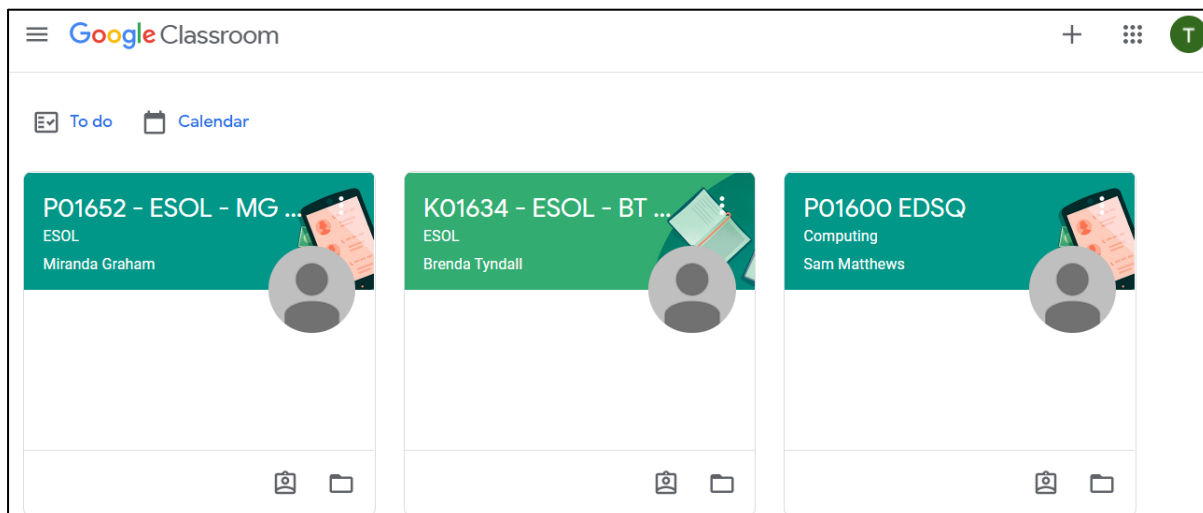


Student Guide to Handing in Work on Google Classroom

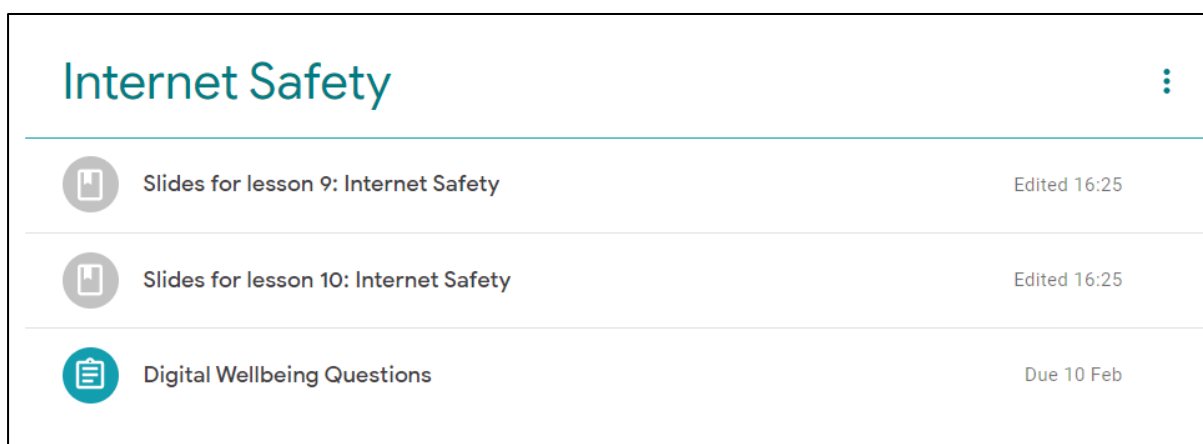
1. Sign into your Google Classroom using your @baec.ac.uk email and password
2. Navigate to the correct Classroom if you have more than 1



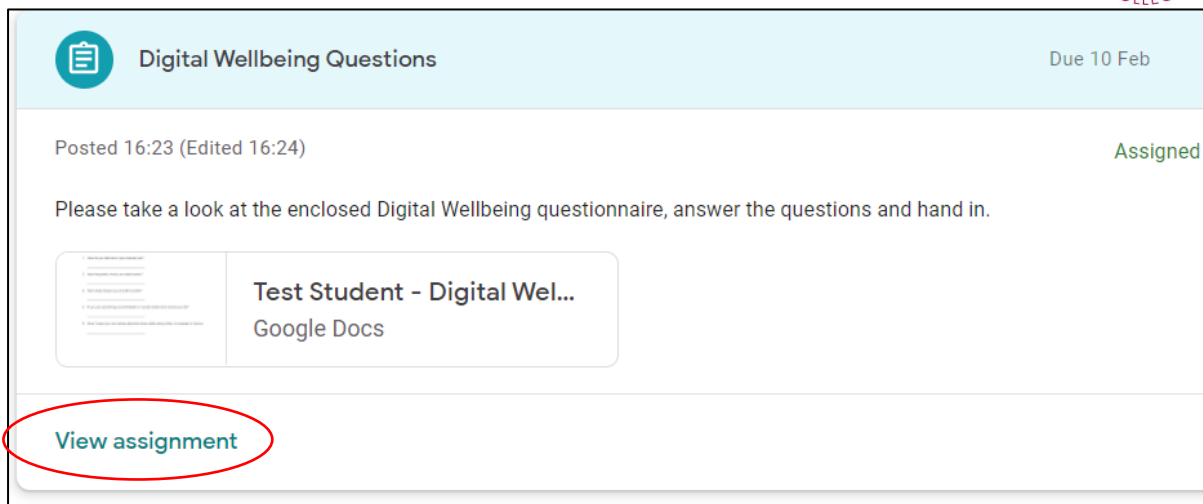
3. At the top of the screen click **Classwork**



4. Your work will be listed ready for you to access. Your tutor may group work by date/lesson number or topic area




5. Once you click on the assignment you wish to complete, the lesson should expand to show more information.



Digital Wellbeing Questions Due 10 Feb

Posted 16:23 (Edited 16:24) Assigned

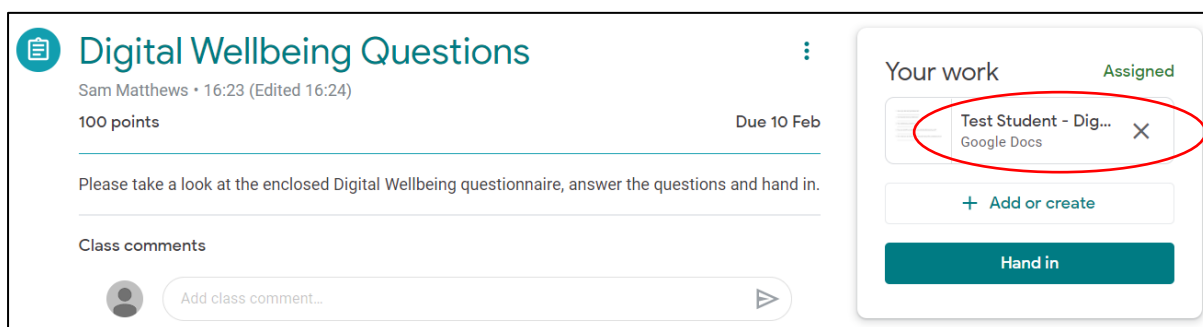
Please take a look at the enclosed Digital Wellbeing questionnaire, answer the questions and hand in.



Test Student - Digital Wel...
Google Docs

[View assignment](#)

6. Please click **View assignment** at the bottom left and this will expand to show all the resources.




Digital Wellbeing Questions ⋮

Sam Matthews • 16:23 (Edited 16:24)


100 points Due 10 Feb

Please take a look at the enclosed Digital Wellbeing questionnaire, answer the questions and hand in.

Class comments



Your work Assigned

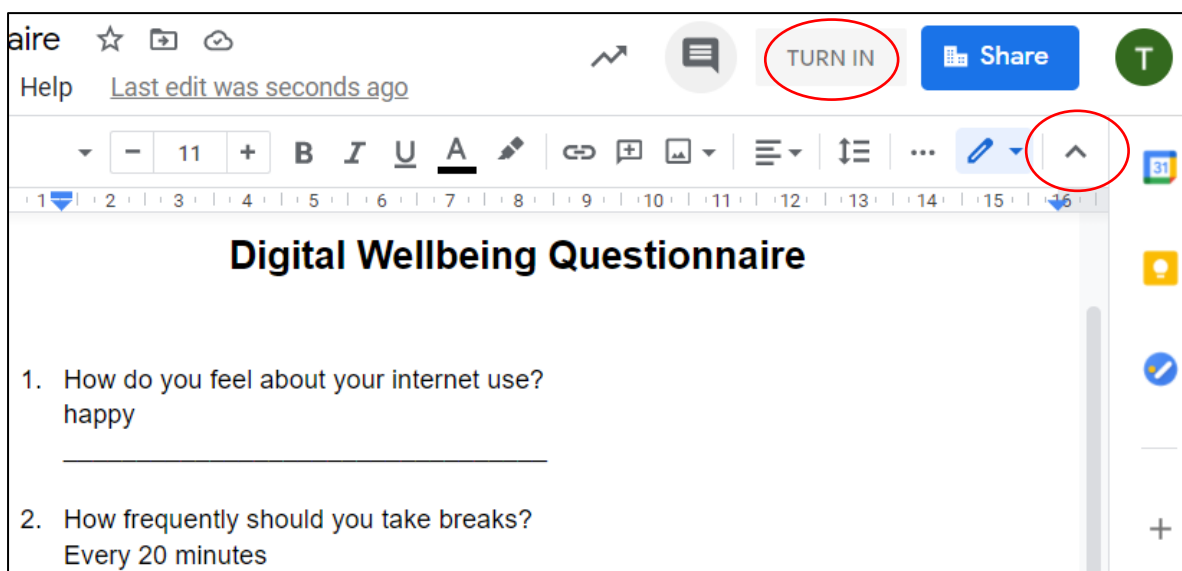

✕

Test Student - Dig...
Google Docs

+ Add or create

Hand in

7. In the top right are documents that have been assigned for you to complete. Click on them to open in Google Docs/Sheets/Slides and complete the work. You can also upload your own images or documents from your computer by clicking **+ Add or create** (use this also if you want to complete the work by hand, then photograph it and upload it)
8. Once you have completed your work, if it is a Google Doc/Sheet/Slides, click on **TURN IN**. Sometimes the TURN IN button can be hidden by the toolbar. If you can't see it, the arrow shown below will be facing down. Click on it and it will face up and reveal the TURN IN option



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Help Last edit was seconds ago

↗️ 🗨️ **TURN IN** Share T

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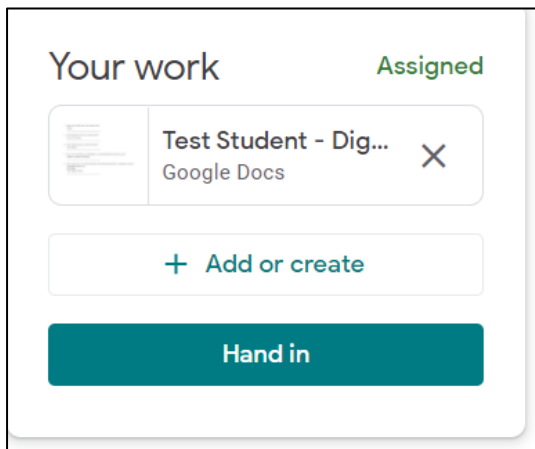
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Digital Wellbeing Questionnaire

1. How do you feel about your internet use?
happy

2. How frequently should you take breaks?
Every 20 minutes

9. Then click on **Hand in**

A screenshot of a user interface titled 'Your work' with a status of 'Assigned'. It shows a list of work items, currently containing one item: 'Test Student - Dig...' from 'Google Docs'. Below the list is a button labeled '+ Add or create' and a prominent teal button labeled 'Hand in'.