


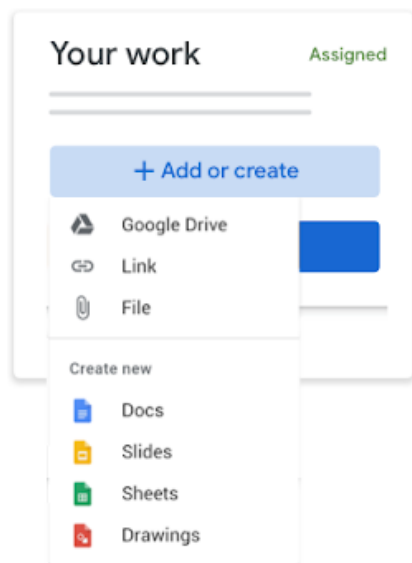






Google Classroom

How to turn in an assignment

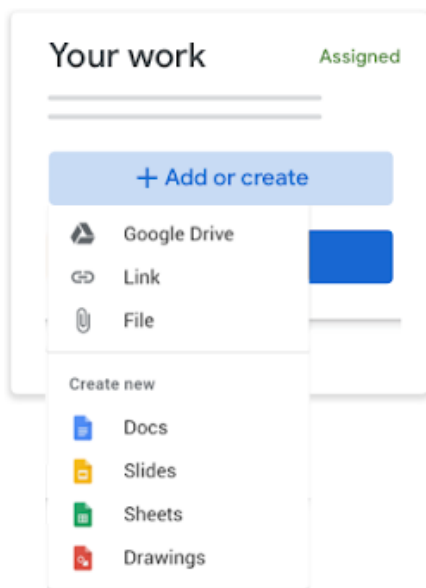




1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To attach an item:
 - Under Your work, click Add or create > select Google Drive , Link , or File .



- 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:
 - Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.



- 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.

