



Google Slides

Guidance on: how to access and edit the slides when a teacher has created a copy for you to work on.

Google's version of an online



To find your task, look for the date and read the notes for instructions from the teacher.

By clicking classwork tab, you can see your classwork in order of most recent postings at the top.

The screenshot shows the Google Classroom interface for a class named '6SM'. The 'Classwork' tab is selected, displaying a list of assignments. The interface includes a navigation bar with 'Stream', 'Classwork', and 'People' tabs. Below the navigation bar, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The list of classwork items is as follows:

Task Name	Due Date
Google Meet Catch Up	No due date
Reading Thursday	No due date
English Thursday	No due date
Computing Lesson 1	No due date
Maths Thursday	No due date
Music Lesson 1	No due date
Weekly Timetable	No due date
Handwriting	No due date
Reading 06/01/21	No due date
M. H. 01/01/21	No due date

Sometimes, you only need to view the slides to complete your work.

If that is the case, this is how it will look:

The screenshot shows a Canvas LMS assignment page for 'Reading Thursday' by Sarah Morath, worth 100 points. The assignment includes two files: 'Prelogue.pdf' and 'Thursday.pptx' (PowerPoint). A yellow highlight is placed on the 'Thursday.pptx' file. To the right, the 'Your work' section shows the assignment is 'Assigned' with a '+ Add or create' button and a 'Mark as Done' button. Below that is a 'Private comments' section with an 'Add private comment...' input field.

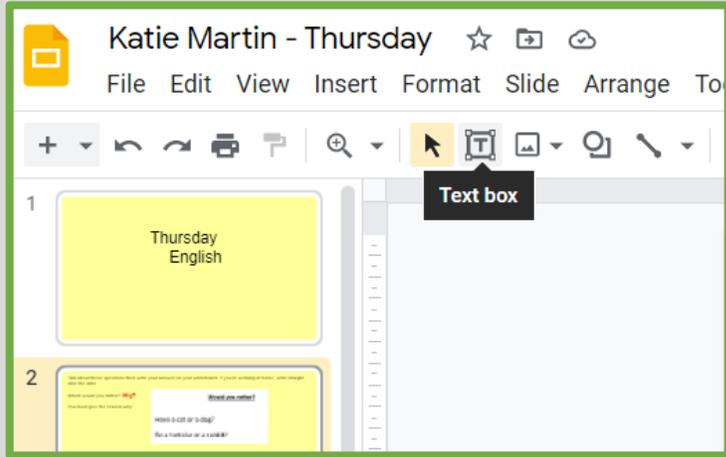
The screenshot shows a Google Slides presentation titled 'Thursday.pptx' opened with Google Slides. The slide content is on a yellow background and includes the text 'Guided Reading Thursday' and a section titled 'Instructions'. The first instruction is '1. Read 'Tell me your story''. The bottom of the slide shows a navigation bar with 'Page 1 / 3' and search icons.

Sometimes, your teacher will create a copy of the slides or document for you to edit as you work.

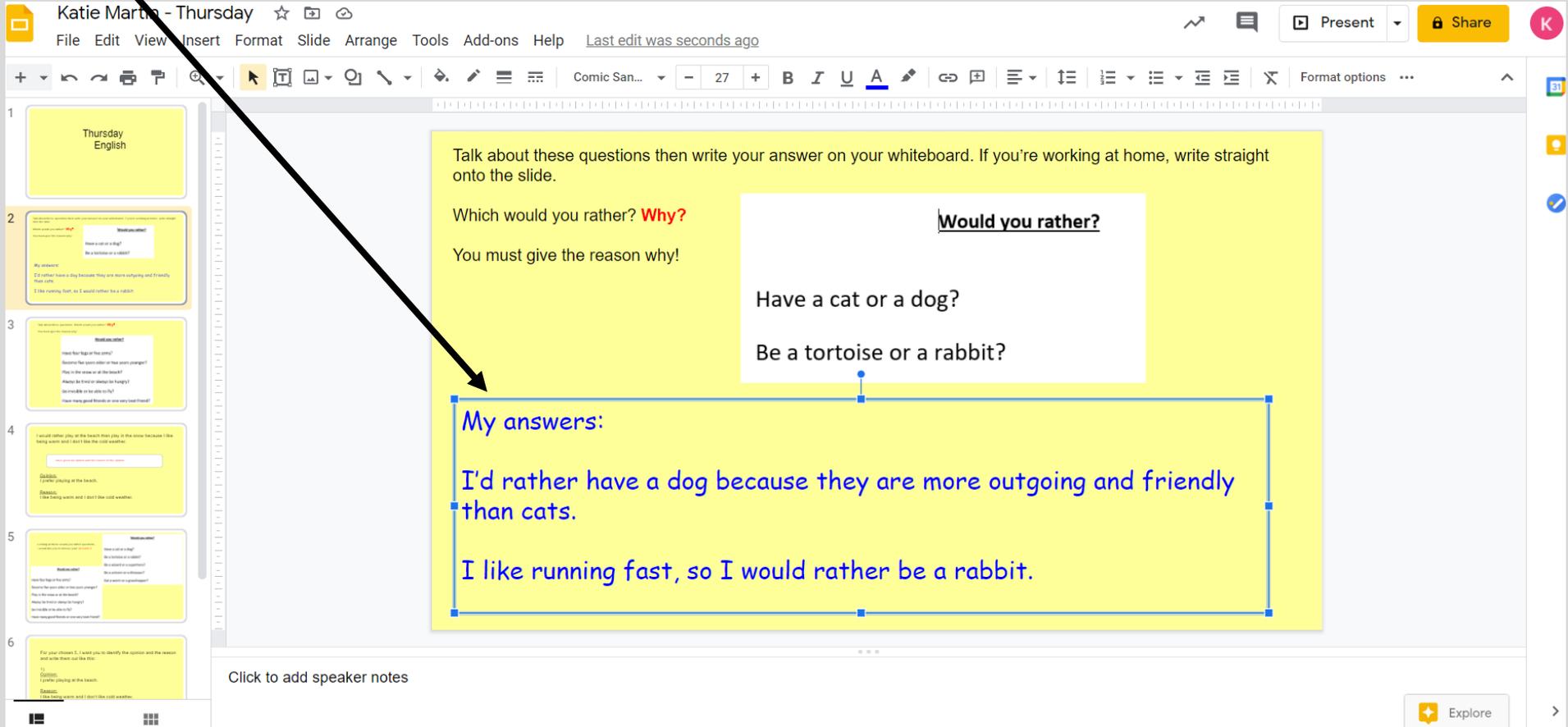
When you open these slides, it automatically creates a copy with your name as the document title. This is your own copy.

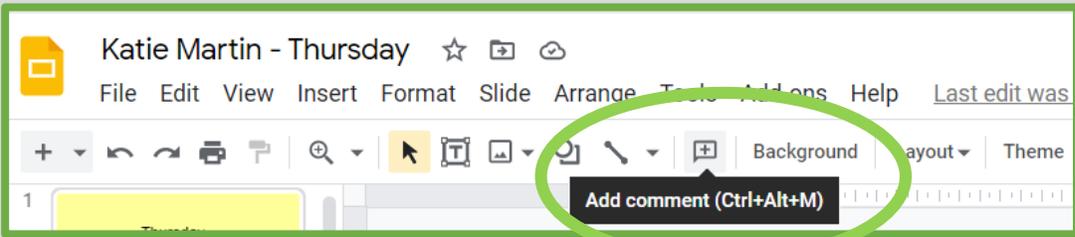
The image shows a screenshot of a Google Slides presentation. The main slide is yellow with the text "Thursday English" in the center. Below the slide, there is a text box with the prompt: "Talk about these questions. Which would you rather? Why? You must give the reason why!". At the bottom of the slide, there is a "Would you rather?" section with a "Page 1 / 7" indicator. The interface includes a top menu bar with options like "File", "Edit", "View", "Insert", "Format", "Slide", "Arrange", "Tools", "Add-ons", and "Help". A green arrow points to the "Open with Google Slides" button in the top left corner. Another green arrow points to the title bar "Katie Martin - Thursday" in the top right corner. The left sidebar shows a list of slides, and the bottom right corner has a "Click to add speaker notes" button.

You will need to submit these when you have finished (to see how to do this skip to slide X).



Option 1:
You can create a text box to type in on the slide.





Option 2:
You can create a comment focusing on an aspect of the slide.

Talk about these questions then write your answer on your whiteboard. If you're working at home, write straight onto the slide.

Which would you rather? **Why?**

You must give the reason why!

Would you rather?

Have a cat or a dog?

Be a tortoise or a rabbit?

Kate Martin

I would rather have a cat because they are smaller and easier to look after. For example, I wouldn't need to take it for walks every day which is tiring!

Comment Cancel

...

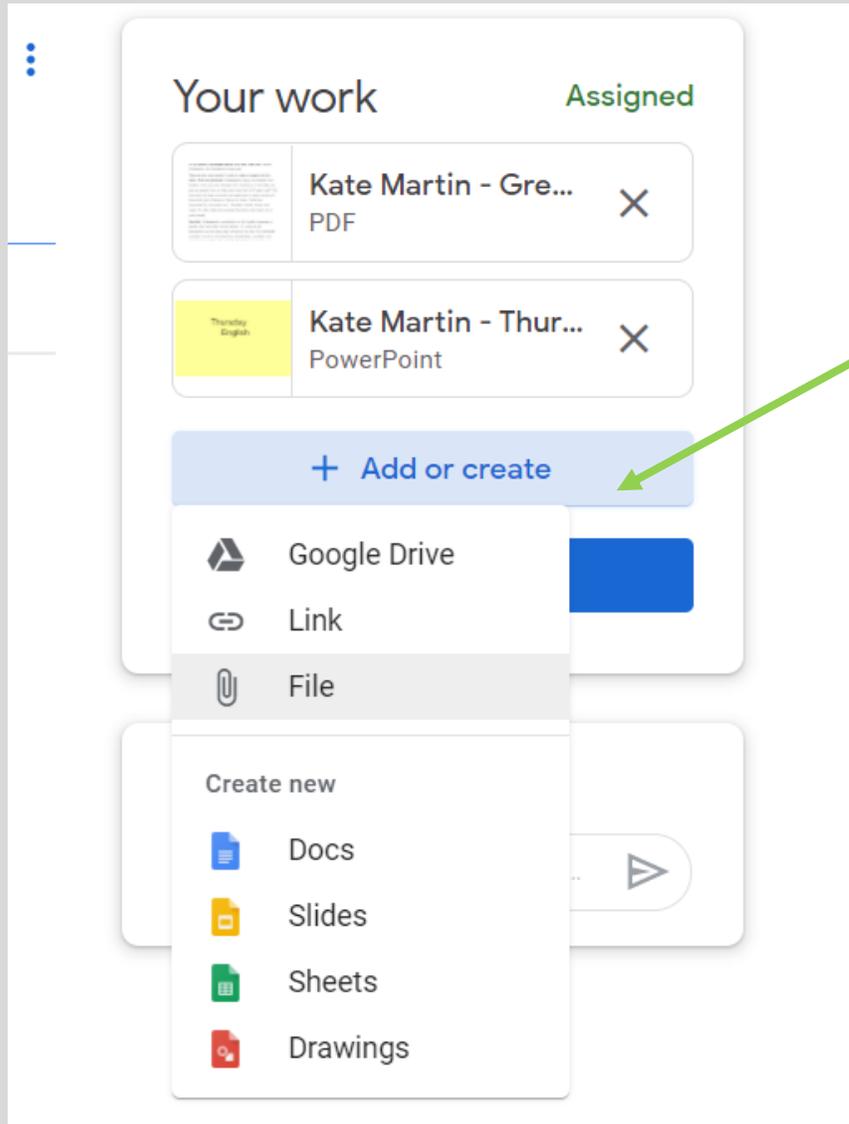
If you come out of the slides to have a break or do something else, you can access your slides again by clicking the document with your name on.

The screenshot shows a classroom management interface. On the left, there is a task titled "English Thursday 7th January" by Sarah Morath, worth 100 points. The task instructions are "Follow the PowerPoint and use the Greatest Person Ever Text." Below the task is a "Class comments" section. On the right, there is a "Your work" section with the status "Assigned". It lists two items: "Kate Martin - Gre... PDF" and "Kate Martin - Thur... PowerPoint". Below these items is a "+ Add or create" button and a "Hand in" button. At the bottom of the "Your work" section is a "Private comments" section with an "Add private comment..." button. A green arrow points from the top of the "Your work" section to the task title. A red arrow points from the "Add or create" button to a red-bordered box on the right.

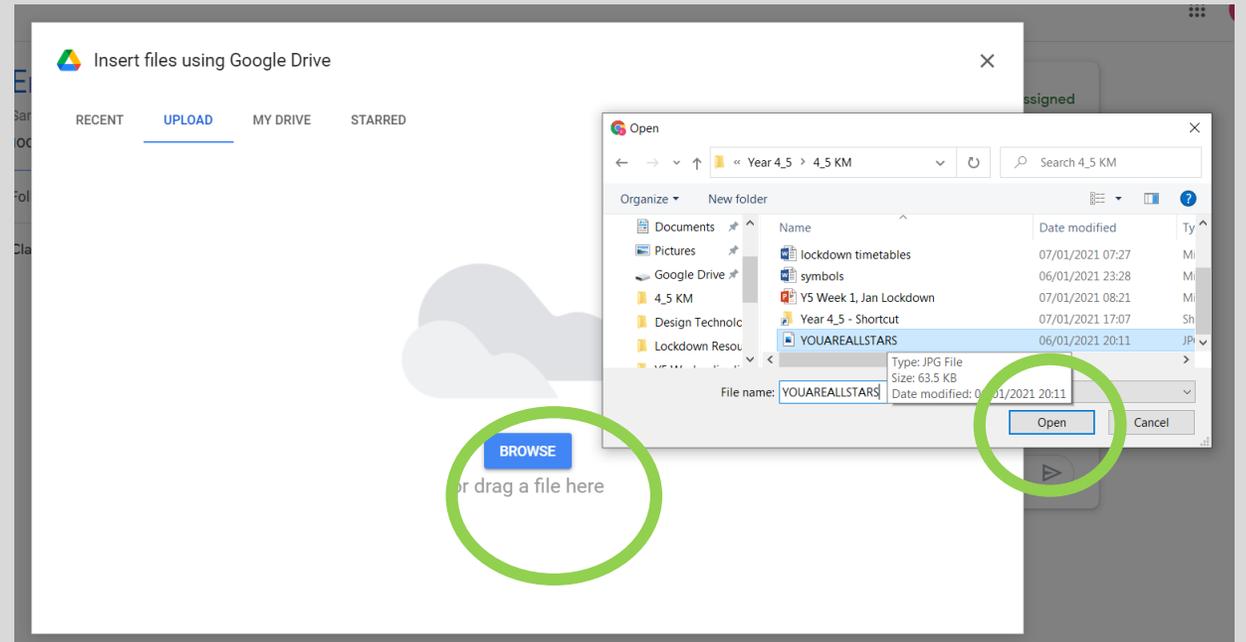
If you make another copy, you have to do the work all over again which can be frustrating, so be careful to click your existing copy!

This button is most useful for adding pictures of your work or extra documents you have done.

To add pictures or other evidence of your work alongside the slides:



This will ask you to attach the file you want by uploading it from your computer or device.



Sometimes, your teacher will create a copy of the slides or document for EVERYONE in the class to edit as they work.

If that is the case, this is how it will look:



The screenshot shows a Google Slides presentation. At the top, there is a dropdown menu that says "Open with Google Slides". The main slide has a yellow background and the text "Thursday English" in the center. Below the slide, there is a text box with the prompt: "Talk about these questions. Which would you rather? Why? You must give the reason why!". Below the text box, there is a smaller white box with the text "Would you rather?". At the bottom of the slide, there is a navigation bar that says "Page 1 / 7" and includes search and zoom icons. The Windows taskbar is visible at the very bottom of the image.

When working on slides used by the whole class, stick to using comments or writing in the notes section below the slides. See the notes section on this slide as an example. This way everyone can see the slides as they are intended to.

When you have finished, hand it in.

English Thursday 7th January

Sarah Morath • 16:28

100 points

Follow the PowerPoint and use the Greatest Person Ever Text.

Class comments

Your work Assigned



+ Add or create

Hand in

Private comments

Add private comment...

Hand in your work?

3 attachments will be submitted for "English Thursday 7th January".

 Kate Martin - Greatest Person Ever.pdf

 Kate Martin - Thursday.pptx

 YOUAREALLSTARS.jpg

Cancel **Hand in**



Forgot to add something? Don't worry, as long as it is within the hand in date, you can unsubmit and add to it. Don't forget to re-submit it afterwards.



English Thursday 7th January

Sarah Morath • 16:28

100 points

Follow the PowerPoint and use the Greatest Person Ever Text.

Class comments



Your work

Handed in



Kate Martin - Greatest ...
PDF



Kate Martin - Thursday...
PowerPoint



YOUAREALLSTARS.jpg
Image

Unsubmit



Happy sliding!



Google Slides