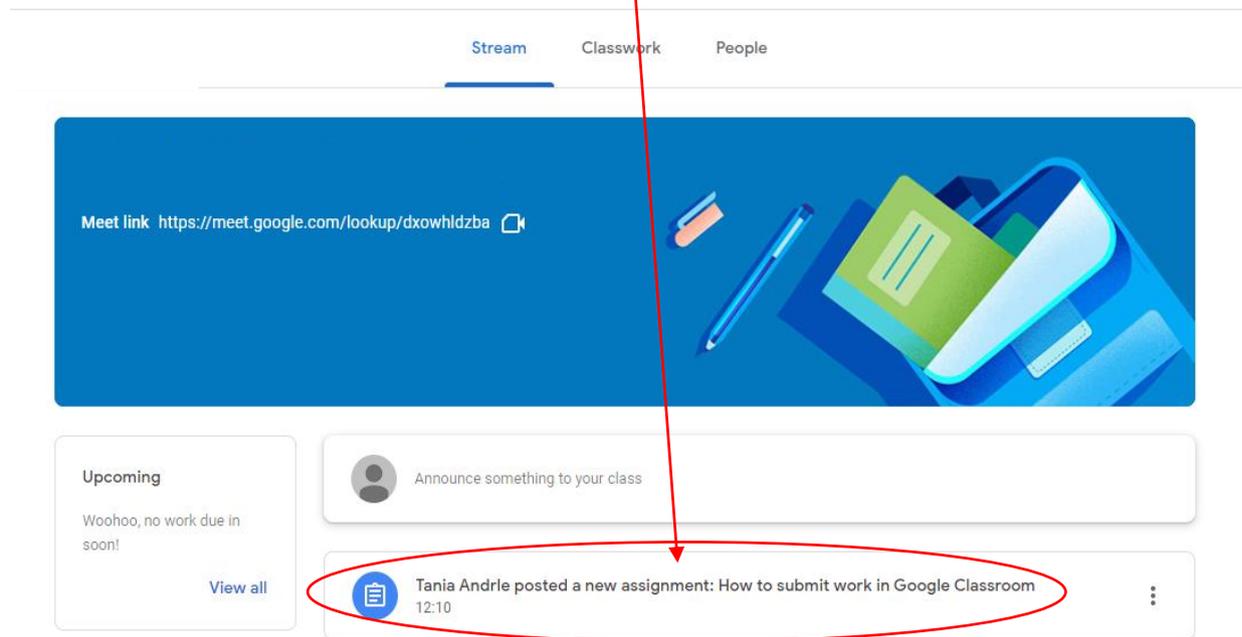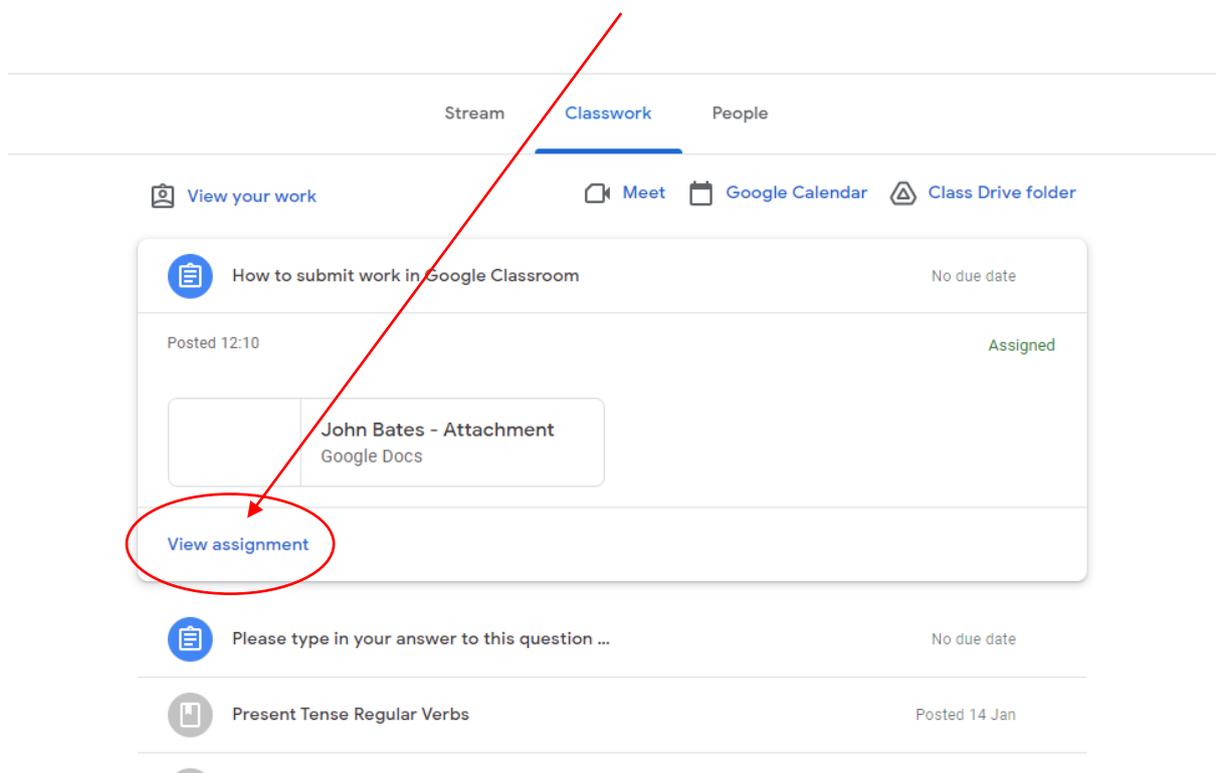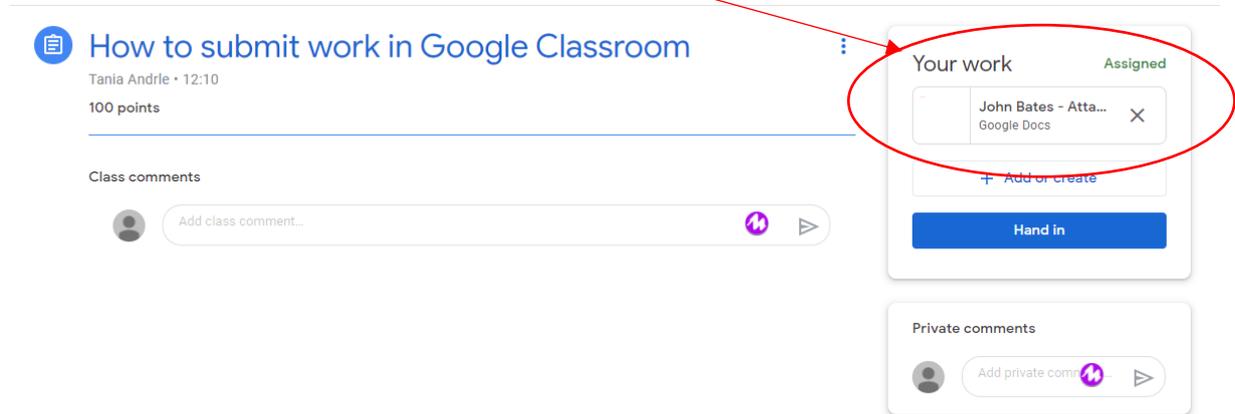# How to submit your work in Google Classroom

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.
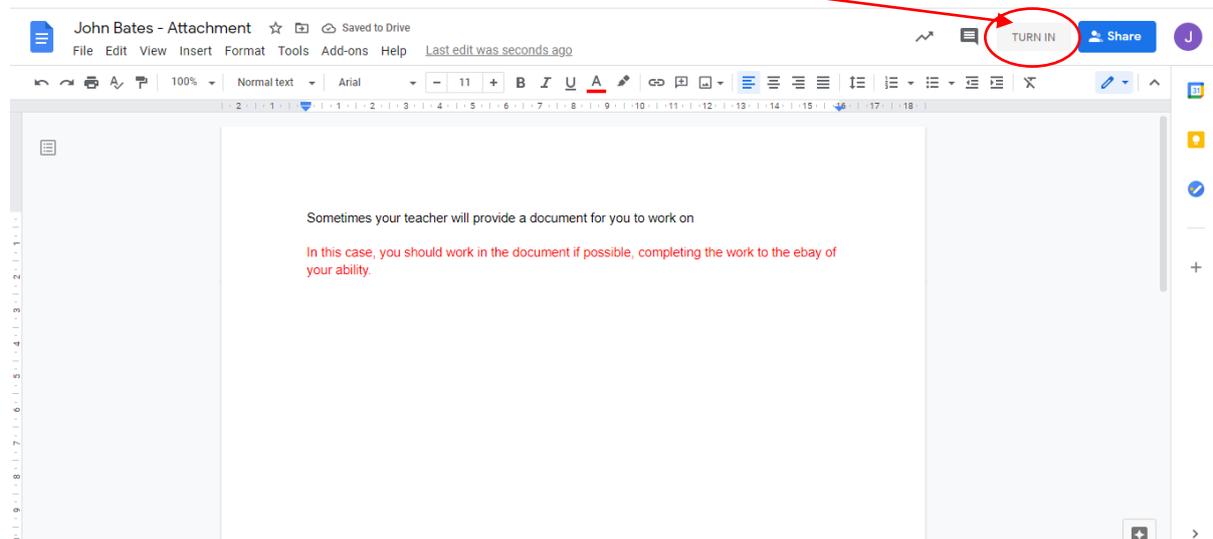

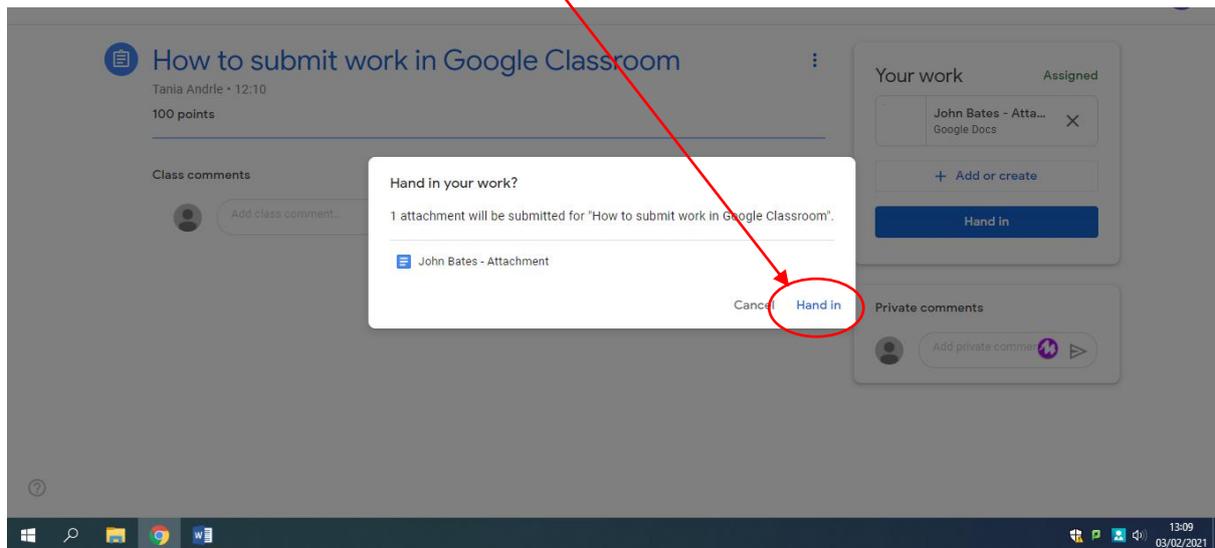Or by using the Classwork tab and selecting 'View assignment'.

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.

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

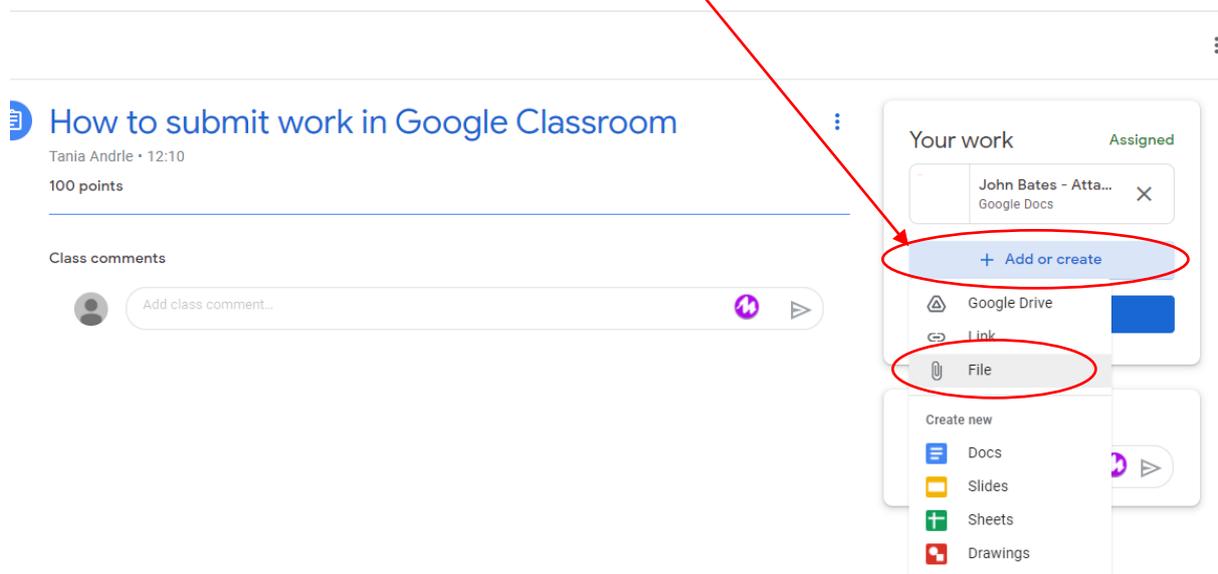It will ask you to confirm that you want to 'Hand in' this work.

Your teacher will see this work as 'HANDED IN' in Google Classroom and can return this to you easily with marking and feedback.
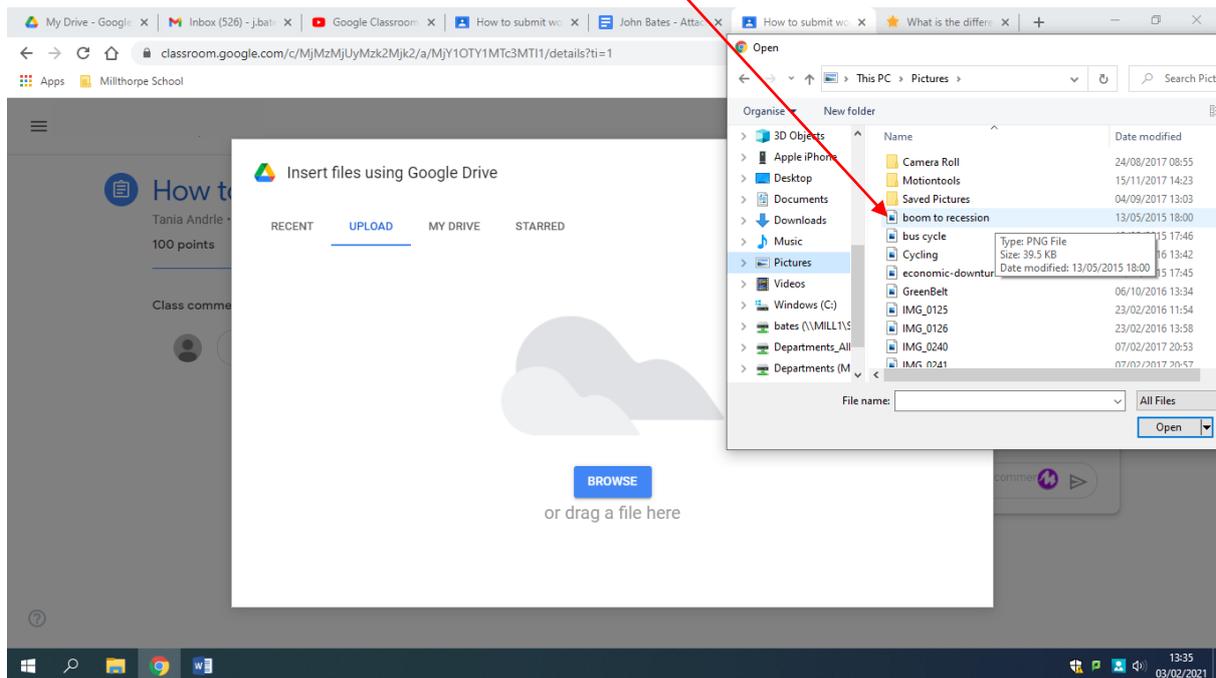
What if there isn't a document to complete or I can't complete the work on a device?

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.
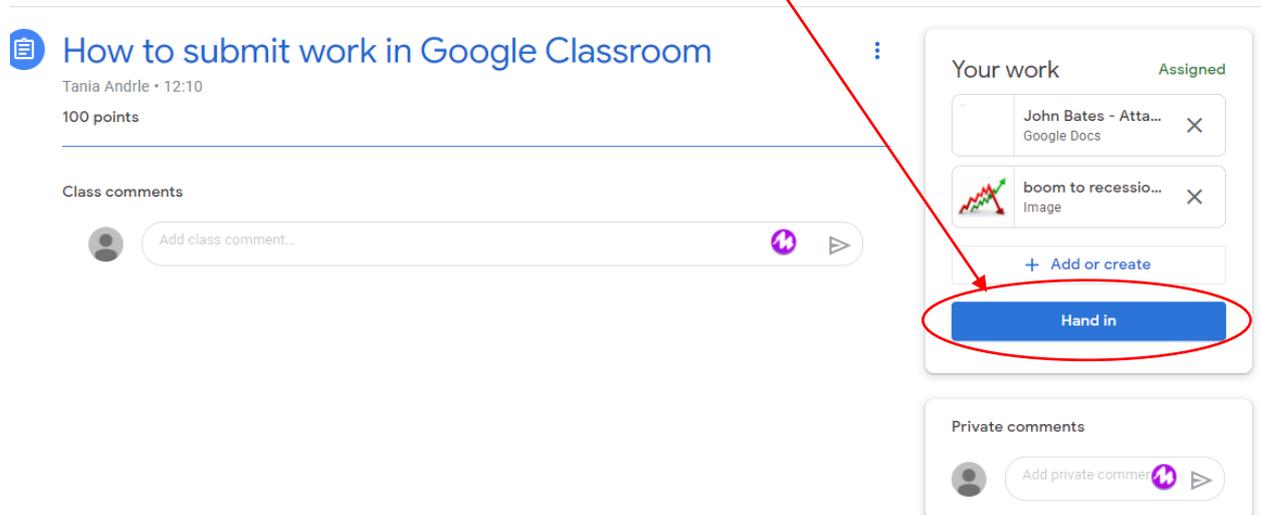
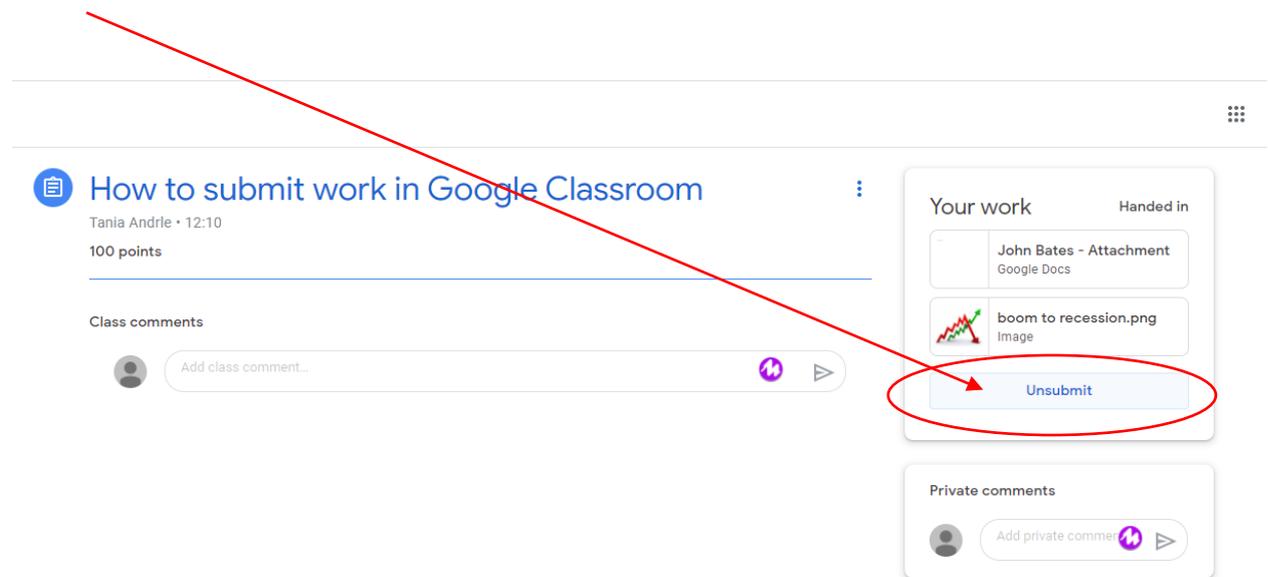Select the file you want form your device and upload.

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'

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.

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.