


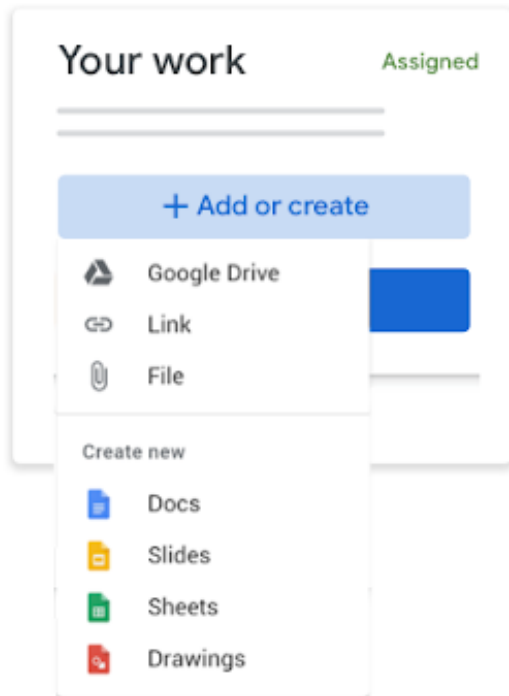


Google Classroom – Instructions on how to submit work as an assignment





Turn in an assignment

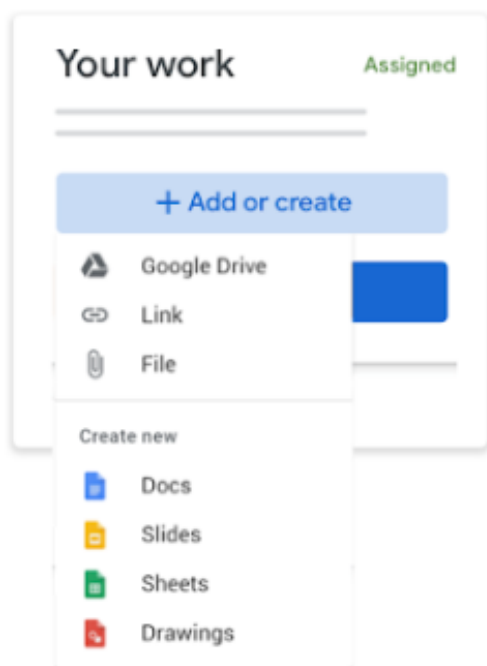
1. Go to classroom.google.com .
2. Click the class > **Classwork** > the assignment.
3. To attach an item:
 - a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File  .



- 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.



4. To attach a new doc:

- a. Under **Your work**, click **Add or create** > select Docs , Slides , Sheets , or Drawings . A new file attaches to your work and opens.

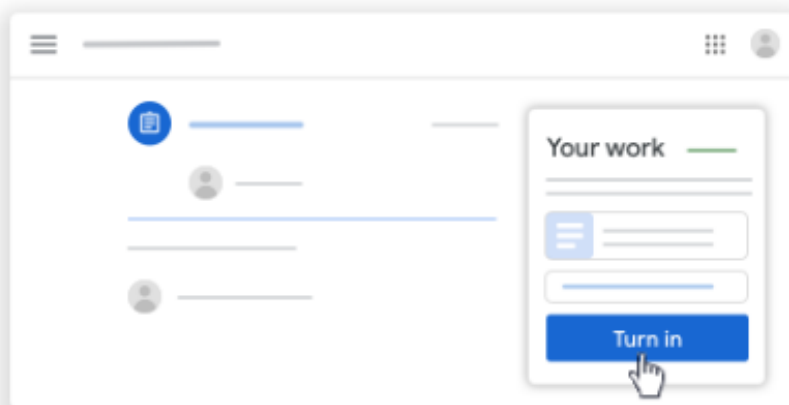


b. Click the file and enter your information.

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

5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
6. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post .
7. Click **Turn In** and confirm.

The status of the assignment changes to **Turned in**.

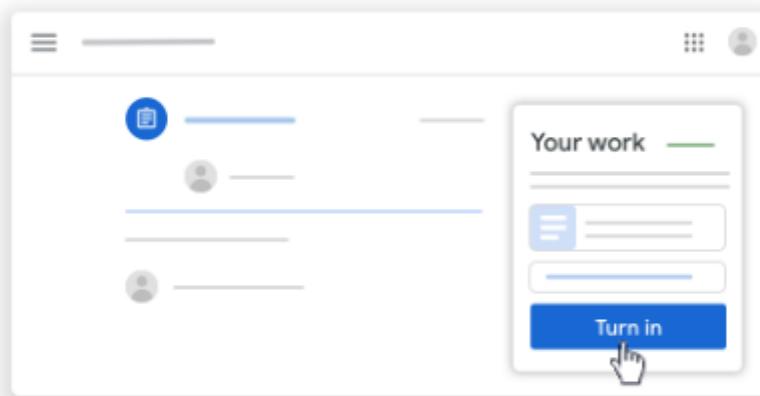


Turn in an assignment with a doc assigned to you



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**.

1. Go to classroom.google.com .
2. Click the class > **Classwork** > 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** and confirm.
 - In Classroom, in the assignment, click **Turn In** and confirm.



The status of the assignment changes to **Turned in**.

Mark an assignment done



Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to classroom.google.com .
2. Click the class > **Classwork** > the assignment.
3. (Optional) Under **Private comments**, add a private comment for your teacher and click **Post**.
4. Click **Mark as done** and confirm.

The status of the assignment changes to **Turned in**.