



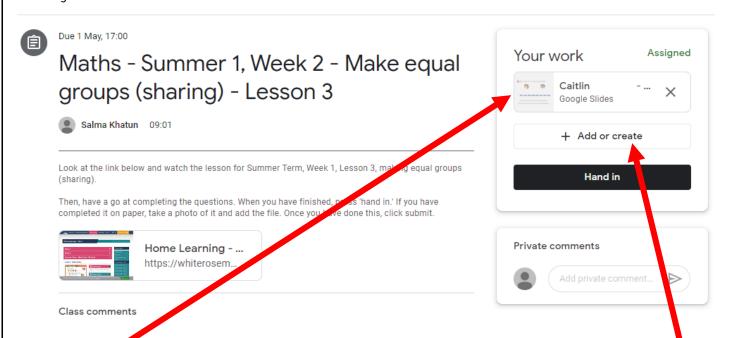
How to send teachers your work on Google classroom

There are two ways to submit work on Google classroom:

- Write directly on the Google doc/slides put up by the teacher
- Send a picture of the paper copy

Here's how to do that.

An assignment will look like this:



Completing the work online

If you would like to complete the work on your device, press here and a new document will open.

When you open Google Docs/Slides, it saves every change you make. When you've finished, you can close it and all the work you have done will be saved for you.

(Some tablets may not let you do this unless you download Google Slides or google Docs from the app/Android store. They are free.)

Sending a picture of the paper work

If you have completed the work on paper, press + Add or create. Then select 'File.'

(This is easier to do on smartphones, ipads and tablets. You can download the Google classroom app for any device to make this even easier.)

Remember to press "Hand In" after you have followed one of these steps.

If you press "Hand In" before you've done this, your teacher will receive an empty worksheet with nothing on it!

Remember, if you have any issues, use the "Private Comments" box to send a message directly to your teacher, and they may be able to help.