



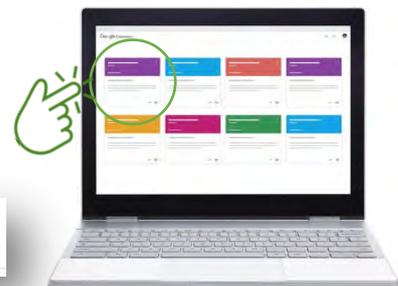
Google Classroom

4. Completing Classwork on Google Classroom

- 1 Open your Google Classroom (GC).
If you need assistance to do this please read the Quick Reference Guide titled "Google Classroom 1. Accessing Google Classroom"

Click on the individual GC you want to work with.

- 2 If there is work to be completed on a GC it will appear in the Classwork Tab. At the top of you GC click on 'Classwork'.



After navigating to the 'Classwork' tab any work requiring completion will be listed in order of their due date.

- 3

You can click on each individual activity on your 'Classwork' list for more information.

- 4

Once your work has been completed, either by using the attached resources or by creating your own documents separately you will need to submit your work.

Instructions for 'Turning In' your work will be covered in Step 5 overleaf.

To begin click on the relevant task (Step 3), then on 'View assignment' (Step 4).

4. Completing Classwork on Google Classroom

Once you have selected the assignment you want to complete and then clicked 'View assignment' a new page will open giving you additional options. See below for an example.

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The screenshot shows the 'Assignment 1' page in Google Classroom. It includes a due date of 'Mar 20, 2:30 PM', the teacher's name, and instructions. On the right, there is a 'Your work' section with an attached Google Doc, an 'Add or create' button, and a 'Turn in' button. Below this is a 'Private comments' section. Callout boxes provide the following information:

- Instructions for the activity given by the teacher will appear here.** (Points to the instructions area)
- Here are the attachments that you will send as part of your assignment. If the task had some individualised documents for you to use, they will appear automatically. If you created additional documents you want to submit, click 'Add or create'.** (Points to the 'Your work' section)
- Once you've added/completed the documents you need to you can submit your work by clicking "Turn in" here.** (Points to the 'Turn in' button)
- Students can put an individual comment here that only the teacher will see.** (Points to the 'Private comments' section)
- If enabled, comments can be posted here that the whole GC will see.** (Points to the 'Class comments' section)

Once you have gathered all the necessary documents and completed any work to submit (see Step 5) and attached them you can select 'Turn in'. You will then be presented with a prompt to confirm the files that will be attached and to finalise the turn in process. See below.

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The screenshot shows a confirmation popup titled 'Turn in your work?'. It states '1 attachment will be submitted for "Assignment 1"'. Below this, there is a list item with a document icon and the text 'Your Name · Assignment 1'. At the bottom right, there are 'Cancel' and 'Turn in' buttons. Callout boxes provide the following information:

- The popup will indicate the files that you intend to submit. Confirm that these are correct and complete.** (Points to the list item)
- Once confirmed, click 'Turn in'. Your work will not be marked as complete and be ready for checking unless you complete this step.** (Points to the 'Turn in' button)

If you have any trouble completing assignments, you should contact your teacher. You could send them a message through Google Classroom (as shown in Step 5) or email them directly.