

HOW TO: TURN IN AN ASSIGNMENT



Located in the
top right-hand
corner of your
screen

When you have completed an activity and you are ready for your teacher to see it, you need to 'turn in' that piece of work - this could be a file (e.g. photograph) or a document you have created using Google docs. You can also edit the document your teacher has attached for you.

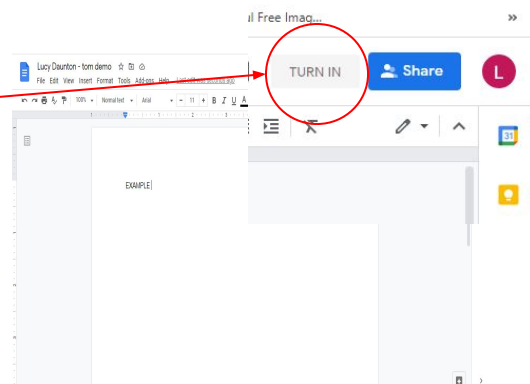
A screenshot of the 'Your work' interface. At the top, it says 'Your work' and 'Assigned'. Below this, there is a box containing a Google Docs icon and the text 'Google Docs'. To the right of this box is a close button (X). Below the box is a button that says '+ Add or create'. At the bottom of the 'Your work' section is a large purple button that says 'Turn in'. Below this section is another section titled 'Private comments' with a button that says 'Add private comment...' and a right-pointing arrow.

Firstly, to view the activities that have been set for you, go to the Class, then the Classwork page, then click on "View Assignment."

There are three different ways you can complete your work:

1. To use the file that your teacher has assigned to you:

1. Click the attachment under 'Your Work' with your name on it.
2. Enter your work
3. Click the 'Turn in' button on the document and **confirm**

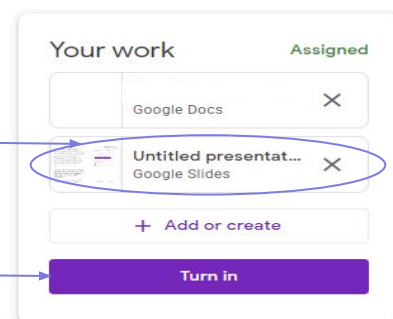
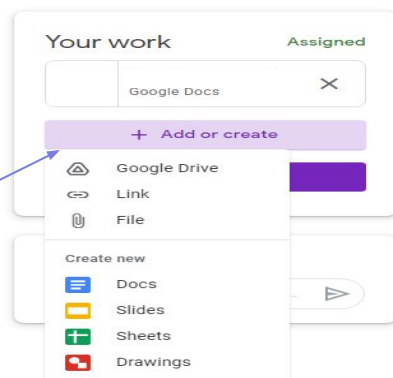
A screenshot of the 'Your work' interface, similar to the one above. The box containing the Google Docs icon now also contains the text 'YOUR NAME HERE' above 'Google Docs'. The 'Turn in' button is still present at the bottom of the section.

HOW TO: TURN IN AN ASSIGNMENT CONTINUED



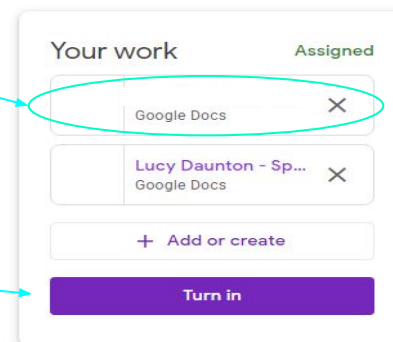
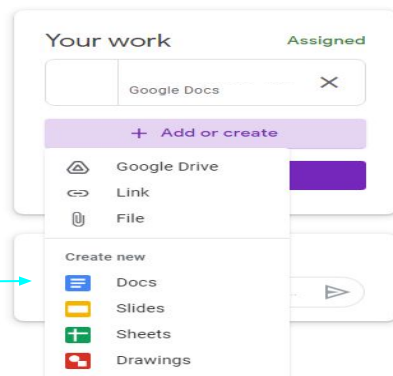
2. To attach a file that has already been created e.g. a photograph, a Word document etc.:

1. Under 'Your work' click 'Add or create' and then select 'Google Drive,' 'Link' or 'File' from the dropdown menu.
2. Add your work by selecting an attachment - or enter the URL if you are uploading a link
3. Click 'Insert'
4. Click the 'Turn in' button and **confirm**.



3. To attach and create a new file e.g. Docs, Slides etc.:

1. Under 'Your work' click 'Add or create' and then select 'Docs,' 'Slides,' 'Sheets,' or 'Drawings' from the dropdown menu.
2. A new file attaches to your work
3. Click the file to open it and begin editing
4. When you are finished and you are ready to turn your work in, click the 'Turn in' button and **confirm**.



Other:

- To remove an attachment, click the 'X' next to the attachment name
- **If you have turned in your assignment successfully the status of the assignment will change to 'Turned in'**