

Lanark Grammar School

Physical Education Department

Assignments & Homework on Google Classroom and Google Docs



Using the app

Device – Smartphone or Tablet



Google Classroom™



Google Docs

1. Open up Google Classroom
2. Locate and click on the question from the Google Classroom stream
3. There is a blue icon with white lines. Beside it is your name and the name of the homework task. Click on this line. It will take you to the Homework Task
4. Click on the square with the arrow inside (top right). This will open the Homework up in Google Docs app
5. Click on the blue pencil on the bottom left. This will allow you to start editing
6. Type in your answers for each question. Adjust format if required
7. Once complete click on the tick in the top left. This saves your work
8. Go back to Google Classroom app and click submit/hand in
9. A tick should appear in the middle of the screen if it is successful.

Using the website

Device – Laptop or PC

1. Login to Glow and go to Google Classroom.
2. Click on the Homework question from the stream in the Google Classroom
3. There is a blue icon with white lines. Beside it is your name and the name of the homework task. Click on this line. It will take you to the Homework in Google Docs
4. Type your answer in to each section. Adjust any formatting if required
5. Once complete, click “Turn in” in top right. This will take you back to the Google Classroom
6. Finally click on “Hand in”.

Returning Homework once it has been marked

1. Once the teacher has marked the Homework it will be returned to you. You can view the Homework and any teacher comments by following the same steps as above to open the piece of Homework up. You will now see the comments and marks etc.
2. Sometimes, there will also be a grade beside your name on the Google Classroom

Assignments & Homework on Google Classroom and Google Forms

Using the app

Device – Smartphone or Tablet



Google Classroom™ Google Forms

1. Open up Google Classroom
2. Locate and click on the question from the Google Classroom stream
3. There is a purple icon with white lines. Beside it is your name and the name of the homework task. Click on this line. It will take you to the Homework Task, usually opening up a web browser
4. Read and answer the questions
5. Once finished there will be a “Done” button
6. Go back to Google Classroom app and click “Done”.
7. A tick should appear in the middle of the screen if it is successful.

Using the website

Device – Laptop or PC

1. Login to Glow and go to Google Classroom.
2. Locate and click on the question from the Google Classroom stream
3. There is a purple icon with white lines. Beside it is your name and the name of the homework task. Click on this line. It will take you to the Homework Task, usually opening up a web browser
4. Read and answer the questions
5. Once finished there will be a “Done” button
6. Go back to Google Classroom app and click “Done”.
7. A tick should appear in the middle of the screen if it is successful.

Returning Homework once it has been marked

1. Sometimes pupils may receive their marks straight after completing the Homework Task. Sometimes they may have to wait. This will be indicated by the teacher upon issuing the Homework Tasks.
2. Sometimes, there will also be a grade beside your name on the Google Classroom