How to submit your work in Google Classroom

You will see when your teacher has set a new assignment. It will appear as an announcement in the stream. You can access the assignment by clicking here in the stream.

	Stream Classwork People
Meet link https://meet.google.com	v/lookup/dxowhldzba
Upcoming Woohoo, no work due in	Announce something to your class
soon! View all	Tania Andrle posted a new assignment: How to submit work in Google Classroom 12:10

Or by using the Classwork tab and selecting 'View assignment'.

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B How to submit work in Google Classroom	No due date
John Bates - Attachment Google Docs View assignment	Assigned
Please type in your answer to this question	No due date

If the teacher has created a Google template (Doc, Sheet, Slides, Form, etc) for you to complete it will appear in 'Your Work' you should have a named copy, so that when you open the document, you can begin working in it immediately. Google will save your changes.

How to submit work i Tania Andrle • 12:10		Your work Assigne
100 points	(Google Docs
Class comments		+ Add or create
Add class comment		Hand in
		Private comments

When you have finished, select 'TURN IN' to hand in your work. This will show as 'HANDED IN' for your teacher.

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	Sometimes your teacher will provide a document for you to work on		
	In this case, you should work in the document if possible, completing the work to the ebay of your ability.	of	+
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How to submit w Tania Andrie • 12:10 100 points	ork in Google Classroom :	Your work Assigned John Bates - Atta X Google Bocs
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It will ask you to confirm that you want to 'Hand in' this work.

Your teacher will see this work as 'HANDED IN' in Google Classroom and can return this to you easily with marking and feedback.

What if there isn't a document to complete or I can't complete the work on a device?

If there is not a template, you can upload any work from your Google Drive or from any File on your device by selecting 'Add or create'.

If you asked to create something 'off-screen' or you have limited access to a PC/Laptop/Tablet you can upload a photograph of your work using 'Add or create', then 'File', just as you would when attaching an image to an email.

How to submit work in Google Classroom	:	Your work Assigned
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Select the file you want form your device and upload.

NOTE: A pop-up window will ask you if you want to submit immediately after uploading a file. Select CANCEL if you want to add more work, as selecting 'HAND IN' will submit the assignment to your teacher.

When you are satisfied that you have completed the work to the best of your ability and uploaded the files you wish to share with your teacher, select 'Hand in'

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If you do submit your work too early by mistake or you wish to add something to your work, you can 'Unsubmit' your work by selecting here. You must then 'Hand in' your work when you have finished.

How to submit work in Google Classroom	:	
Tania Andrle • 12:10	•	Your work Handed
100 points		John Bates - Attachment Google Docs
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Add class comment		Unsubmit

If you have any problems with an assignment or completing the work, you should contact your class teacher in the stream (if you are in the lesson) or via their Gmail account. Please remember that your communication should be appropriate at all times.