



## Downloading and editing documents in Google Classroom

### Editing a Google Doc

Wednesday 13th January - Writing 1 2 Jan 15, 11:59 PM ✓

Some assignments contain a Google Doc. The class teacher has made a document which has been copied for each pupil.

Harry Potter - Wednesday 13th January - Writing

File Edit View Insert Format Tools Add-ons Help Last edit was made 4 days ago by Debbie Clarke

100% Normal text Calibri 11 12 B I U A

Headings you add to the document will appear here.

Today, I am getting better at planning a newspaper article.

Headline

Teacher wins huge lottery win!!

Students can write directly onto the document. The document is automatically saved in your child's Google Drive.

TURN IN Share

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When your child is finished, click on 'TURN IN' and the document will be sent to the class teacher to view.

Next read 'How to upload documents'



## Downloading and editing documents in Google Classroom

### Downloading Word documents

Tuesday 19th January - English Due Today

Posted Jan 18 (Edited 12:05 PM)

Make sure you watch the live lesson/recorded video to help you with planning your letter to Waitrose.

13 Turned in 18 Assigned

Task.docx Word Planning grid sheet who... Word

bbc-xvqm-dzq (2021-01... Video

[View assignment](#)

This assignment contains a Word document.

If you want to type on the document, you will need to download it first.

Click on the document.

Next click on these three dots.

Select 'open in new window'.

You can print from here.

Click on the three dots and select 'download'

Open the task and save it to your own hard drive.

Next read 'How to upload documents'