

Dear Parents and carers.

I hope these notes below are useful to you.




Turn in an assignment

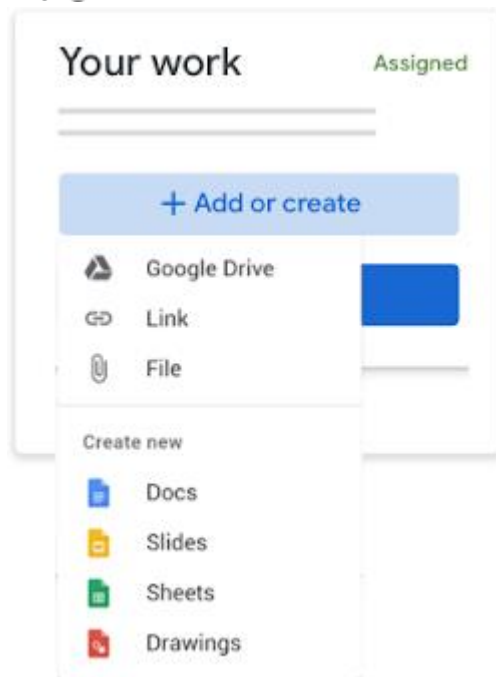
Depending on the assignment, you can turn in a personal doc that your teacher assigned to you, create your own Google Doc, or add files to the assignment.





If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in or marked done after the due date is recorded as late.

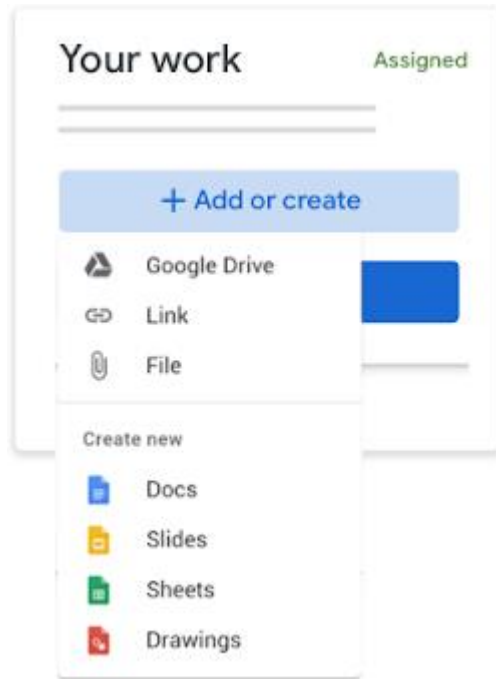
Computer

Turn in an assignment

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To attach an item:
 1. Under Your work, click Add or create > select Google Drive , Link , or File .

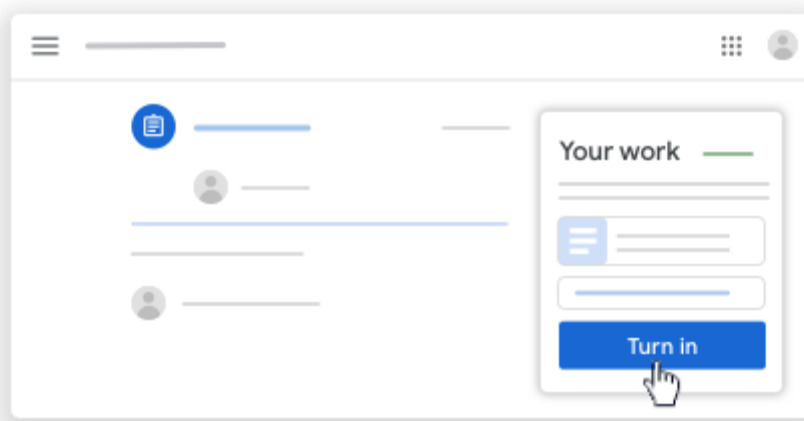


2. Select the attachment or enter the URL for a link and click Add.
Note: You can't attach a file you don't own.
4. To attach a new doc:
 1. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .A new file attaches to your work and opens.



2. Click the file and enter your information.
Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Turn in a quiz assignment

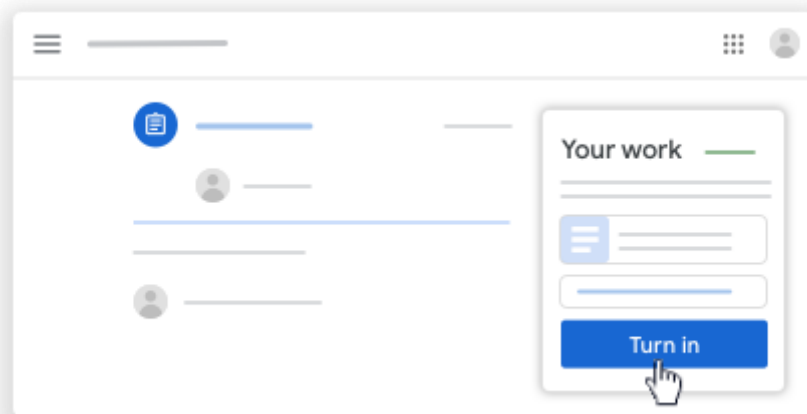
1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. Click the form and answer the questions.

4. Click Submit > Mark as done and confirm.
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. (Optional) If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
 - In the document, click Turn in and confirm.
 - In Classroom, in the assignment, click Turn In and confirm.



The status of the assignment changes to Turned in.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

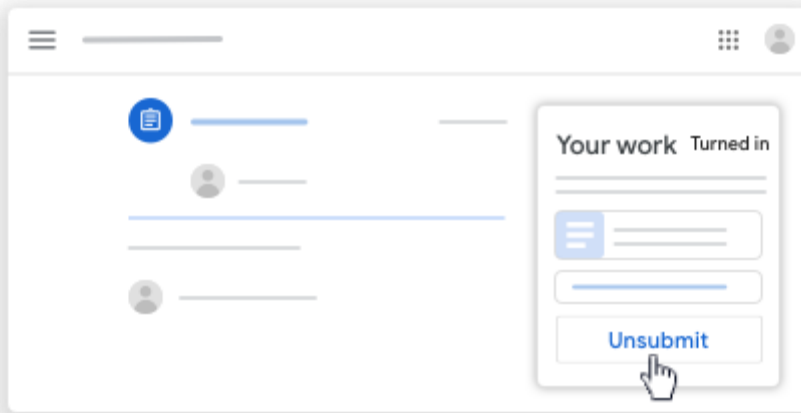
1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click Mark as done and confirm.

The status of the assignment changes to Turned in.

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. Click Unsubmit and confirm.
Note: This assignment is now unsubmitted. Resubmit it before the due date.



Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to classroom.google.com.
2. On a class card, click Your work .
3. At the right, you see the work status of each item:
 - Assigned—Work assigned by your teacher. Check the due date.
 - Turned in—Work you turned in on time.
 - Graded—For graded work that your teacher returned, you see your grade.
 - Returned—For ungraded work that your teacher returned, you see a check ✓ .
 - Missing—Work you didn't turn in.
 - Turned in: Done late—Work you turned in late.
4. (Optional) For more details, click an item to expand it > click View details.

For more ways to check work status and track your work, go to [See your work for a class](#).