

Turn in an assignment

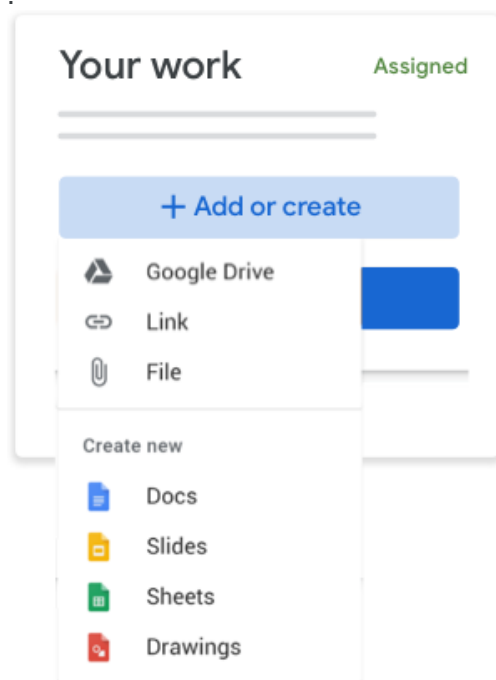
You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see Turn in or Mark as Done.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

Turn in an assignment

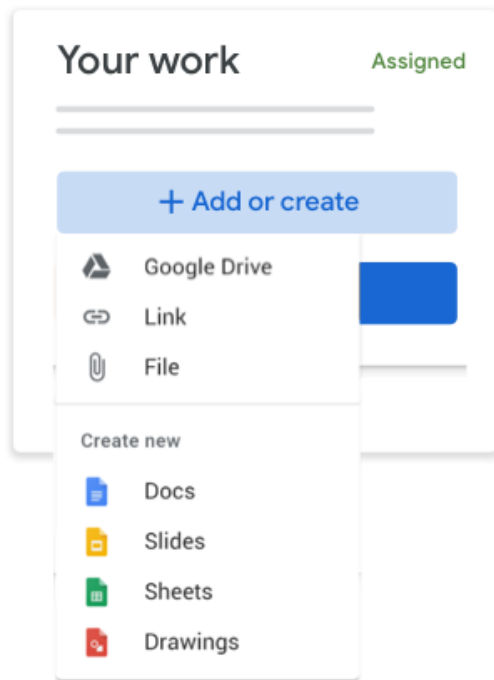
Go to classroom.google.com.

1. Click the class **Classwork**.
2. Click the assignment **View assignment**.
3. To attach an item:
 - a. Under **Your work**, click **Add or create**, select **Google Drive**, **Link**, or **File**



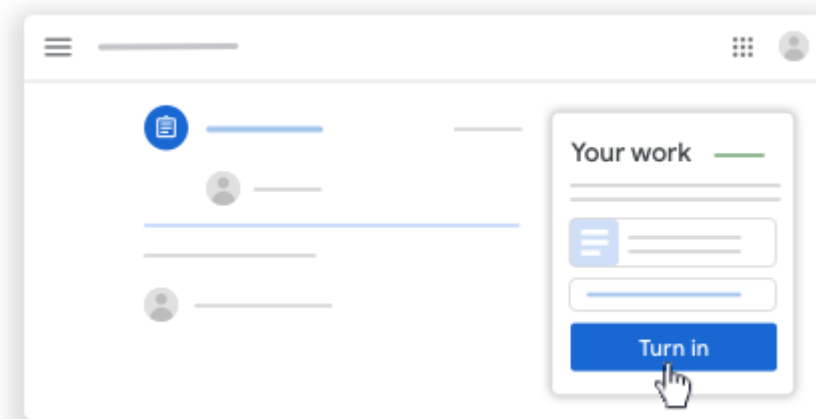
- b. Select the attachment or enter the URL for a link and click **Add**.

4. To attach a new document:
 - a. Under **Your work**, click **Add or create** **Docs**, **Slides**, **Sheets**, or **Drawings**.
A new file attaches to your work and opens.



- b. Click the file and enter your information.
5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class Classwork.
3. Click the assignment View assignment.
4. Click the form and answer the questions.
5. Click Submit.
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
6. If there's more work to do for the assignment, click Open assignment.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to classroom.google.com.
2. Click the class Classwork.
3. Click the assignment View assignment.
4. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
5. Click Mark as done and confirm.

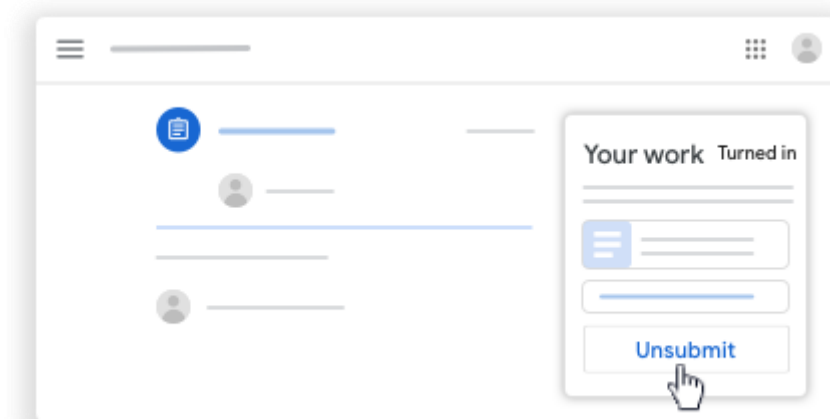
The status of the assignment changes to Turned in.

Unsubmit an assignment

If you want to make changes to an assignment that you already turned in, just unsubmit the work, make the changes, and turn it in again.

1. Go to classroom.google.com.
2. Click the class Classwork.
3. Click the assignment View assignment.
4. Click Unsubmit and confirm.

Note: This assignment is now unsubmitted. Turn it in again before the due date.



Please be aware of comments!!

The screenshot shows a Google Classroom interface. At the top, it says 'Year 1' and 'Mrs Scott · Jan 7'. The main content is a lesson titled 'Google Class Rules' with 100 points. The lesson text says 'Hi Children, How exciting!! We have a brand new way of teaching you at home and we can't wait to start using it with you all. Here are some rules we need you to read through at home! See you soon Mrs Scott, Mrs Felton and Mrs Godfrey'. Below the text is a PDF document titled 'Google Classroom Rules.pdf'. On the right side, there is a 'Your work' section with an 'Assigned' status, a '+ Add or create' button, and a 'Mark as done' button. Below that, there is a '1 private comment' section showing a comment from 'Mrs Scott' at '12:52 PM' and an 'Add private comment...' button. A blue arrow points from the 'Add private comment...' button to the 'Class comments' section at the bottom, which has an 'Add class comment...' input field. Another blue arrow points from the 'Add class comment...' input field to the 'Add private comment...' button.

Any comments written here can be seen by ALL parents

If you want to correspond with your child's class teacher privately it needs to be done here

The class comments section should only be used by your child and comments should be based on their learning.

In the private correspondence your child or you (the parent) can comment, once again these comments should be directly linked to your child's learning.

In both cases please be aware that teachers are working extremely hard to get this remote learning facility operational at the same time as teaching in school full-time. Please understand they will not be able to respond immediately and they may not be able to respond to all individual comments made, however they will take these comments into account when planning future lessons.