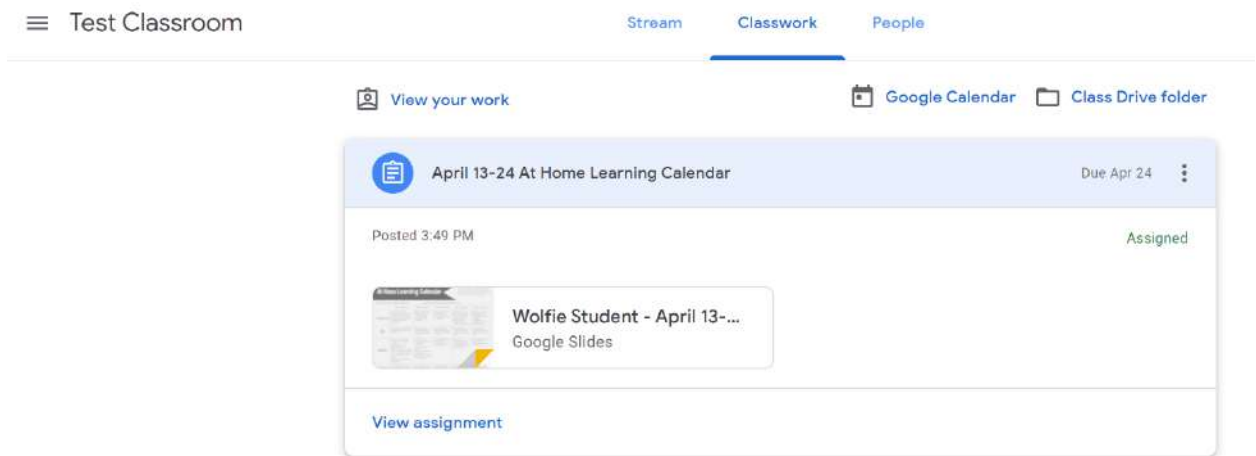


# 4<sup>th</sup> Grade Google Classroom

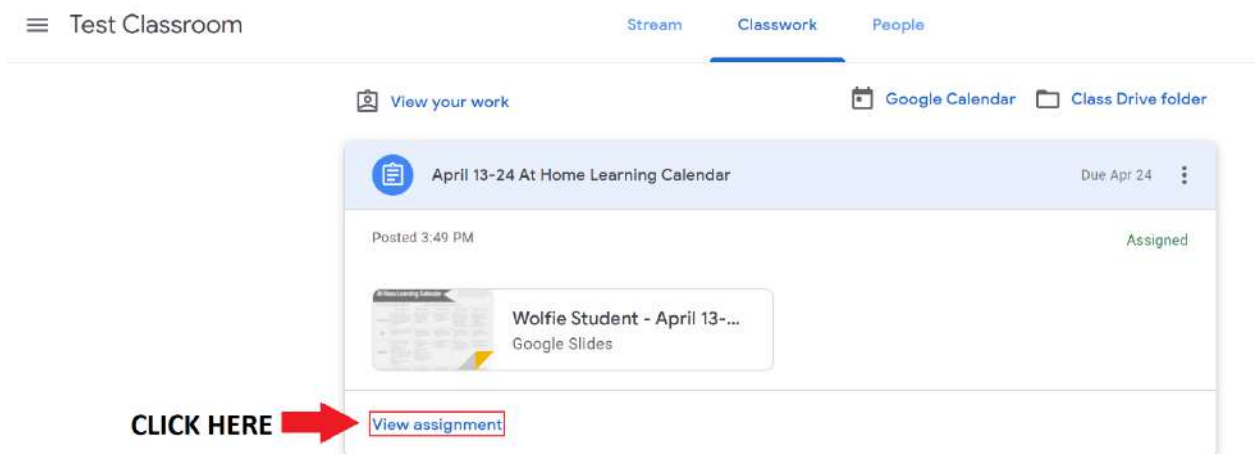
## “At Home Learning Calendar” Submission Guide

Under the “Classwork” tab, you will be able to view all classwork assigned to you. Each “At Home Learning Calendar” will cover 2 weeks of assignments and must be completed by checking all boxes on all days.

1. Click on the calendar based on the week you are currently on. The calendar will open up and you will see a box like the image below:



2. Click “View assignment.”



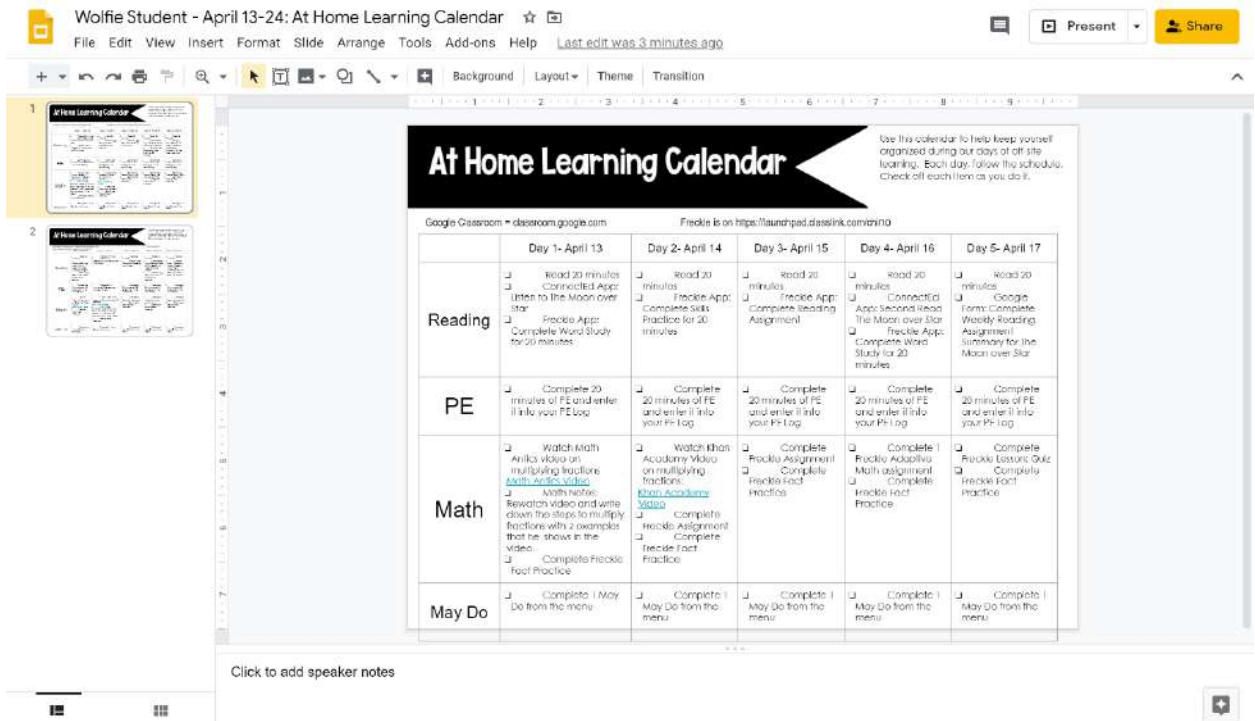
3. You will be taken to a page where you can work on and turn in your assignment, which will look like the image below. You can also see the due date of the assignment and how many points it is worth on this page.

The screenshot shows a Google Classroom assignment page. At the top left, there is a menu icon and the text 'Test Classroom'. Below that, a blue icon with a calendar and the text 'Due Apr 24' is visible. The main title of the assignment is 'April 13-24 At Home Learning Calendar' in blue, with '4 points' and a vertical ellipsis icon to its right. Below the title, there is a profile icon and the time '3:49 PM'. A horizontal line separates the header from the 'Class comments' section, which contains a text input field with a placeholder 'Add class comment...' and a right-pointing arrow. To the right of the main content is a 'Your work' panel. It has a green 'Assigned' status. Inside the panel, there is a file box containing a thumbnail of a Google Slides presentation titled 'Wolfie Student - A...' with a close 'X' icon. Below the file box is a button that says '+ Add or create'. At the bottom of the panel is a blue button that says 'Turn in'. Below the 'Your work' panel is a 'Private comments' section with a text input field and a right-pointing arrow.

4. To view or fill out the calendar, click on the file box under "Your work" with your name on it.

This image is a close-up of the 'Your work' panel from the previous screenshot. It shows the '4 points' and vertical ellipsis icon to the left of the panel. The panel title is 'Your work' with 'Assigned' in green to its right. The file box is highlighted with a red border and contains a thumbnail of a Google Slides presentation titled 'Wolfie Student - A...' with a close 'X' icon. Below the file box is a button that says '+ Add or create'. At the bottom of the panel is a blue button that says 'Turn in'. To the left of the panel, the text 'CLICK HERE' is written in bold black, with a red arrow pointing from it to the file box. Below the panel, there is a horizontal line and a right-pointing arrow.

5. You will be taken to the At Home Learning Calendar through Google Slides, which will look like the image below:

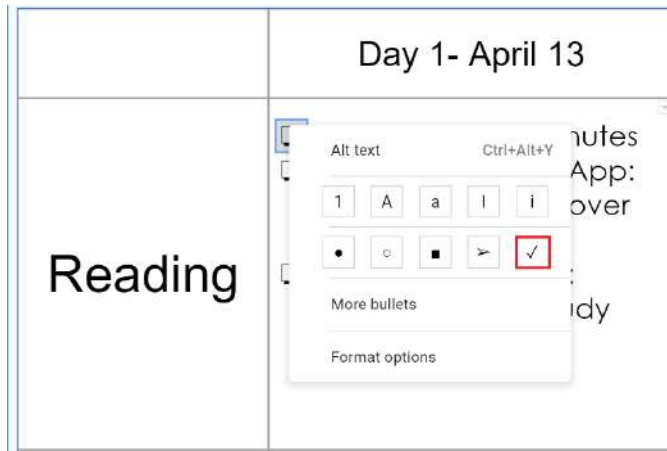


**\*\*\*Please note that all changes you make on Google Docs or Google Slides will be saved automatically; there is no need to manually save.**

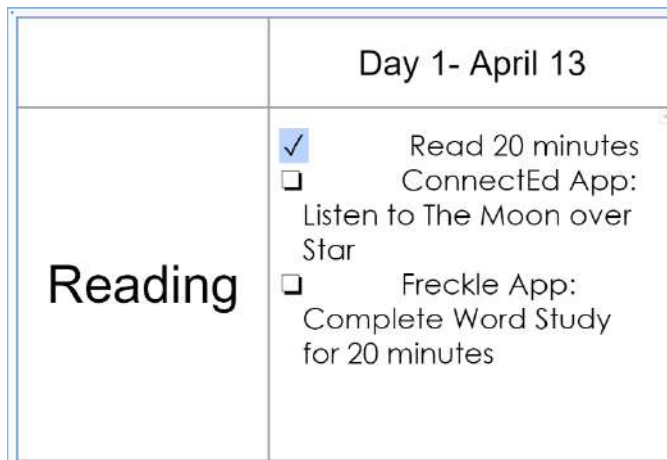
6. Under each individual date, you will need to check each box to indicate that you have completed that assignment. To do this, select each individual box by LEFT CLICKING TWICE while hovering over it with your trackpad, like so:

	Day 1- April 13
Reading	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read 20 minutes</li> <li><input type="checkbox"/> ConnectEd App: Listen to The Moon over Star</li> <li><input type="checkbox"/> Freckle App: Complete Word Study for 20 minutes</li> </ul>

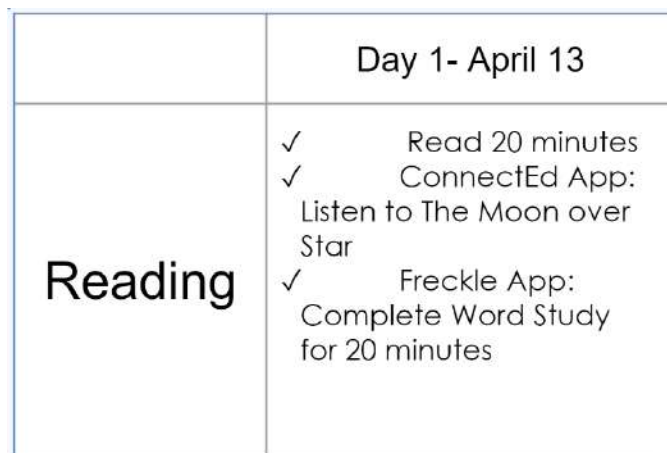
7. Once you have **LEFT CLICKED TWICE** and selected a checkbox, **RIGHT CLICK** to open up the symbols menu. Click on the checkmark symbol (✓) on the bottom right of the window.



8. Once checked, each box will look like this:




9. All boxes under each date must be checked before submitting the assignment, like so:



10. On the day the assignment is due, click on “Turn in” underneath the “Your work” section. You will be asked to confirm that you would like to turn in the assignment.

### Your work Assigned



Wolfie Student - A...  
Google Slides

×


+ Add or create

Turn in

Turn in your work?

1 attachment will be submitted for "April 13-24 At Home Learning Calendar".

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 Wolfie Student - April 13-24: At Home Learning Calendar

Cancel Turn in