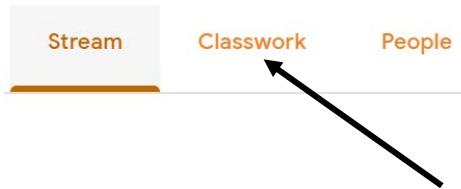


How to complete an Assignment in the Google Classroom Platform

When your teacher creates an assignment, you will get an email Notification in your school board email. You should also check your Google Classroom regularly.

- 1) Once you log into your Google Classroom (Save it to your Favourites Bar)
- 2) Click on your class.

You will be automatically sent to the “Stream”.



There might be a lot of things here. If you don't see your assignment, maybe it was assigned a few days ago. Click on “Classwork” instead.

All your work is organized by Subjects or “Topics”.

Find and Click on your “Assignment”



The teacher could have attached a Google Doc, Google Slide, or other form with instructions.

Click on link for more information, if it is not available in the description box.



After reading the instructions, you are ready to start you work. **You can do this two ways:**

1) Inside Google Classroom

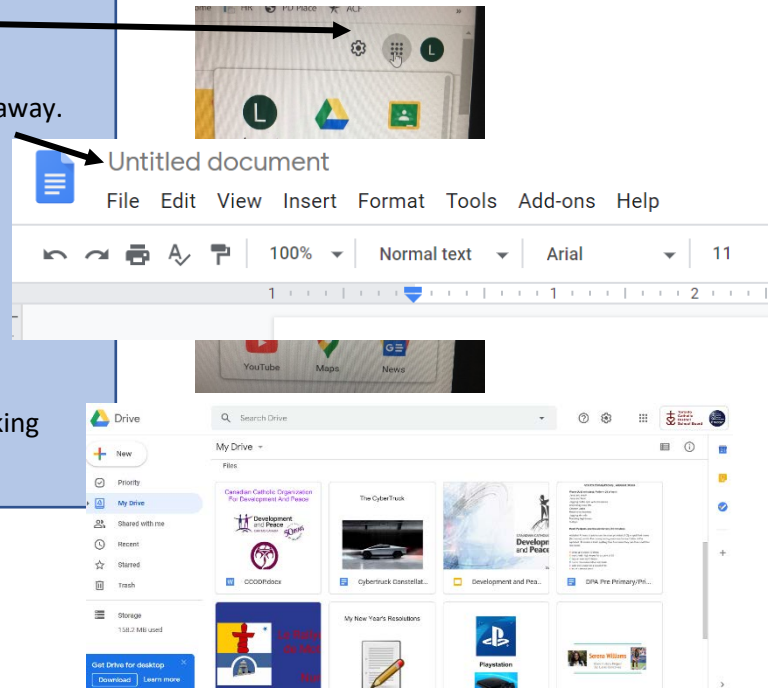
- Click on ‘View Assignment’ where the teacher has posted the assignment
- Click “+ Add or Create”
- When you click on either Google Docs, Google Slides, Google Sheets, Google Drawings, a new file will be created for you

For your reference,

- Docs is like Microsoft Word
- Slides is like PowerPoint
- Sheets is like Excel

2) Create outside Google Classroom

- Click on the “waffle” icon
- Click on the App which best suits your project.
- Make sure you change the Title of the work, right away. Otherwise it will default to “Document 1” etc
- Type your work.
- Don’t worry about saving. All Apps automatically save to your Google Drive.
- If you need to go back to your work at a different time to continue working, click on “Google Drive” from the “Waffle”.
- Click on the assignment you wish to continue working on.



When you are ready to submit your work to the teacher:

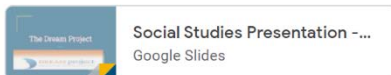
- 1) Go back and open the Assignment.

Due Jan 23

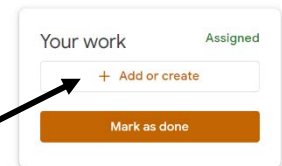
Media Literacy - Social Studies Presentation

Chantal Chiesa Jan 8 (Edited Jan 26)

Instructions have been handed out



- 2) On the top right corner, you will see “Your Work”. If you created inside Google Classroom, then your work should already be there--- GO TO STEP
- 3) If you created outside Google Classroom, click on “+ Add or create”

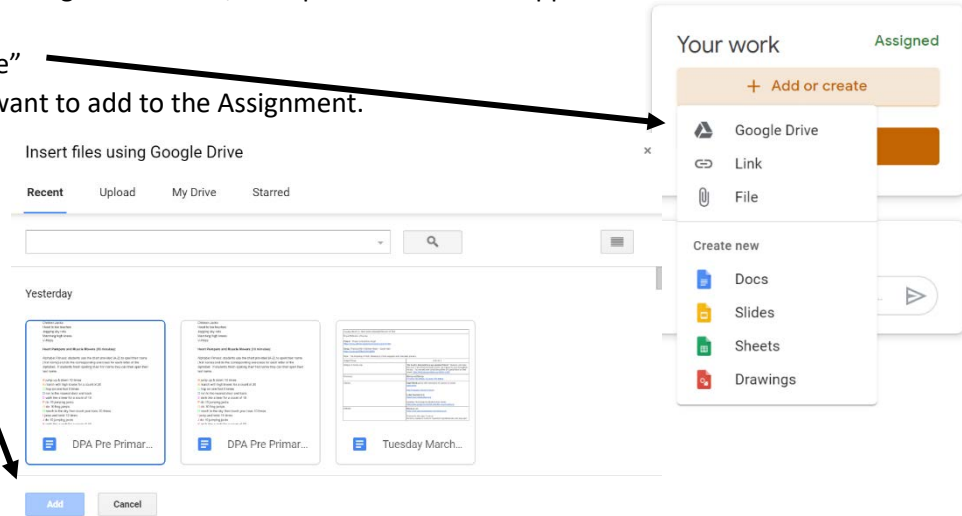


4) If you created outside Google Classroom, a drop down menu will appear.

Click on "Google Drive"

Click on the File you want to add to the Assignment.

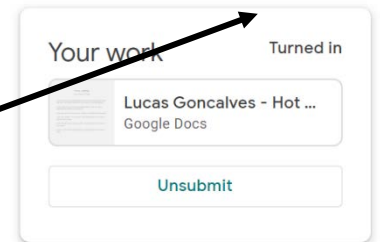
Then Click blue Add button.



It will take a few seconds for the file to upload.

Click "Submit" to hand the file into your teacher.

You know you are successful when you see your uploaded file and the words "Turned In"



The "Unsubmit" button is for cases where you want to go back in and add something to your file. If you do that, you will have to go back and submit your work again.