

To all students.

There seems to be some confusion about how to upload and return work to your teachers and classes.

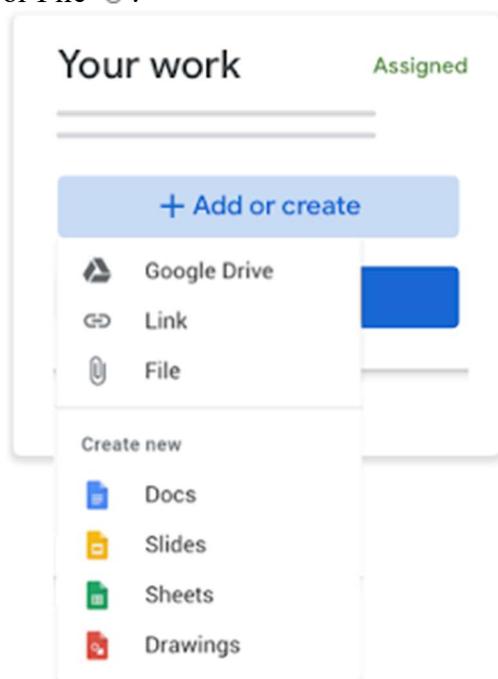
The approved method is to return your work to an assignment. To do this your teachers must create the assignments for you in your class. If they have not created an assignment, you will need to request that your teacher creates one to allow you to return your work.

Please do NOT email the work to the teacher, upload it to the class stream (front page) or upload it to the class drive.

Below are the official Google instructions for returning work to an assignment.

Turn in an assignment

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

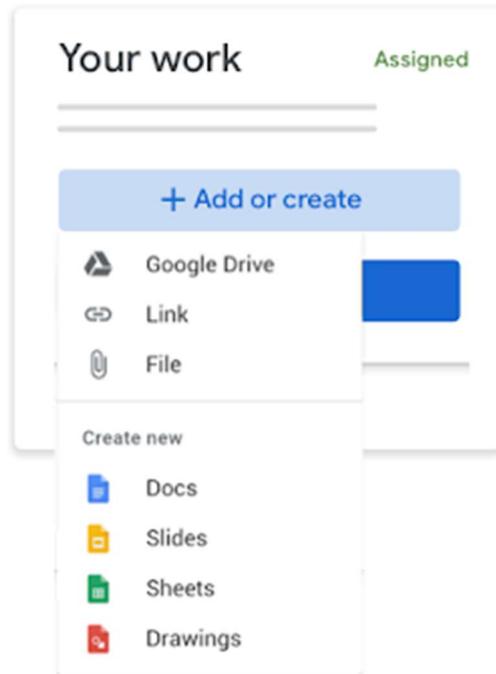


2. Select the attachment or enter the URL for a link and click **Add**.
Note: You can't attach a file you don't own.

4. To attach a new doc:

1. Under **Your work**, click **Add or create** > select Docs , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.

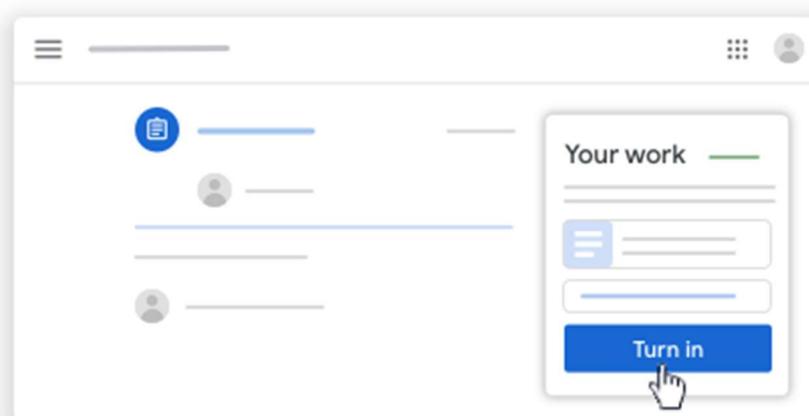


2. Click the file and enter your information.

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**.



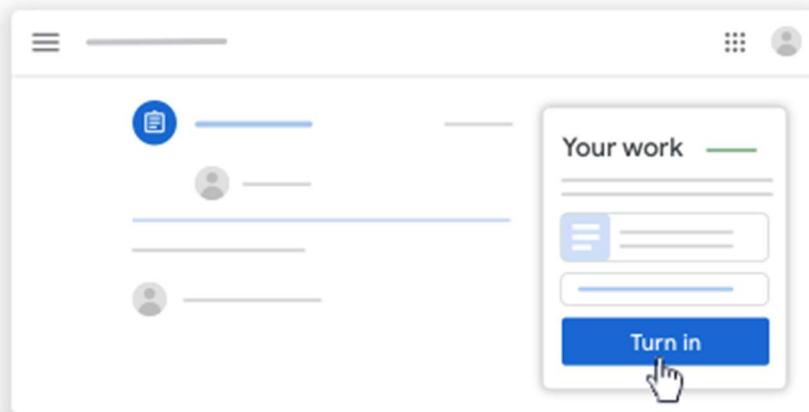
Turn in a quiz assignment

1. Go to your Google account.
2. Click the class > **Classwork** > the assignment.
3. Click the form and answer the questions.
4. Click **Submit** > **Mark as done** and confirm.
If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.
5. (Optional) If there's more work to do for the assignment, click **Open assignment**.

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click **Turn in**.

1. Go to your Google account.
2. Click the class > **Classwork** > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
 - In the document, click **Turn in** and confirm.
 - In Classroom, in the assignment, click **Turn In** and confirm.



The status of the assignment changes to **Turned in**.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to your Google account.
2. Click the class > **Classwork** > the assignment.

3. (Optional) Under **Private comments**, add a private comment for your teacher and click **Post**.
4. Click **Mark as done** and confirm.

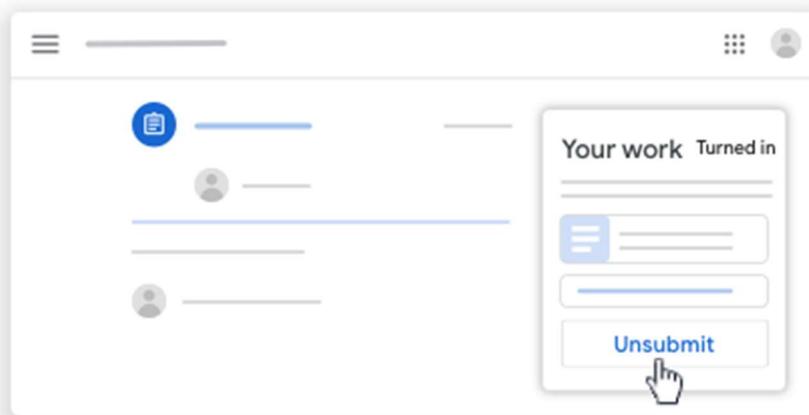
The status of the assignment changes to **Turned in**.

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to your Google account.
2. Click the class > **Classwork** > the assignment.
3. Click **Unsubmit** and confirm.

Note: This assignment is now unsubmitted. Resubmit it before the due date.



Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked **Assigned**. If you don't turn in your work on time, it's marked **Missing** or **Done late** as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to your Google account.
2. On a class card, click **Your work**.
3. At the right, you see the work status of each item:
 - **Assigned**—Work assigned by your teacher. Check the due date.
 - **Turned in**—Work you turned in on time.
 - **Graded**—For graded work that your teacher returned, you see your grade.
 - **Returned**—For ungraded work that your teacher returned, you see a checkmark ✓.
 - **Missing**—Work you didn't turn in.
 - **Turned in: Done late**—Work you turned in late.
4. (Optional) For more details, click an item to expand it > click **View details**.

