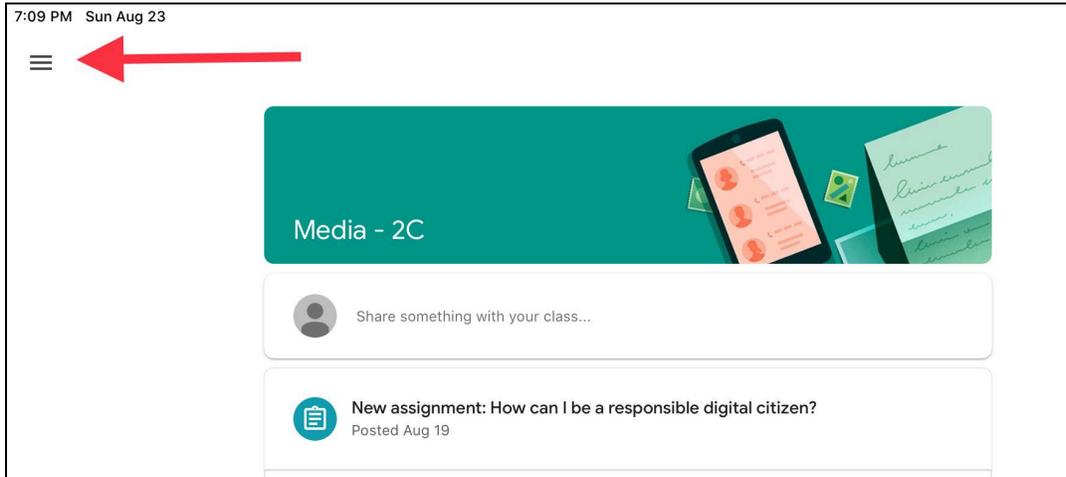


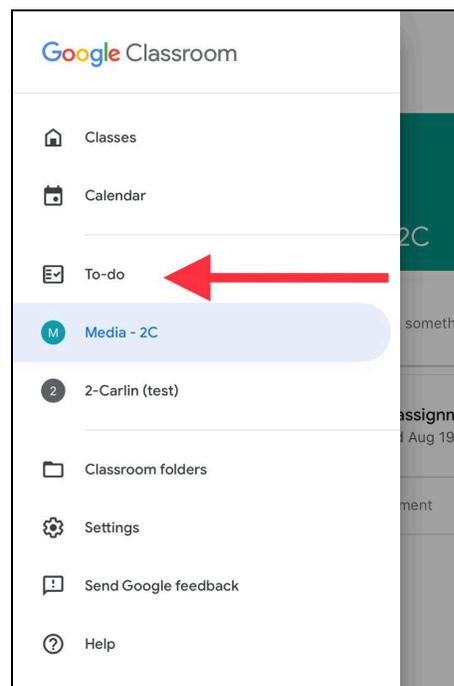
Using the "To Do" Feature in Google Classroom

The "To Do" feature in Google Classroom allows students to view assignments that were missed and that are due soon.

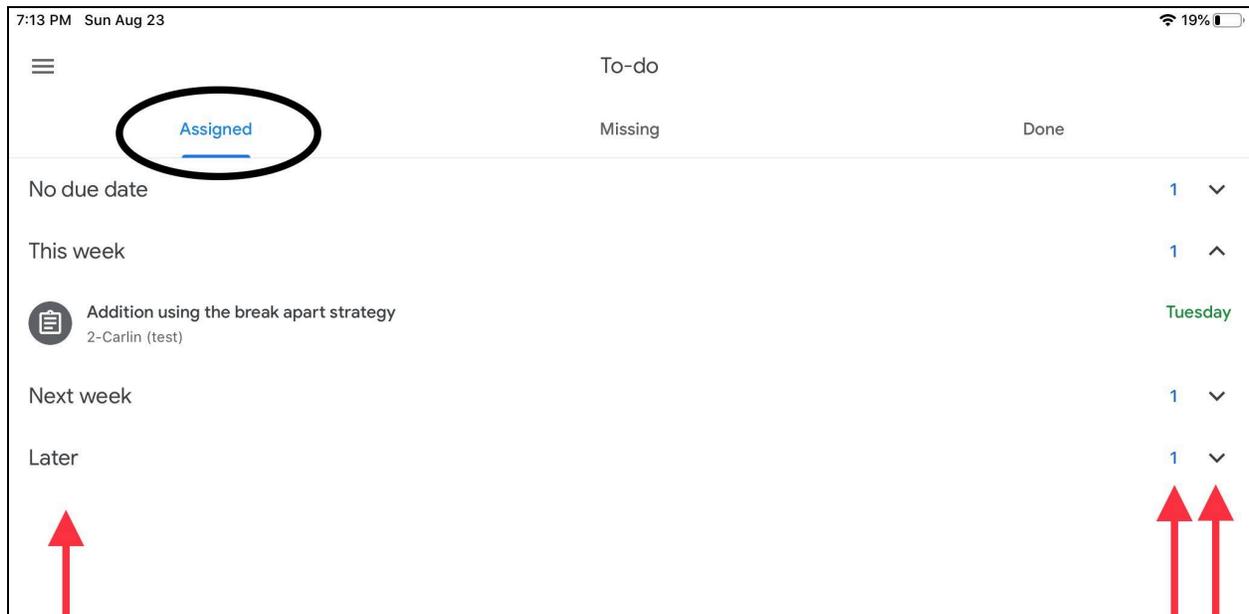
1. Go to Google Classroom.
2. From the main Classroom page or from an individual Classroom page, click the three lines in the top left corner.



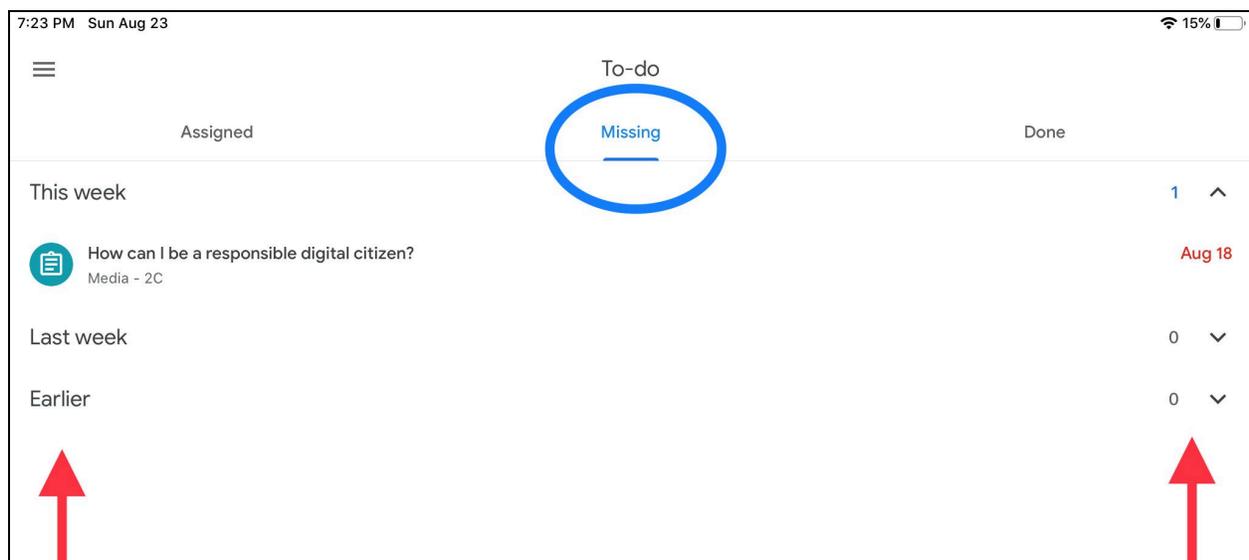
3. Click "To-do" from the menu.



4. Click on "Assigned" at the top left side of the page to see current assignments, the number of assignments due, and their due dates (No due date, This week, Next week, Later). Click the down arrows on the right side of the screen to open due date to see the assignment details, or click the up arrows to close the assignment.



5. Click on "Missing" in the top middle of the screen to see what assignments are missing (the number of assignments and when they were due).



6. Click "Done" in the top right corner to see all of the assignments that were completed.

