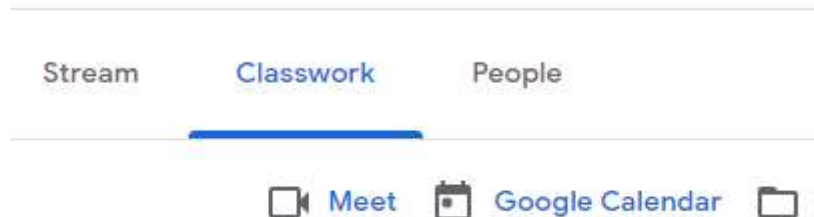




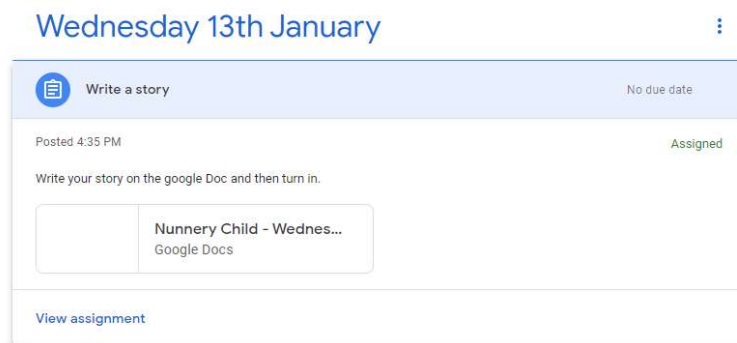
Google Classroom – How to submit completed work.



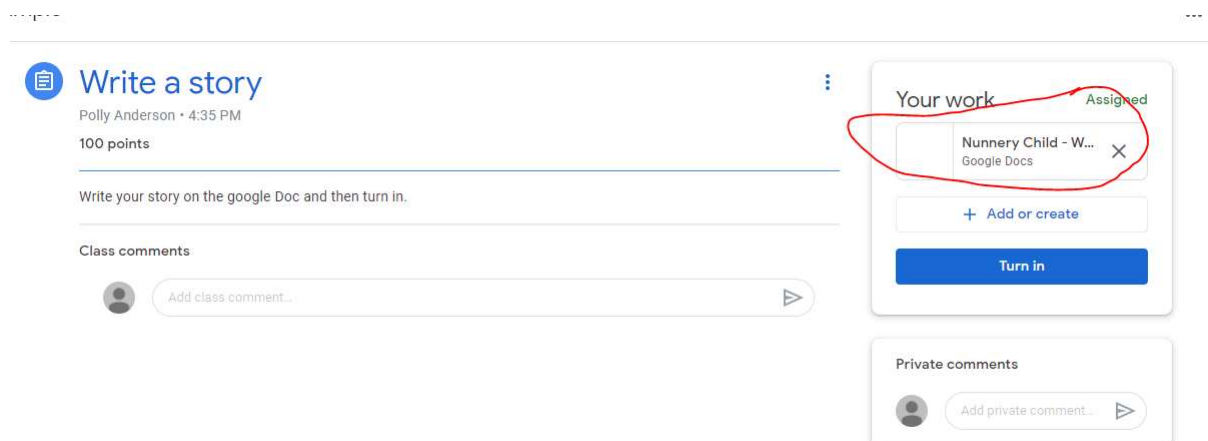
- Once you are in Google Classroom, click on classwork at the top of your page.



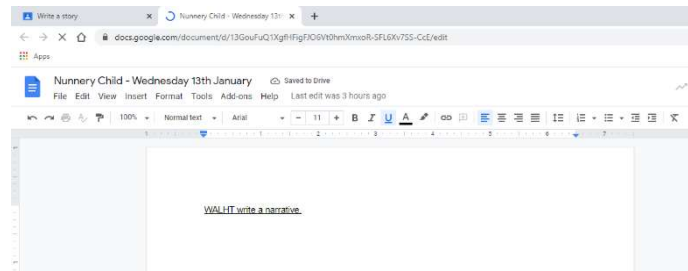
- You will see the assignment for the day you are working on. Click on the subject (in this case Write a story), this will enlarge the task as in the picture below. Then select 'view assignment'.



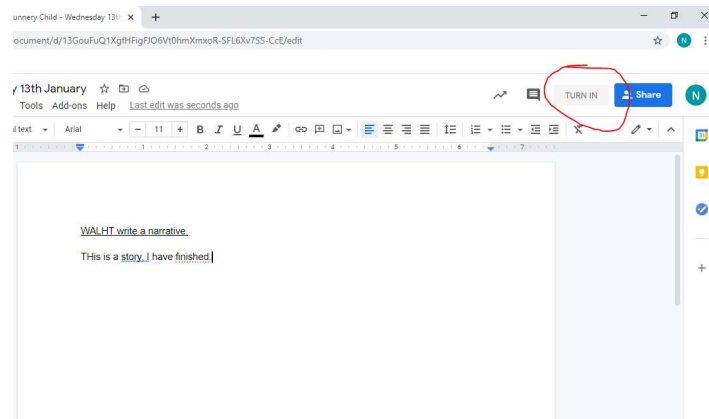
- Read any instructions and click on the 'Google Doc' to open your work. There may be other types of document there too, for example a pdf.



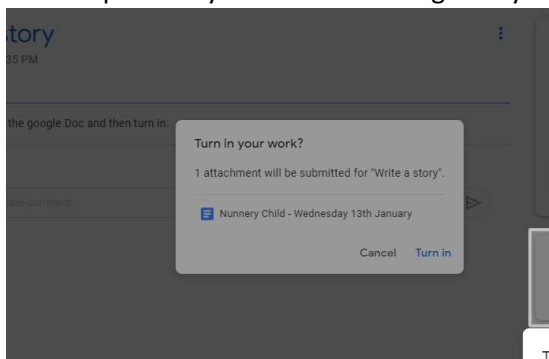
- A google doc will open in a new tab, follow the instructions and complete your work on it. It will save automatically.



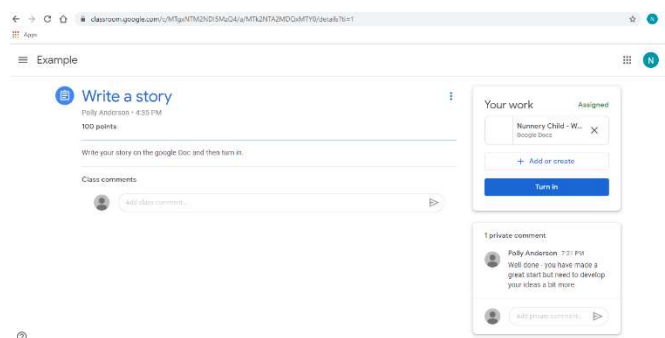
- Once you are finished click 'Turn in'



- A new tab will open and you will be asked again if you would like to 'turn in' your work. Click the blue 'Turn In'



- Once the work has been marked, and 'returned' by your teacher, you will be able to edit it again, to make any corrections. You will also see your teacher's comment.



- You can open your work again and you will see any comments made on your work. Once you have made your corrections you can ‘turn in’ again.

