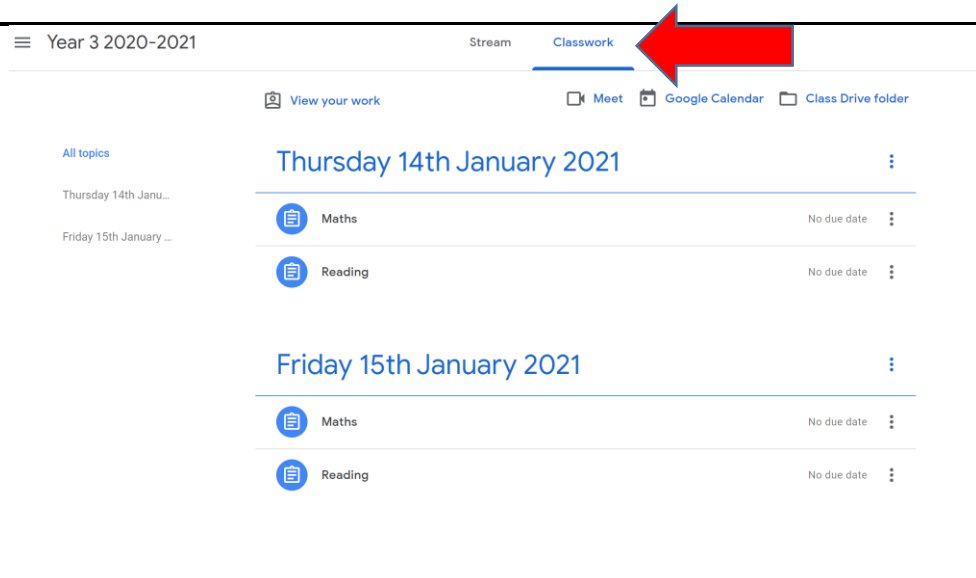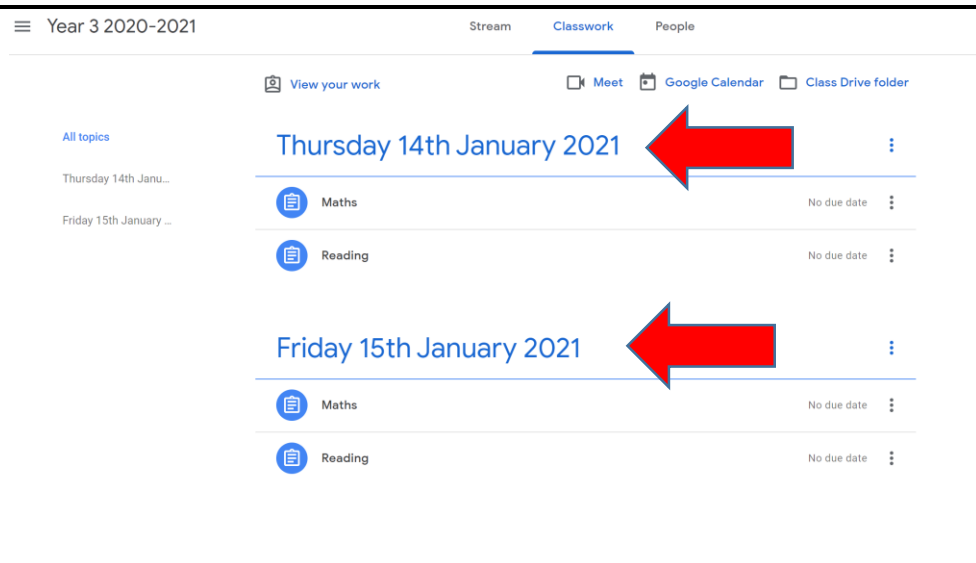# 3. Google Classroom (Web Version) - Classwork
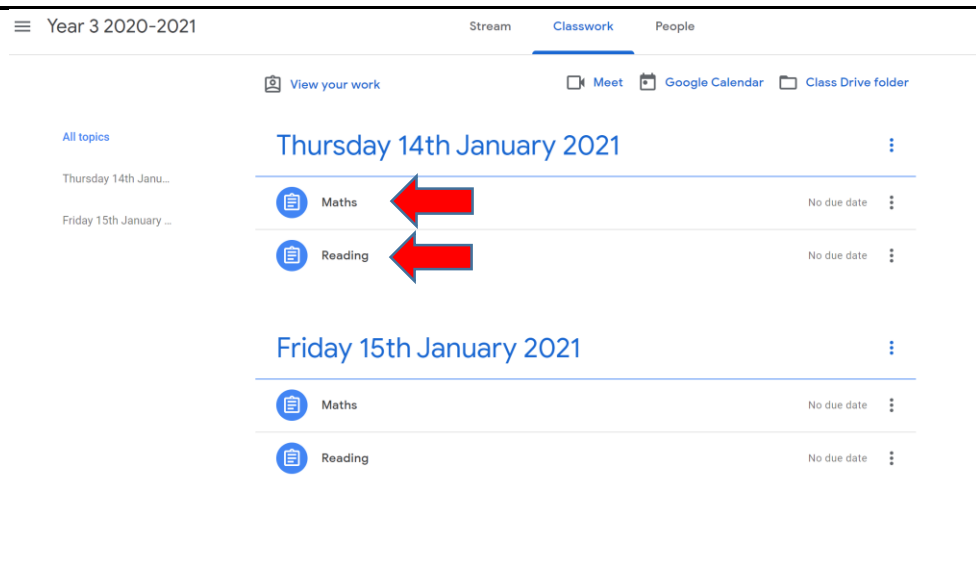
1. Use the 'Classwork' tab to view the work that has been set. This will be the view once you have selected the 'Classwork' tab.	
2. All work for a particular day will be found in that folder.	
3. Within the daily folders, there will be separate folders for each subject.	

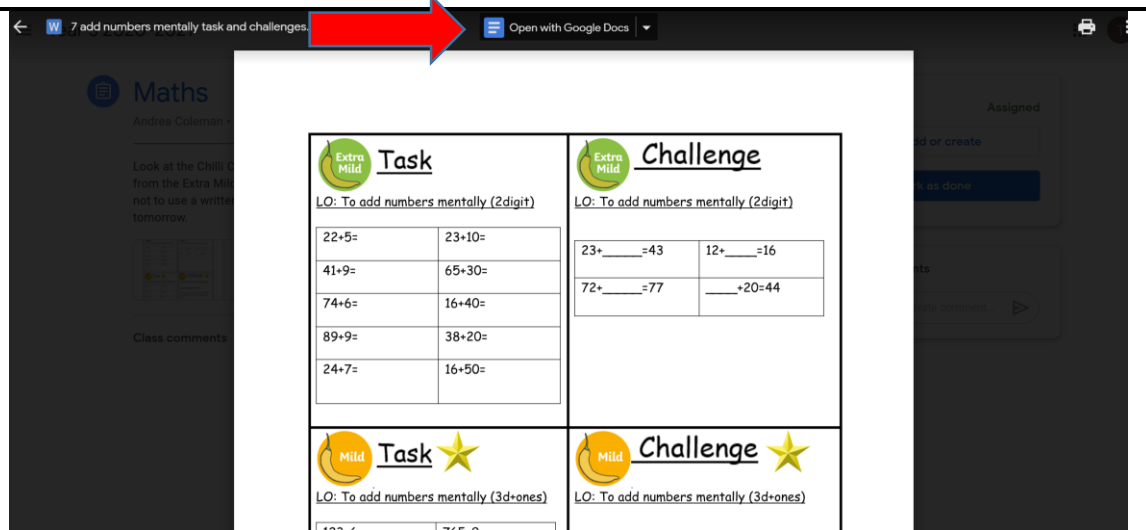|	
4. The subject folders can be opened by selecting them. This will allow you to view the instructions and the attached files for the task.	
5. To view the activity, select 'View assignment'.	
6. Once you have selected 'View assignment', the assignment will open so that you can view the attached files. To open the attached files, click here to open in a larger view.	

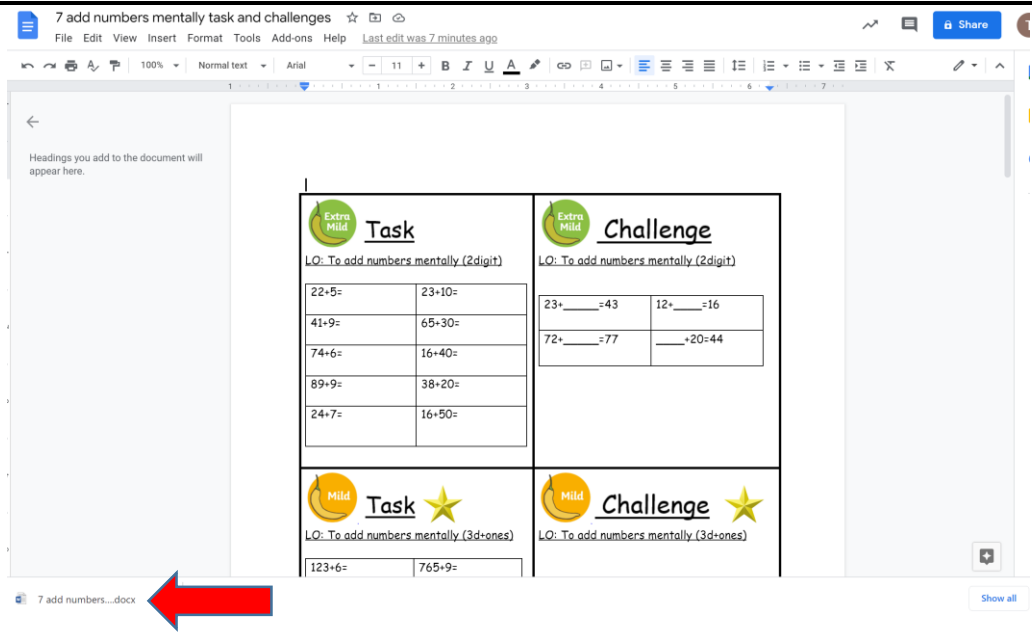|	
7. When the attachment is open, it can be printed from the top right corner. Work does not <u>need</u> to be printed to be completed.	
8. The attachment can also be downloaded by selecting 'Open with Google Docs' (do not select the downwards arrow).	
9. Once you have selected, 'Open with Goggle Docs', the file will open in Google documents as shown. From here, the file can be downloaded into Word and edited from there. To download in Word, select File, Download, Microsoft Word.	
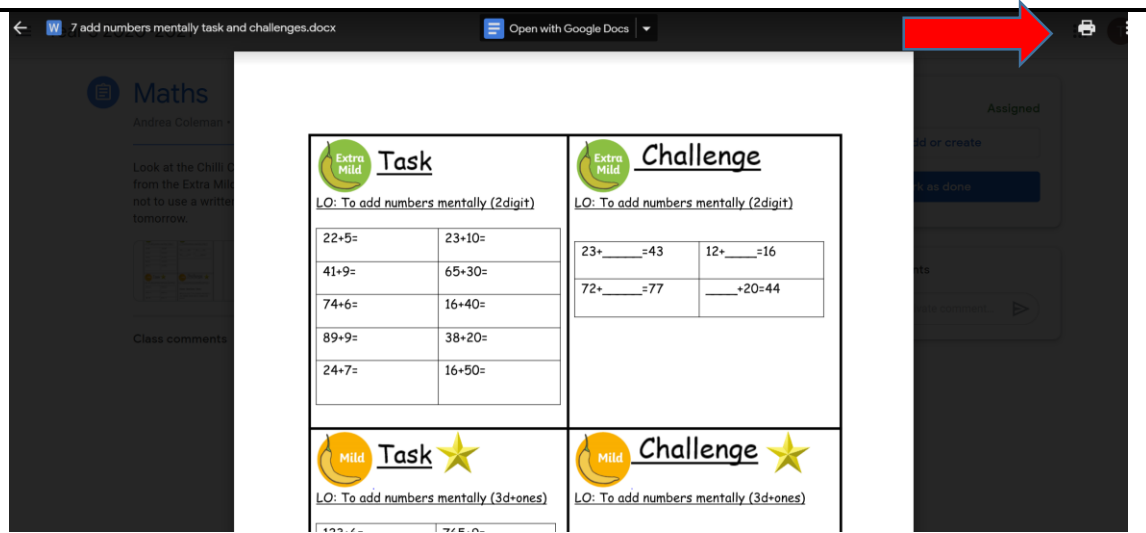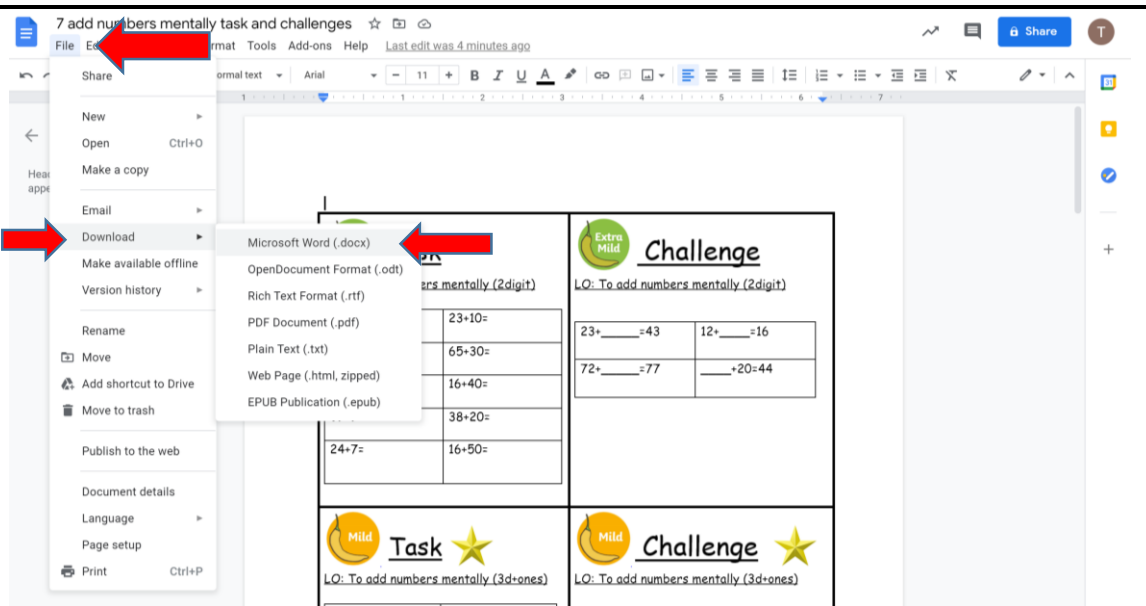
10. The file will download and be shown at the bottom left of the screen. Open the downloaded file by selecting here.	
11. The file will open in Word and can be edited within Microsoft Word. This will give you the option to save the completed work here and then upload to Google Classroom later (see uploading work section of the guidance).	