Guide: Editing Google Docs via iPad

(January 2021)
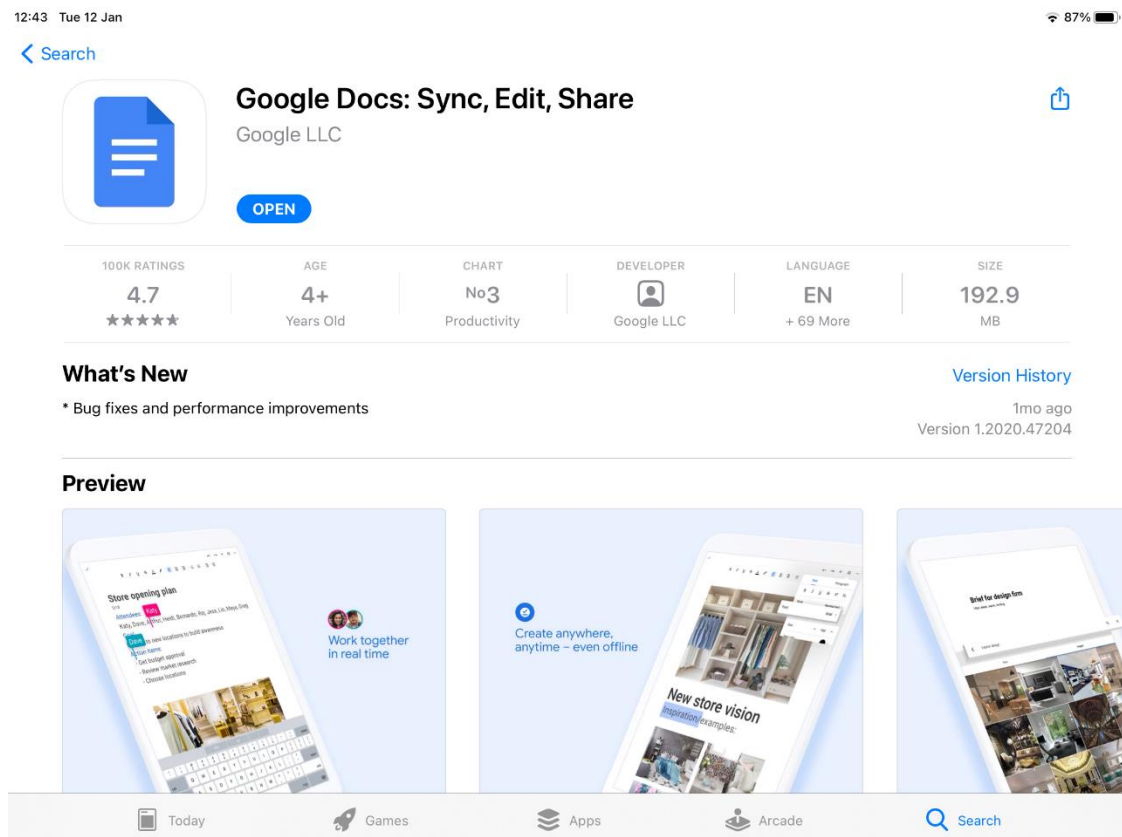
Step 1 [download the 'Google Docs' app from the 'App Store' and sign in using the pupil login]

12:43 Tue 12 Jan   87%

< Search

Google Docs: Sync, Edit, Share

Google LLC

OPEN

100K RATINGS	AGE	CHART	DEVELOPER	LANGUAGE	SIZE
4.7 ★★★★★	4+ Years Old	No 3 Productivity	Google LLC	EN + 69 More	192.9 MB

What's New   Version History

* Bug fixes and performance improvements   1mo ago
                                                                                    Version 1.2020.47204

Preview

Work together in real time

Create anywhere, anytime – even offline

New store vision

Today   Games   Apps   Arcade   Search

Step 2 [within Google Classroom app, locate an 'Assignment']

11:22 Tue 12 Jan   89% 🔋

☰   Y5K   ⬚ 📇

Tuesday 12th January

[?] **Register Tuesday**
     Due 12 Jan, 23:59 💬 35

📖 **English Highwayman vid**
     Posted 12 Jan, 07:33

📋 **English Tuesday CiP**
     No due date 💬 2

📋 **English – HOT – relative clauses**
     No due date 💬 7

📋 **English Spicy – relative clauses**
     No due date 💬 1

📋 **English MILD – relative clauses**
     No due date

📖 **Tuesday Maths Worksheets**
     Posted 8 Jan, 18:34

📖 **Tuesday Maths Video**

💬 Stream   📋 **Classwork**   👥 People

Step 3 [select 'Your work']

11:23 Tue 12 Jan   89% 🔋

‹

English Spicy – relative clauses
1 points
💬 1 class comment
_____

to go with today's lesson

Your work   Assigned
💬 Add private comment

Step 4 [Select the Google Doc that has been assigned]

11:23 Tue 12 Jan 🛜 89% 🔋

Your work   Assigned

📄 Test Pupil - Tuesday English SPICY   ✕

\+   Add attachment

Hand in

Private comments

Add private comment   ➤

Step 5 [Select the arrow symbol in the top right hand corner to edit through the Google Docs app]

11:28 Tue 12 Jan 🛜 88% 🔋

✕   Test Pupil - Tuesday English SPICY   🔍 ✏️ ↗️

Green Pen

Write a   **Tell: show; show;** sentence about someone who's angry.
Remember to start with a statement that tells us how they're feeling. Then show
what they did. Check each part makes sense by itself!

1) Finish the main clause by adding a relative clause after it.
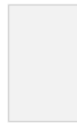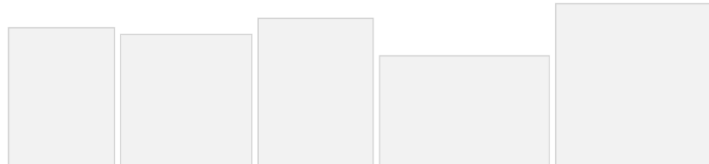
Main clause

Step 6 [This will then open the task in the Google Doc app for you to edit]

‹ Test Pupil - Tuesday English SPICY 👤+ 💬 •••

Green Pen

Write a **Tell: show; show;** sentence about someone who's angry.
Remember to start with a statement that tells us how they're feeling. Then
show what they did. Check each part makes sense by itself!

1) Finish the main clause by adding a relative clause after it.

Main clause
They tied up Bess **who**….
They used some
They knelt by her window **which**

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Step 7 [Once you have edited your work, go back to the Google Classroom app and select 'Hand in']

Your work   Assigned

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➕   Add attachment

Hand in

Private comments

Add private comment   ➤