

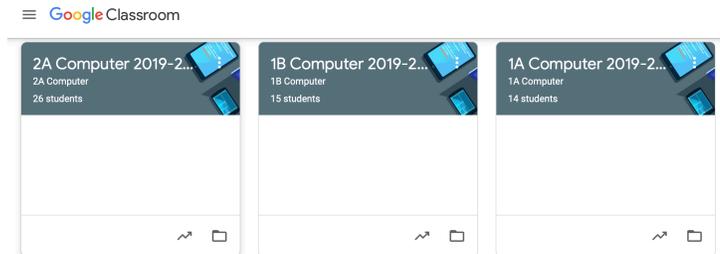
HOW TO OPEN A GOOGLE CLASSROOM ASSIGNMENT

- 1) Go to your Google Classroom app or go to classroom.google.com and sign in using your school email and password.

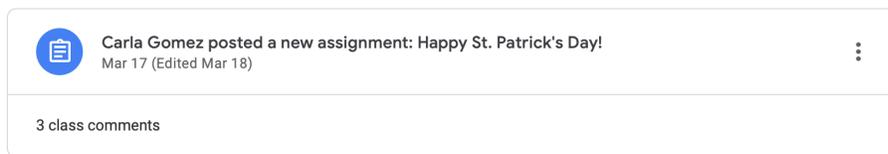


Google Classroom

- 2) Click the class name for your Google Classroom and check if your teacher posted work on the Stream. If your teacher posted an assignment it will look like this.

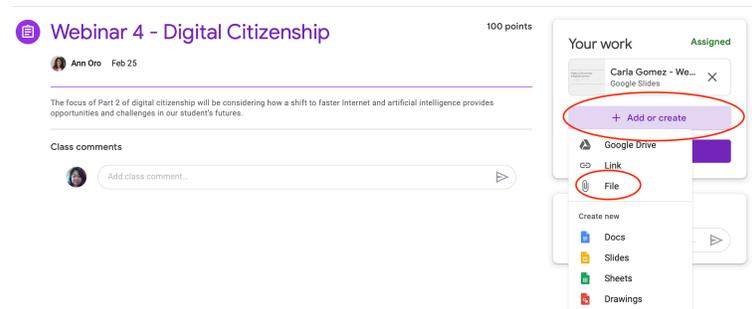


- 3) Click the posted assignment on the stream to open it and read the instructions.

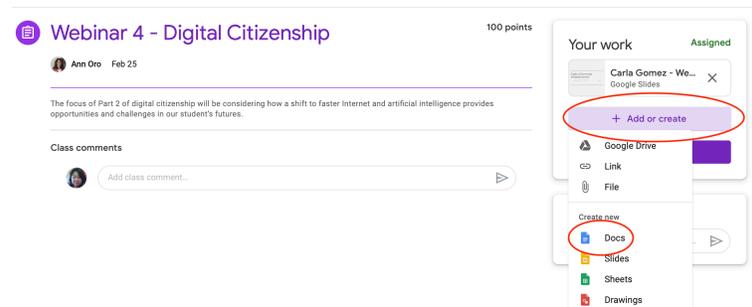


HOW TO ATTACH A FILE/DOCUMENT TO AN ASSIGNMENT IN GOOGLE CLASSROOM

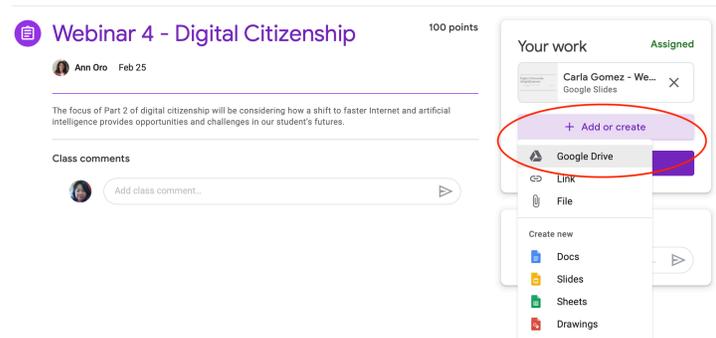
- 1) Once you've opened your assignment in Google Classroom, if your teacher asked you to attach a picture of the work you completed, you simply need to click the + ADD or CREATE button and select FILE, look for the picture of the work you completed in your phone, computer, or tablet, select it, then click UPLOAD. After your picture is uploaded to your Assignment and you finished all your work, just click the TURN IN button to submit your work.



- 2) If your teacher asked you to create a Google Doc to type your answers or maybe write an essay, click the + ADD or CREATE button and select DOCS. It will automatically create a Google Doc for you with your name and the title of the Assignment as its File Name. Once the Google Doc is generated, just click it to open and start typing. When you finish your work, just click TURN IN and your work is submitted.



3) If your teacher asked you to type an essay and instead of creating the Google Doc in the Assignment, you went straight to Google Docs and opened a blank document, that is ok. Just make sure that you change the document's file name from Untitled to a file name related to your assigned work. When done, DO NOT SHARE the document with your teacher. Go back to Google Classroom, open your Assignment, click + ADD or CREATE button, select add GOOGLE DRIVE, look for your document, select and press UPLOAD, and then click TURN IN to submit your work.



4) Finally, always remember to click TURN IN to submit your work. In doing so, your teacher is notified that you submitted your work. It also marks your work as DONE on your end.

