

Handing in your assignment.

Depending on the assignment, you can hand in a personal document that your teacher assigned to you, create your own Google Doc, or add files to the assignment.

If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in (handed in) or marked done after the due date is recorded as late.

You can use google classroom on your Computer, Android, iPhone &/or iPad

Your work will automatically save into your google drive folders so do not worry about saving your work at the end.

When you are completing your work online you can use Microsoft word, PowerPoint and Excel and upload your work through google classroom. You can also use Googles version:

Google doc = Word

Google sheets = Excel

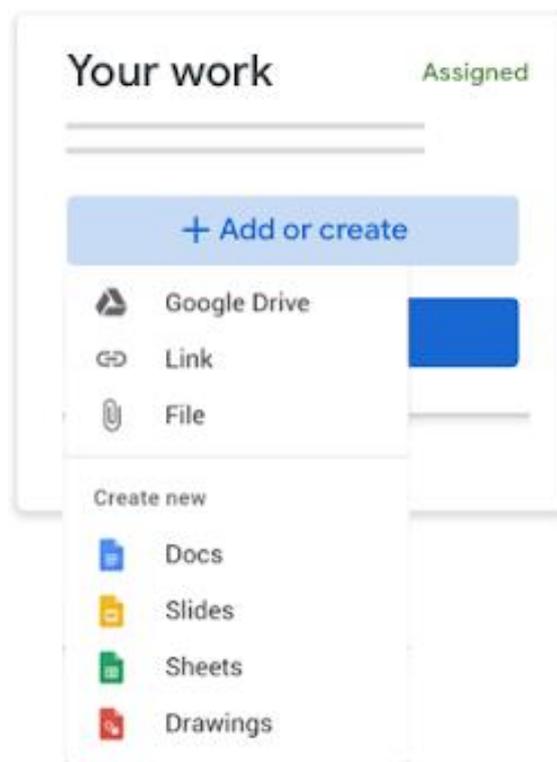
Google slides = PowerPoint

1. Go to google classroom.
2. Click the class Classwork and the assignment.
3. If you need to complete an assignment on the computer, attach the file once it is ready to hand in, you will find instructions on how to do this below.
4. If you are working from a booklet, fill in the booklet in pen or pencil, take a photograph with your phone and upload the picture to the assignment. You can use your phone and the google classroom app to do this.

5. To attach an item:

- a. On the right hand side of your work, click Add or create.

Select Google Drive , Link , or File  .



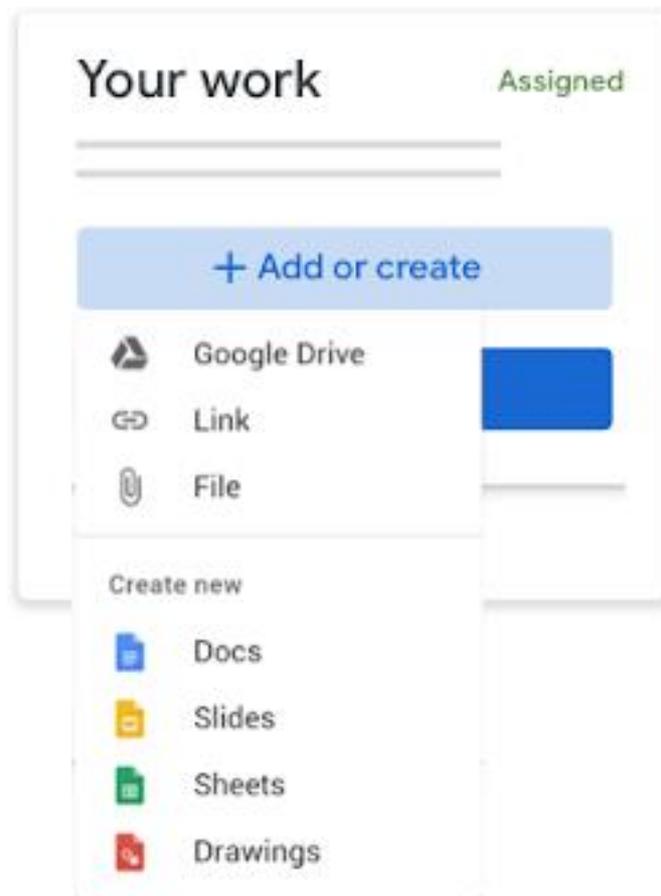
- b. Select the attachment or enter the URL for a link and click Add.

Note: You can't attach a file you don't own.

6. To attach a new doc:

1. Under Your work, click Add or create, select Docs , Slides , Sheets or Drawings  .

A new file attaches to your work and opens.



2. Click the file and enter your information.

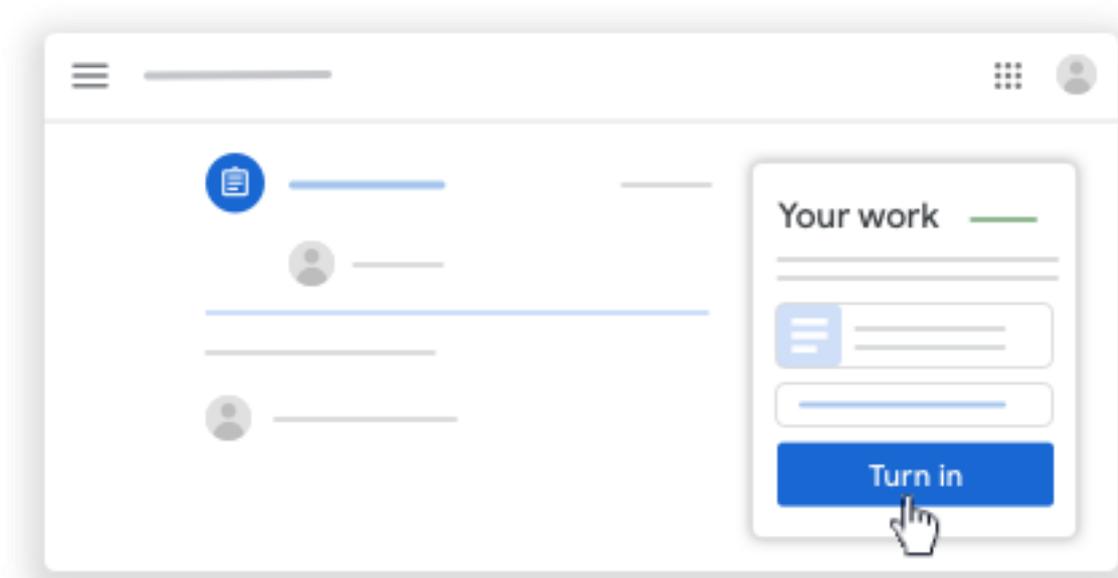
Note: You can attach or create more than one file.

7. To remove an attachment, next to the attachment's name, click Remove .

8. To add a private comment to your teacher, under Private comments, enter your comment and click Post.

9. Click Hand In and confirm.

The status of the assignment changes to Turned in or handed in.



Note: If you get an error message when you click Turn in, let your teacher know.

Handing in a quiz assignment.

1. Go to google classroom.
2. Click the class Classwork or the assignment.
3. Click the form and answer the questions.
4. Click Submit. Mark as done and confirm.

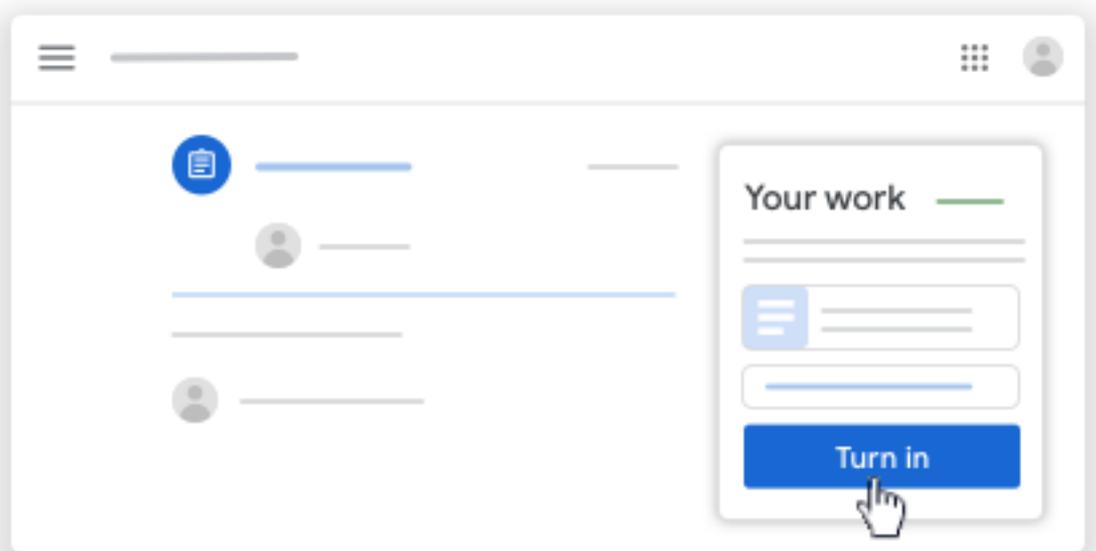
If the form is the only work for the assignment, the status of the assignment changes to Turned in.

5. (Optional) If there's more work to do for the assignment, click Open assignment.

Handing in a document when the teacher has given you a page online to fill in.

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in/hand in.

1. Go to google classroom.
2. Click the class Classwork and the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
 - In the document, click Turn in / hand in and confirm.
 - In Classroom, in the assignment, click Turn In / hand in and confirm.



The status of the assignment changes to Turned in.

Note: If you get an error message when you click Turn in, let your teacher know.