

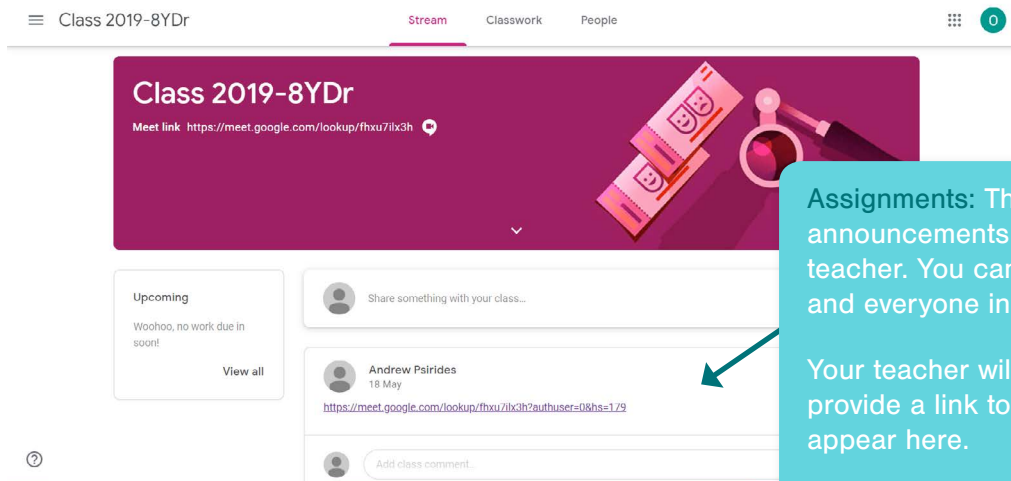


## GOOGLE CLASSROOM

# Completing Assignments - Uploading work

## 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.

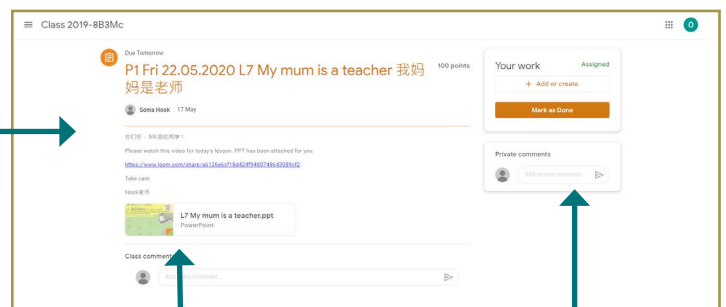
## Your assignment

Your assignment may look similar to this...

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

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.

Your teacher will tell you if they wish you to submit work. If you are asked to submit, you can upload your completed assignment in Google Classroom and we will explain the process in this guide.



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.



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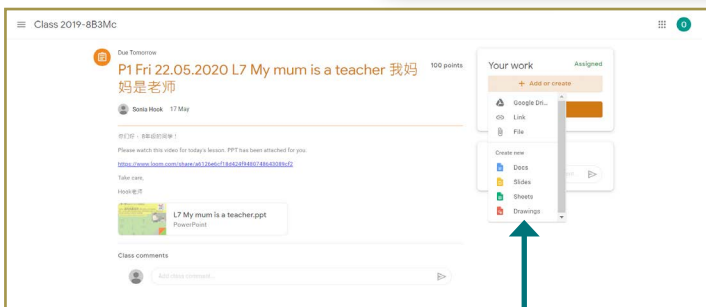
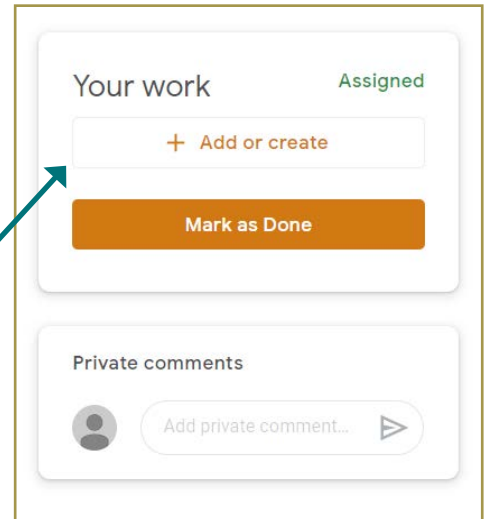
# Completing Assignments - Uploading work

## Submitting an assignment

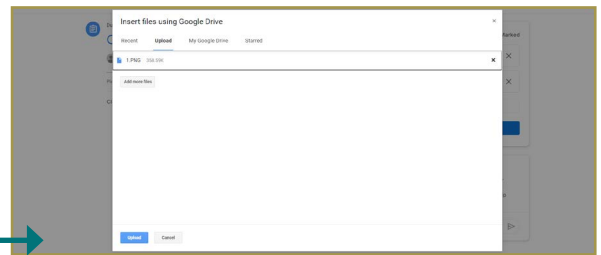
Once you have completed your work, depending on the task, you can either:

- Save it as a file e.g. Word or PPT
- Photograph it and save it
- Scan it and save it

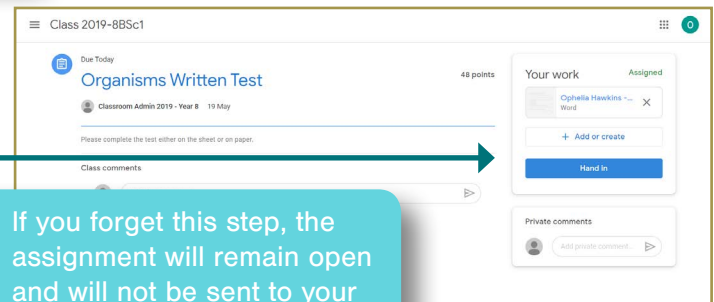
You can submit completed work to your teacher in Google Classroom using the **Add or Create** function.



Select the location of the file that you wish to submit and click **'upload'**.



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'**.

Your teacher may leave you feedback on the work submitted in the **'Private Comment'** area of the assignment.

