



# 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'. At the top, there are four tabs: 'Stream' (disabled), 'Classwork' (selected and highlighted in blue), and 'People'. Below the tabs, there are links to 'View your work', 'Google Calendar', and 'Class Drive folder'. The main area displays a list of assignments in reverse chronological order. Each assignment is represented by a blue circular icon with a white document symbol, followed by the assignment name and its due date (or 'No due date').

Assignment	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
MATHS 06/01/21	No due date

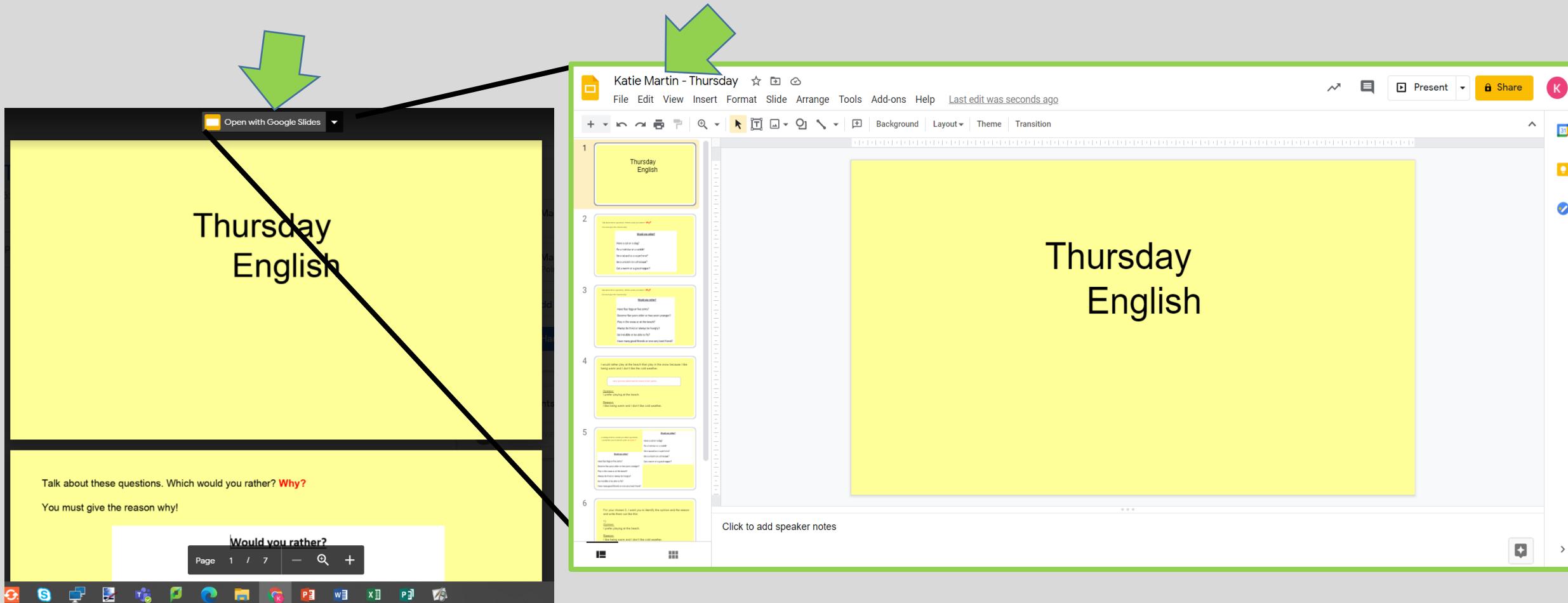
Sometimes, you only need to view the slides to complete your work.

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

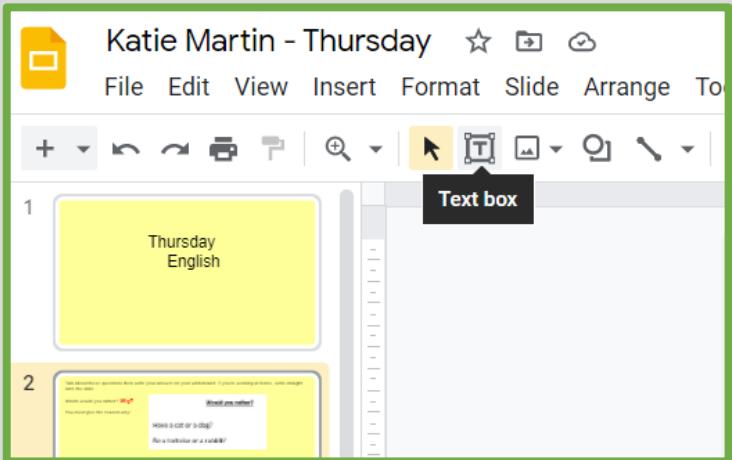
The image shows a classroom management interface. On the left, a student's assignment titled "Reading Thursday" is displayed. It includes a PDF file named "Prelogue.pdf" and a PowerPoint file named "Thursday.pptx". A yellow box highlights the PowerPoint file. A black arrow points from this highlighted file to the right side of the screen, where a preview of the presentation is shown. The presentation slide has a yellow background and displays the title "Guided Reading Thursday" and the word "Instructions". At the bottom of the slide, there is a list item: "1. Read 'Tell me your story'".

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.



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.

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?

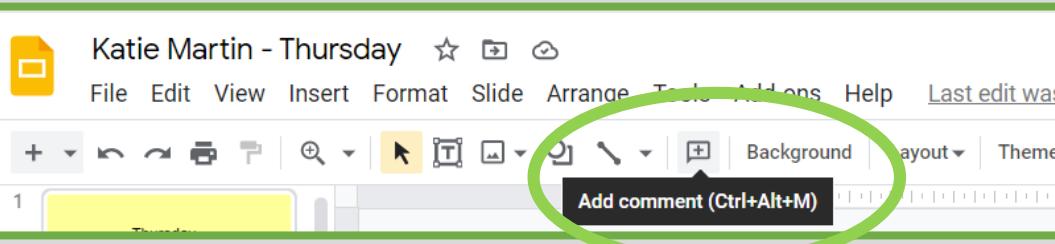
**My answers:**

I'd rather have a dog because they are more outgoing and friendly than cats.

I like running fast, so I would rather be a rabbit.

Click to add speaker notes

Explore



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

A yellow slide with a central text box containing the "Would you rather?" question and two options. A black arrow points from the "Add comment" button in the toolbar to a comment box on the right, which displays a response from "Kate Martin".

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.

6SM

K

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

Kate Martin - Gre... PDF

Kate Martin - Thur... PowerPoint

+ Add or create

Hand in

Private comments

Add private comment... ➔

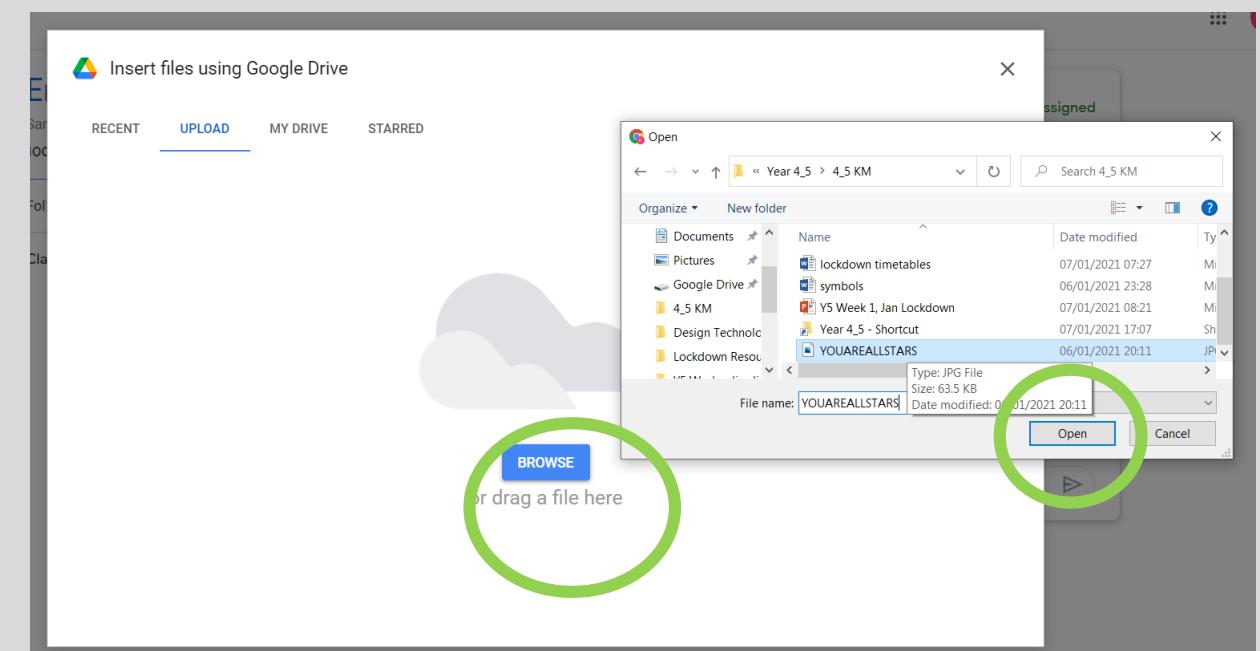
If you make another copy, you have to do the work all over again which can be frustrating, so be careful to click your existing copy!

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:

The screenshot shows the 'Your work' section in Microsoft Teams. It lists two files under the 'Assigned' tab: 'Kate Martin - Gre...' (PDF) and 'Kate Martin - Thur...' (PowerPoint). Below this, there is a blue button labeled '+ Add or create'. A dropdown menu is open, showing options: 'Google Drive', 'Link', and 'File'. Under 'Create new', there are icons for 'Docs', 'Slides', 'Sheets', and 'Drawings'. A green arrow points from the text 'This will ask you to attach the file you want by uploading it from your computer or device.' to the 'File' option in the dropdown.

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:

Thursday  
English

Talk about these questions. Which would you rather? **Why?**  
You must give the reason why!

Would you rather?

A	B
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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

- Kate Martin - Gre... PDF
- Kate Martin - Thur... PowerPoint
- YOUAREALLSTAR... Image

+ Add or create

Hand in

Private comments

Private comment...

Hand in your work?

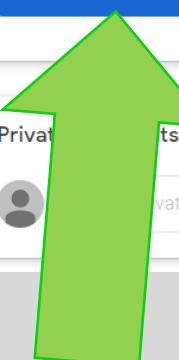
3 attachments will be submitted for "English Thursday 7th January".

- PDF Kate Martin - Greatest Person Ever.pdf
- P Kate Martin - Thursday.pptx
- YOUAREALLSTARS.jpg

Cancel Hand in

Private comments

Add private comment





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

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Follow the PowerPoint and use the Greatest Person Ever Text.

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Class comments

Your work Handed in

	Kate Martin - Greatest ... PDF
	Kate Martin - Thursday.... PowerPoint
	YOUAREALLSTARS.jpg Image
<a href="#">Unsubmit</a>	

*Happy sliding!*



Google Slides