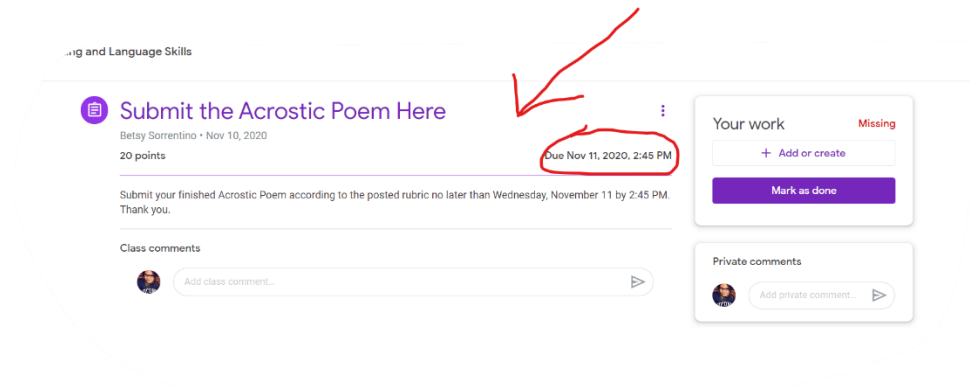


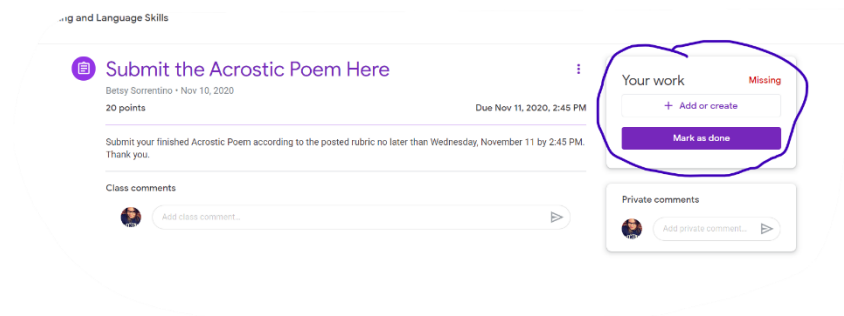
Submitting Work to Google Classroom

When an assignment is due: The Name of the assignment will show along with the directions (if there are any)
*Note the Due Date and Time- This is important as any updates after this point will be LATE. (And depending on your teacher, some do NOT accept late work)

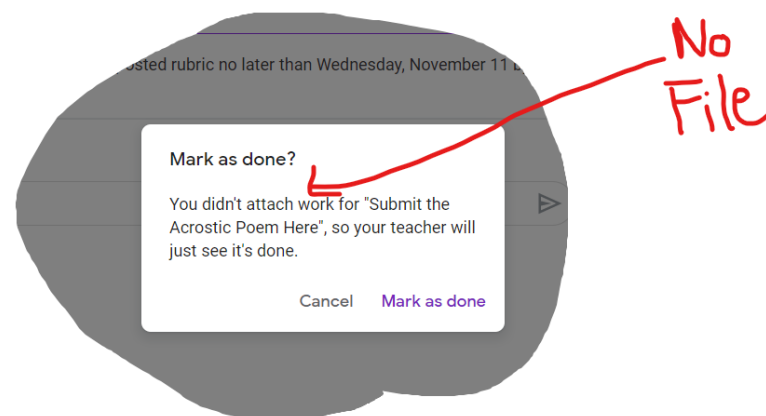


Submitting the Work:

In order to UPLOAD- You will see on the RIGHT two options: Add or Create/ Mark as Done



*Note- If you select MARK AS DONE- you are NOT uploading any assignment. This message will come up; this shows you that you can “mark it as done”, but you have no file attached. Usually this is ONLY acceptable for assignments that require a check in and teachers do not require a file to be uploaded.



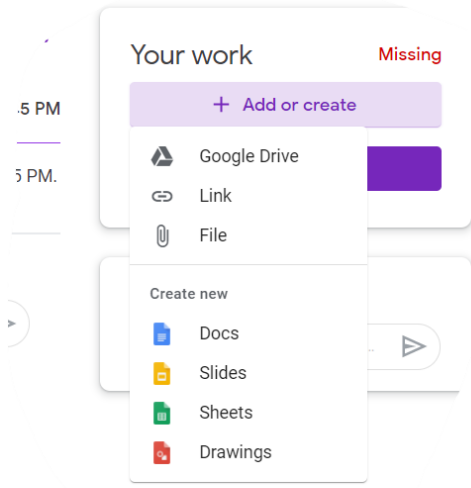
Uploading Your Work: Easy as 1, 2, 3

Step One:

When completing an assignment IN Google Doc, you can click Create- This will take you right to a blank Document. This way you can construct the assignment there and submit it when you have finished.

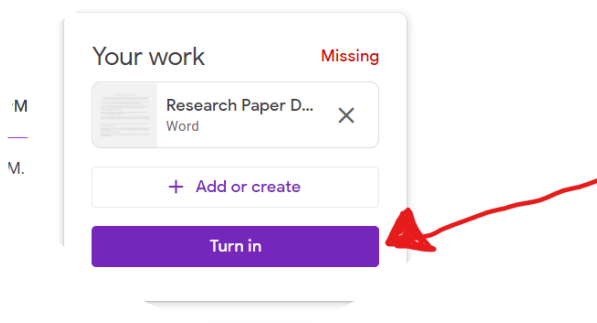
-This is great for writing assignments because teachers are able to make the corrections on the uploaded document and they do show up in the assignment.

HOWEVER, if you would like attach an assignment already completed (this could be a Word Doc, PDF, JPEG, powerpoint, etc) You should click ADD- then you will be given a selection of what you would like to attach:



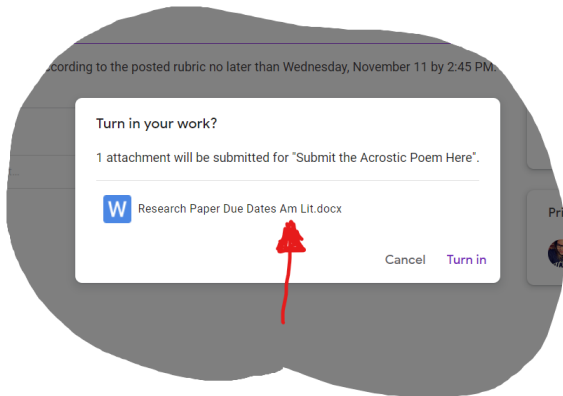
Step Two:

Once you have ADDED something, this will be the screen you see: This shows the name of the assignment you are attaching- and underneath is the “TURN IN” button. YOU HAVE NOT UPLOADED AT THIS POINT- this is just showing you the work you plan to turn in. IT IS NOT turned in until you click “Turn In”



Step Three:

Once you Click “TURN IN”- you will see the following screen. This is telling you the file you are planning to turn in so this gives you an opportunity to double check this is the exact file you want. YOU MUST click “Turn in” in order for it to go through



Double Checking:

If the work is turned in- you should see “Your Work” and the file attached. Also, there will be a “Un submit” button underneath. This shows you have a file uploaded, but you do have the opportunity to take it down, edit, then resubmit if needed. Also, if you need to add more files- you are able to do this without replacing the other assignment.

