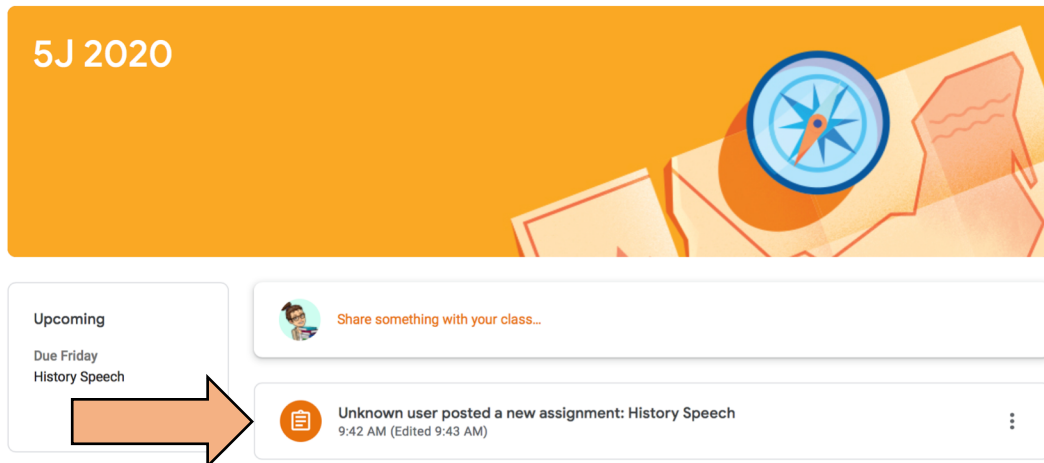
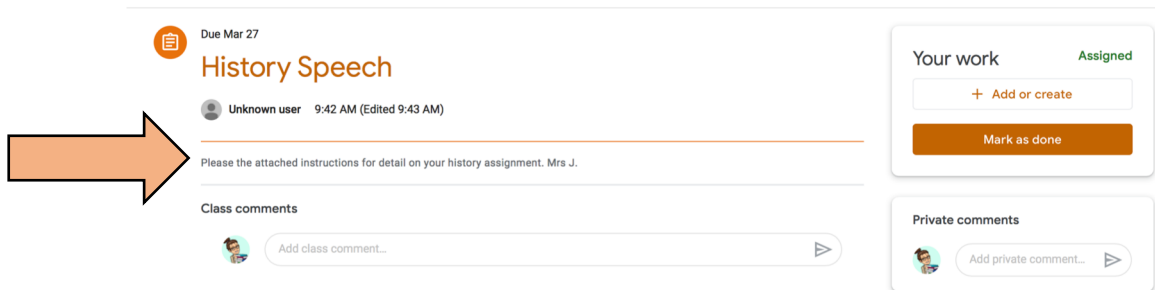


# HOW TO SUBMIT WORK on Google Classroom

Step 1: Locate the assignment in your Google Classroom stream, or classwork tab.

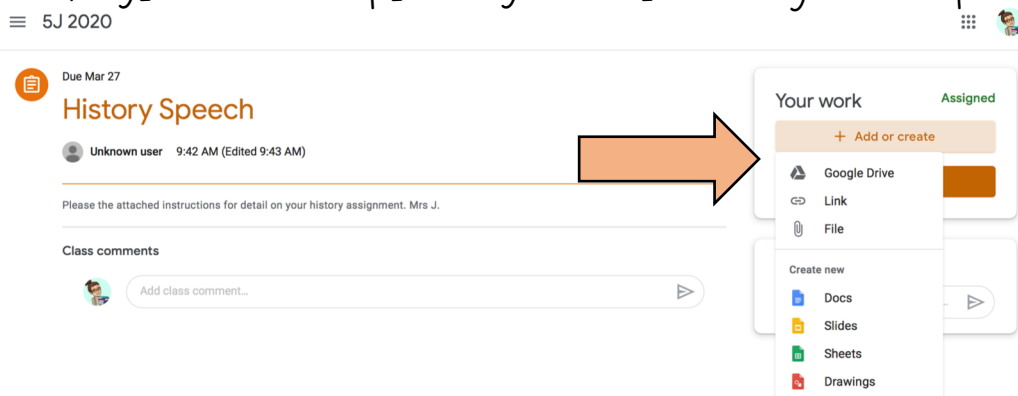


Step 2: Read instructions on the assignment page.



Step 3: To start work, click on 'Add or create' and select the relevant file type. If it is a written task, Google Docs is usually the best choice.

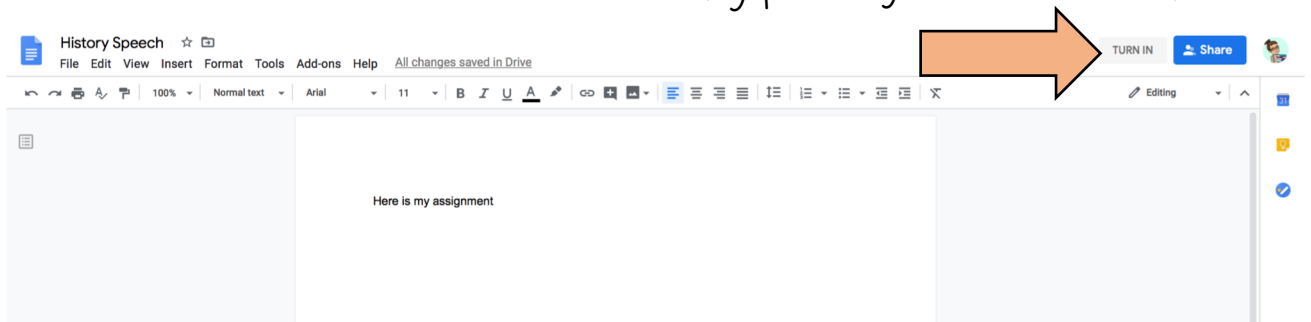
If you are uploading an existing file, you can do so by choosing it from your Google Drive or uploading the file from your computer.



# HOW TO SUBMIT WORK on Google Classroom

**Step 4:** Complete your work as normal. If you are using Google Docs, Slides, Pages or Drawings, your work is automatically saved as you create it.

**Step 5:** When you complete your work, you need to 'turn it in' so your teacher can access it. You can do this by pressing the 'Turn In' button.



**Step 6:** Press the 'Turn In' button again to confirm.

