



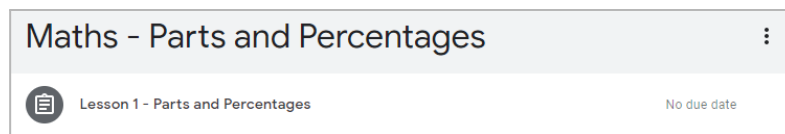
Submitting a document on Google Classroom



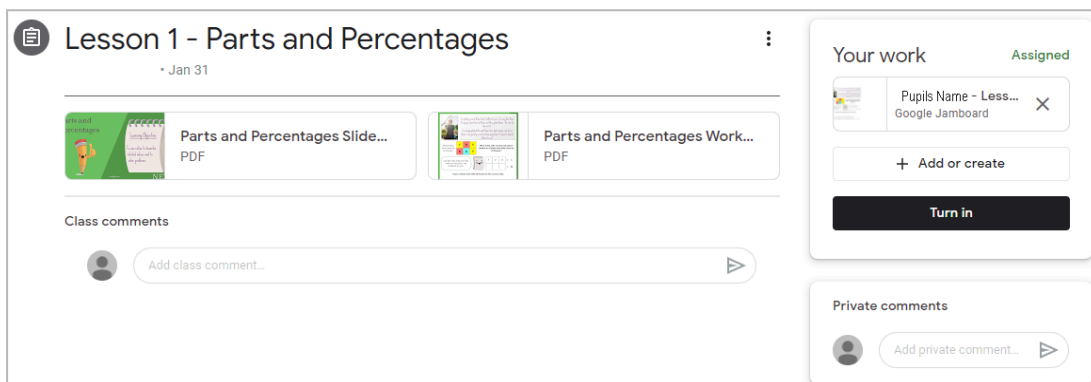
1. Go to classroom.google.com and click on the Classwork tab at the top of the page.



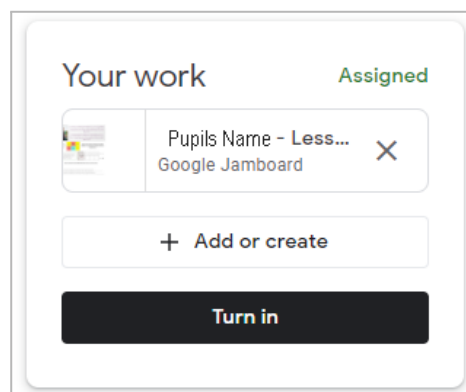
2. Choose the assignment that has been set.



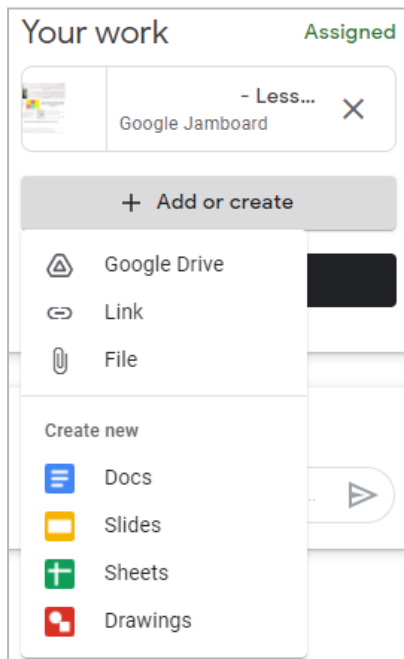
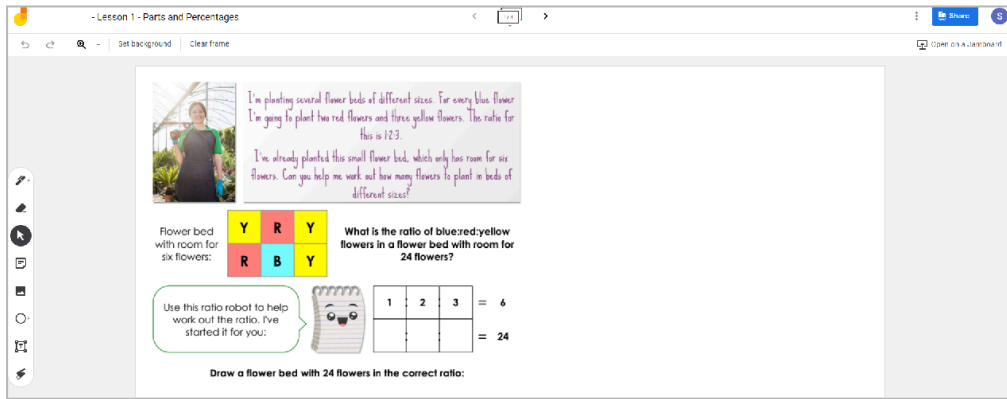
3. The work which has been set will appear in a list on the right hand side



4. Choose the file which the work needs to be done on.
In this example it is a Google Jamboard titled Pupils Name - Lesson 1

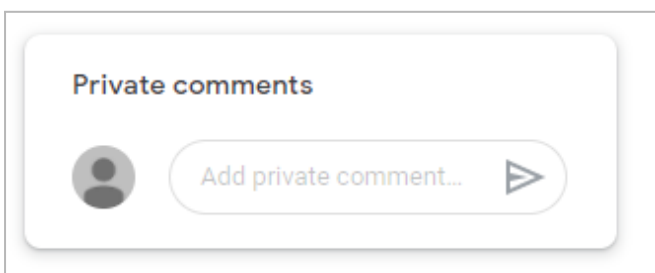


5. Once you have opened the file (e.g. Google Doc, Google Slide, Jamboard etc.), complete your task. The file will automatically save every few seconds.

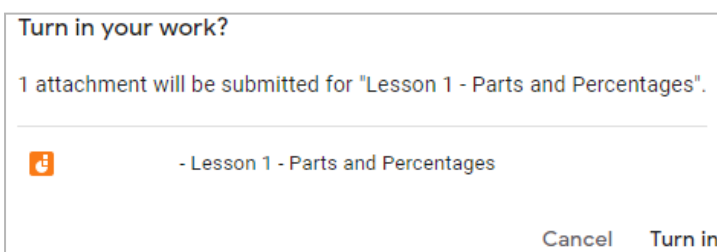


6. When you have completed the task, click Turn In. This will automatically turn in all the files in the list, so you need to make sure you have them completed before submitting them. If you have another file you would like to attach click on the +Add or Create button

- Choose Google Drive if the file is saved in your My Drive
- Choose Link if you want to add a video or a link to a document
- Choose File if the file is on a PC or stored on the device you are using.



7. If you would like to add a comment for the teacher you can do so in the Private Comments box provided.



8. You will be asked to confirm you want to Turn In your work