**HOMEWORK GUIDE FOR PARENTS**

Using a PDF and uploading a picture

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| Dear Parents/Carers,  The focus of the task this week is using a PDF as a worksheet, working on paper, taking a photograph of their work and uploading it to the Google Classroom. All children have been able to do this in school using iPads, but obviously the steps may be a little different depending on what the children use at home. If the children use laptops, we find it is then easier to use a mobile to take a photo of the work and upload directly from there- preferably though the ‘Google for Education’ App. If you use the app, the child will need to be logged into it using their own HWB email information. |
| 1. Your child will need to log into HWB and enter their details, then access their classroom via Google for Education |
| 1. Click on ‘Classwork’ and select the task needed. Click View Assignment. |
| 1. Click on the PDF to enlarge it. Your child can then complete the task on paper, you do not need to print. |
| 1. Next, get back to the assignment page. Click add or create |
| 1. Select- File 2. Upload 3. Browse 4. Take photo 5. Use the photo- you can retake the picture if you need to |
| 1. Your picture will appear in the space indicated by the arrow. 2. Then click ‘Hand in’ so that your teacher can see your work. |