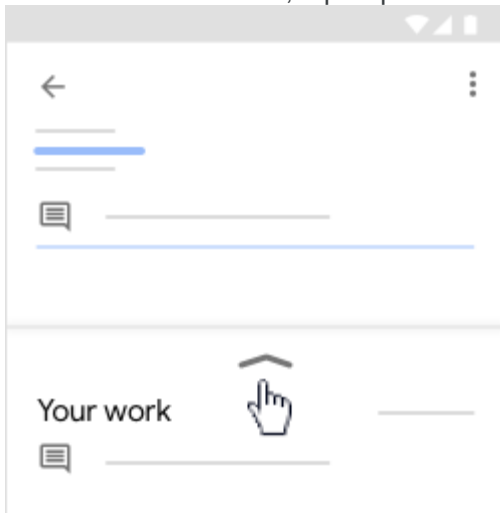








Instructions for ipads and iphones

Turn in an assignment

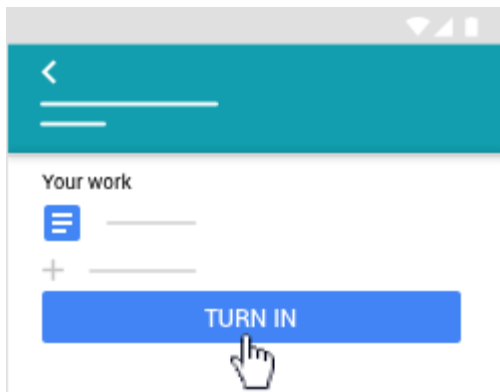
1. Tap Classroom .
2. Tap the class > Classwork > the assignment.
3. On the Your work card, tap Expand .



4. To attach an item:
 1. Tap Add attachment.
 2. Tap Drive , Link , File , Pick photo , or Use camera .
 3. Select the attachment or enter the URL and tap Add.
5. To attach a new doc:
 1. Tap Add attachment.
 2. Tap New Docs, New Slides, New Sheets, or New PDF.
 - For a new document, presentation, or spreadsheet, enter your information and tap Done .
 - A new PDF opens as a blank file where you can [write notes or draw images](#) on it. When you're done, tap Save.

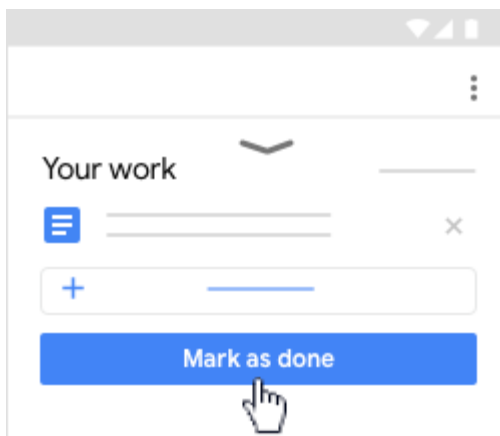
Note: You can attach or create more than one file.

6. (Optional) To remove an attachment, tap Remove .
7. (Optional) Add a private comment to your teacher and tap Post .
8. Tap Turn In and confirm.
The assignment status changes to Turned in.



Turn in a quiz assignment

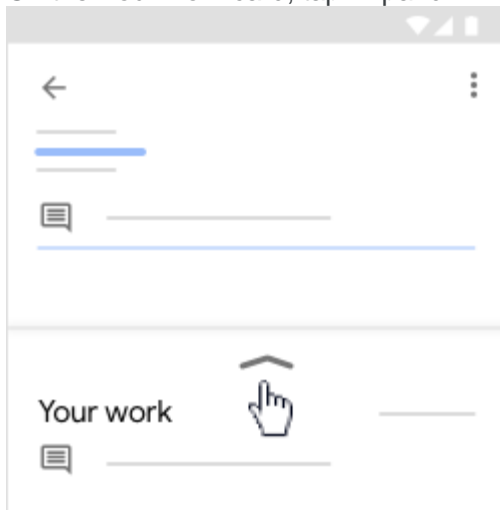
1. Tap Classroom .
2. Tap the class > Classwork > the assignment.
3. Tap quiz file and answer the questions.
4. In the form, tap Submit.
5. In Classroom, tap Mark as done and confirm.
The status of the assignment changes to Turned in.



Mark an assignment done

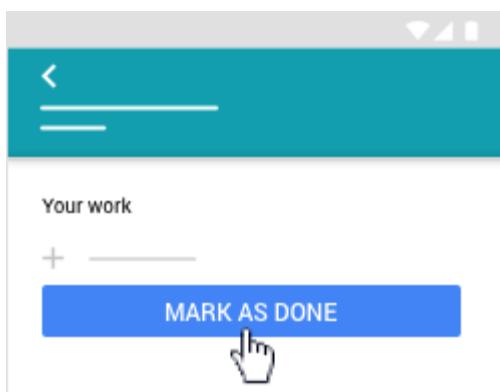
1. Tap Classroom .
2. Tap the class > Classwork > the assignment.

3. On the Your work card, tap Expand .



4. (Optional) Add a private comment to your teacher and tap Post .
5. Tap Mark as done and confirm.

The assignment status changes to Turned in.

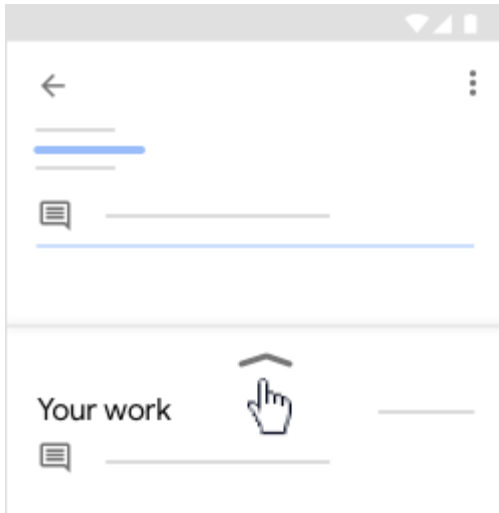


Unsubmit an assignment

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. Tap Classroom .
2. Tap the class > Classwork > the assignment.

3. On the Your work card, tap Expand .



4. Tap Unsubmit and confirm.
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. Tap Classroom .
2. Tap a class > Classwork.
3. At the top, tap Your work .
Next to each item, you see the work status:
 - 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.

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