted names. Below these is a '+ Add or create' button and a blue 'Hand in' button, which is pointed to by a black arrow. At the bottom right, a private comment from Phil Codd at 20:21 says 'I am using your account as a test pilot to help create a step-by-step guide for staff and pupils. Please just ignore this task. Thanks, Mr Codd.'

Step 15: Check you've uploaded all of the tasks to the 'Your work' section (you can click on them to preview them). Then, simply click hand in.

This screenshot shows the same Google Classroom assignment page, but with a 'Hand in your work?' dialog box open in the center. The dialog box states '1 attachment will be submitted for "MR CODD TEST ASSIGNMENT".' It lists the file 'PDF [redacted] - Week 1 day 3.pdf' with a red PDF icon. At the bottom of the dialog are 'Cancel' and 'Hand in' buttons, with a black arrow pointing to the 'Hand in' button. The background of the page is dimmed.

Step 16: Click hand in again.

The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Google Account' and 'MR CODD TEST ASSIGNMENT'. The address bar shows the URL: classroom.google.com/c/MTcyNjQ3MTg2ODk3/a/MjlwNjc0NjQxNDgw/details. The page header indicates the class is 'Upperby Year 6'. The assignment title is 'MR CODD TEST ASSIGNMENT' by Phil Codd, created 19:53, worth 100 points. The description reads: 'A test of how you can edit documents online and submit them.' There is one class comment from Phil Codd at 20:21: 'Please don't do this task. Mr Codd is using it to create instructions for you and staff.' On the right, the 'Your work' section shows a PDF document titled 'Week 1 ...' with an 'Unsubmit' button. Below that, there is one private comment from Phil Codd at 20:21: 'I'm using your account as a test pilot to help create a step-by-step guide for staff and pupils. Please just ignore this task. Thanks, Mr Codd.' At the bottom, there is a text input field for 'Add private comment...' with a send button. The Windows taskbar at the bottom shows various application icons and the system clock indicating 20:32 on 03/01/2021.

Step 17: You're done!!! Unless of course you submitted your work accidently because you didn't follow these 17 steps. Don't worry about it... just simply click unsubmit and you will be able to complete the task or fix the issue.

That's it you've done it. The next assignment awaits.

See the next page about what happens when your work gets marked.

Google Account | Marked: "MR CODD TEST ASSIGNME" | MR CODD TEST ASSIGNMENT | MR CODD TEST ASSIGNMENT

classroom.google.com/c/MTcyNjQ3MTg2ODk3/a/MjliwNjc0NjQxNDgw/details

Lindon Barker - Week 1 day 3.pdf

Open with

Flashback 4 Year 6 | Week 1 | Day 3

1) What is 3.2×10 ? = 32 ✓

2) Multiply 1.75 by 10 = 175

3) Work out $1\frac{1}{3} + 2\frac{5}{9}$

4) Calculate 1,765 kg + 218 kg = 1983kg ✓

Good work! - Check question 2. How many places should the digits move?

Details

Open in new window

Page 1 / 1

Type here to search

21:40 03/01/2021

When your work is marked, it might look something like this. If there is a yellow area, it means your teacher has asked you a question about that answer. Open the document in a new window by clicking the three dots and selecting 'open in new window'.

Google Account | Marked: "MR CODD TEST A" | MR CODD TEST ASSIGNME | Week 1 day | MR CODD TEST ASSIGNME

drive.google.com/file/d/1UMu-Qzh_F_jlpZ8OoJ-ygHQqW6MFFgZ7/view

Week 1 day 3.pdf

Open with

Flashback 4 Year 6 | Week 1 | Day 3

1) What is 3.2×10 ? = 32 ✓

2) Multiply 1.75 by 10 = 175

3) Work out $1\frac{1}{3} + 2\frac{5}{9}$

4) Calculate 1,765 kg + 218 kg = 1983kg ✓

Good work! - Check question 2. How many places should the digits move?

Phil Codd 21:36 Today

Can you correct this answer?

Resolve

Page 1 / 1

Type here to search

21:42 03/01/2021

The question will be on the side of your work. Click on it and type an answer in the box provided.

Google Account x Marked: "MR CODD TEST A" x MR CODD TEST ASSIGNME x Week 1 day x MR CODD TEST ASSIGNME x + -

drive.google.com/file/d/1UMu-Qzh_F_jlpZ8OoJ-ygHQqW6MFFgZ7/view

Flashback 4 Year 6 | Week 1 | Day 3

1) What is 3.2×10 ? = 32 ✓ 03:03 ✓

2) Multiply 1.75 by 10 = 17.5

3) Work out $1\frac{1}{3} + 2\frac{5}{9}$ $1+2=3$ $\frac{1 \times 3}{3 \times 3} + \frac{5}{9} = \frac{3}{9} + \frac{5}{9} = \frac{8}{9}$ = $3\frac{8}{9}$ ✓

4) Calculate 1,765 kg + 218 kg ✓ = 1983kg

Good work [redacted]
- Check question 2. How many places should the digits move?

White Rose Maths

Phil Codd 21:36 Today Resolve

Can you correct this answer?

17.5

Viewers of this file can see comments and suggestions.

Reply Cancel

Reply to comment

Type here to search

21:45 03/01/2021

When you've typed your corrected answer, click reply. It is a bit like doing a purple pen fix it/improvement.