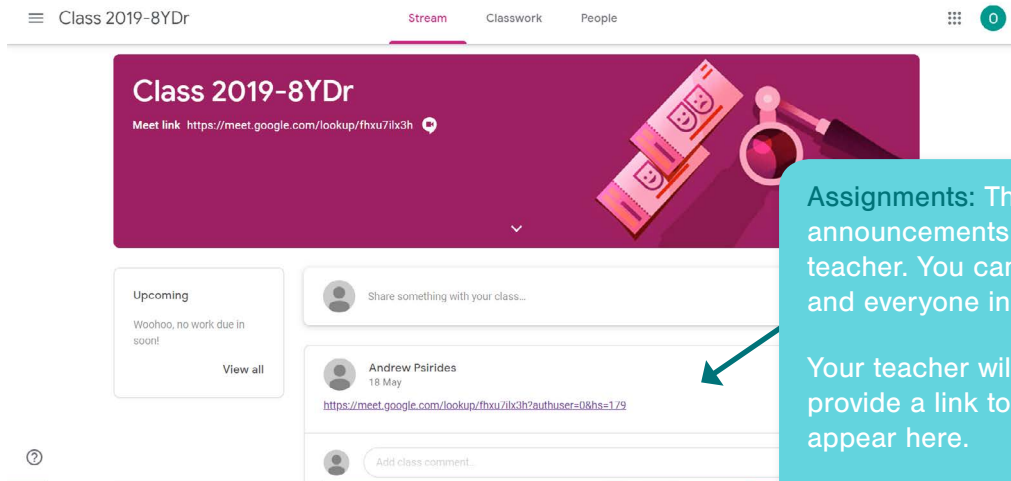# Completing Assignments - Worksheets

Your class page

Each class page will look similar to the one below:

Assignments: This area will show the announcements and assignments set by your teacher. You can message your teacher here and everyone in your class will see it too.

Your teacher will set your work activity or provide a link to a 'live' lesson and this will appear here.

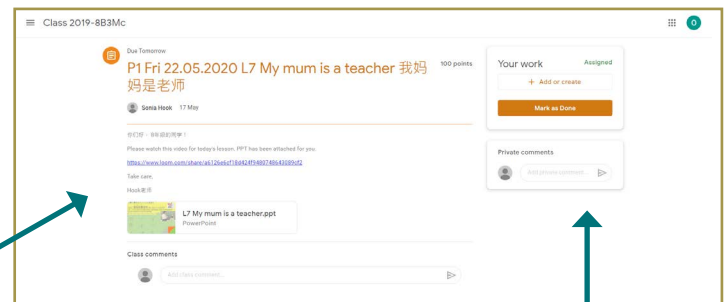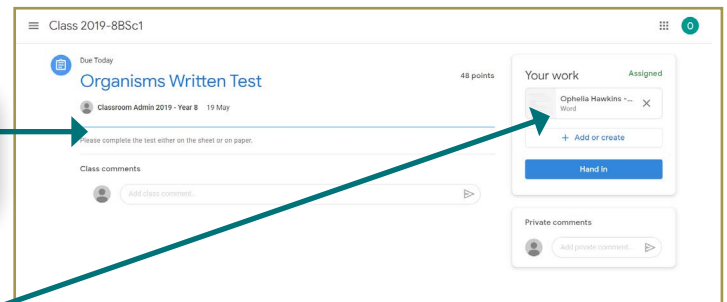Click to open an assignment.

Your assignment

Your assignment will look similar to these examples...

This is where your teacher will set out your task and what you need to do to complete it.

Your teacher may upload the resources that you need to complete the task in Google Classroom, for example a worksheet. If they do this, it will be located here.

Your teacher may provide you with a variety of resources or links to assist with your task. They may ask you to complete the task away from Google Classroom or independently.

You will find your instructions, links and any resources needed here.

If you have any questions regarding the task that has been set, or you are experiencing difficulties, you can contact your teacher using the 'Private Comment' feature. These comments will only go to your teacher and will not be seen by the rest of your class.

Completing Assignments
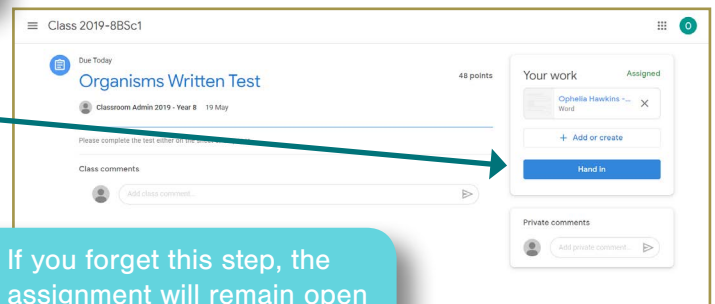# *- Worksheets*

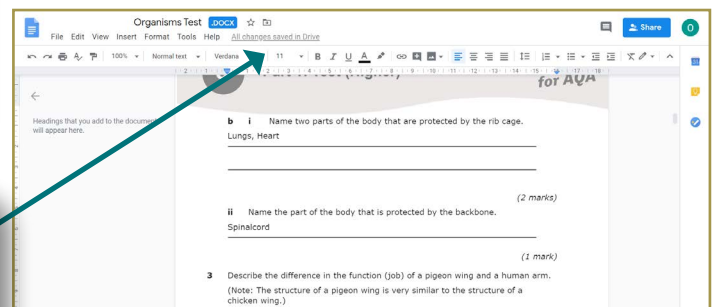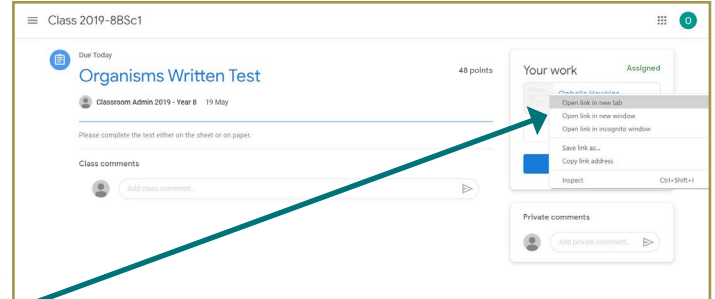## Completing a worksheet or task

The quickest and easiest way to complete and submit work is using Google Docs as follows:

To access the worksheet in Google Docs, right click on the worksheet and select **open in a new tab**. Select the option to **'Open in Google Docs'** at the top of the page and this will open a new screen with a worksheet that you can type directly into.

Once you have completed your work, make sure that the display at the top of the page confirms **'All changes saved in Drive'** before closing the tab.
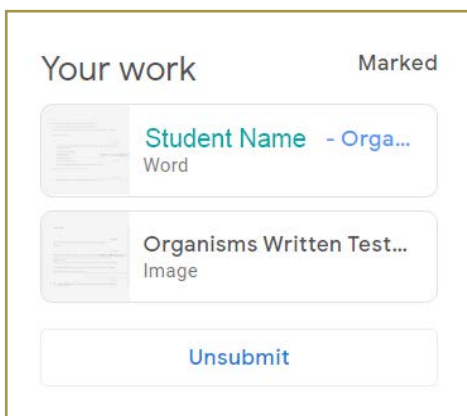
To confirm that you have completed the work, click the **'Hand In'** button. This will then automatically send your completed work to your teacher for them to comment, feedback and mark.

! If you forget this step, the assignment will remain open and will not be sent to your teacher.

Reviewing feedback and marked work

Once your teacher has reviewed your work, the assignment details will change to 'Marked'.

To review the comments made by your teacher, right click on the worksheet and select **open in a new tab**. You will then see the feedback provided by your teacher.