

# Students: How to Turn in Assignments in Google Classroom

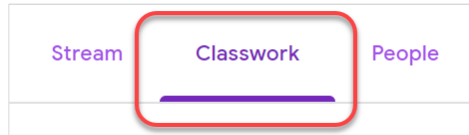
Follow the directions below to open, complete and turn in your assignments in Google Classroom. Google Classroom works best in Chrome.



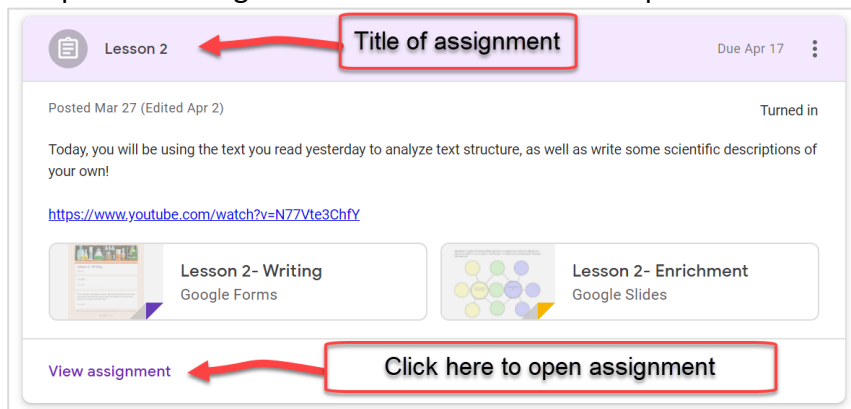
## How to Find Your Assignments in Google Classroom



1. Click on the **Classwork** section of your class.



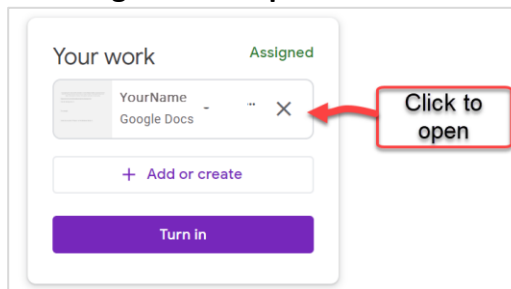
2. **Click on the title** of your assignment to open it. Click on **View Assignment**. Inside the assignment will be directions and any resources you need to complete the assignment. Click on each item to open it.



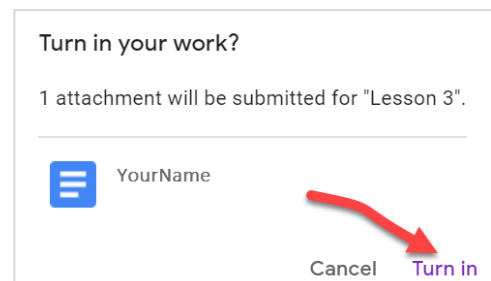
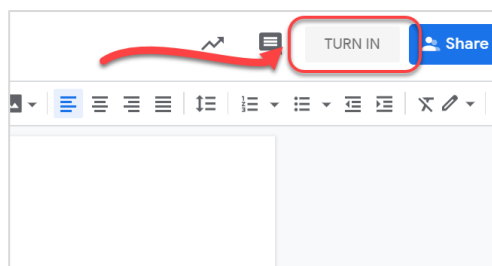
## Turn in an Assignment with a Doc assigned to you



1. If your teacher assigns you a Google Doc with your name already on it, **click on the Google Doc to open it**. You will find the doc under the title, Your Work.



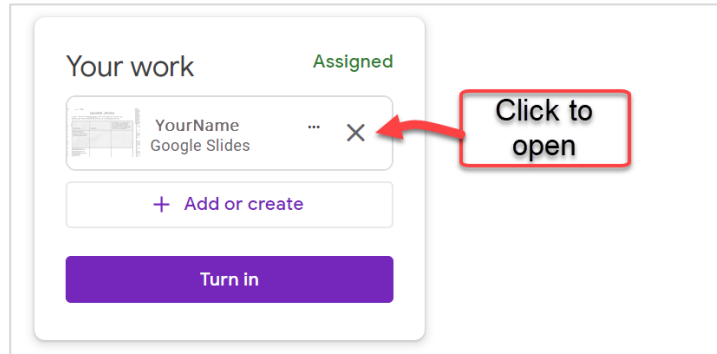
2. Complete the work on the Google Doc and then click on the **Turn In** button in the upper right-hand corner of your Google Doc to turn it in. Click Turn in again when prompted.



## Turn in an assignment with a Google Slides assigned to you



1. If your teacher assigns you a Google Slide with your name already on it, **click on the Google Slide under Your Work.**



2. The Slides will open in a new tab. Once you have completed all your work on the Google Slides, **click on the small x in the tab to close the tab.**



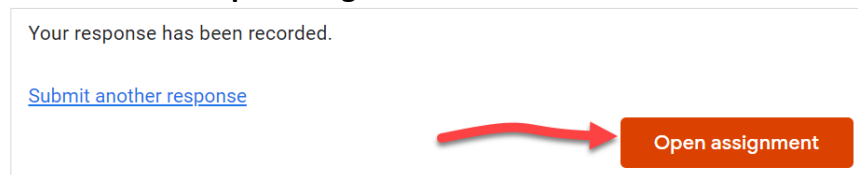
3. Inside your assignment, click **Turn in** to turn in your Google Slides assignment.



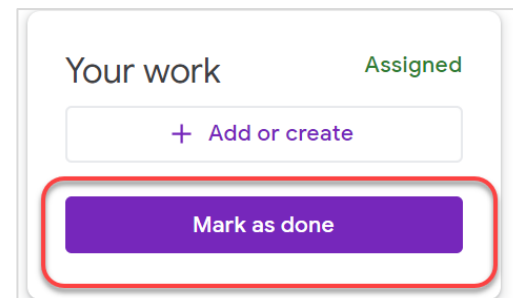
## Turn in an Assignment with a Google Form included



1. If your teacher assigns you a Google Form to complete, **click on the Google Form to open it.** Complete all the questions and **submit your Form.** Once you have submitted the Form, you will get a message that your Form has been recorded. **Click Open Assignment.**



2. If the Form was the only work for that assignment, the status of the assignment will change to Turned In. If there is more work to do on the assignment, complete all the assignments. When you are finished with all the work for that assignment, **click Mark as Done.**

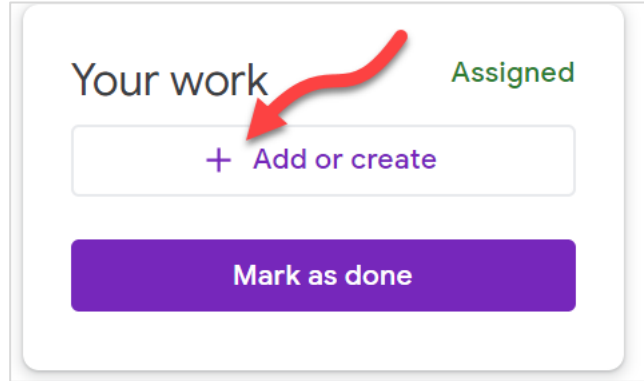


Turn in Work from your computer or from your Google Drive

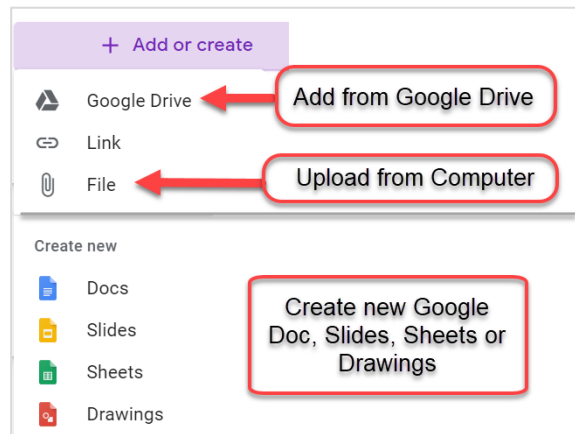
+ Add or Create



1. Sometimes, your teacher will create an assignment that requires you to turn in your own work. You can turn in work that you have saved in Google Drive or on your computer. To Turn in your work, **click + Add or Create**.



2. Select where the work is located. Select **File** to upload work saved on your computer. Select **Google Drive** to attach work saved in your Google Drive.



3. **Upload or attach your work** and then click **turn in**.

