

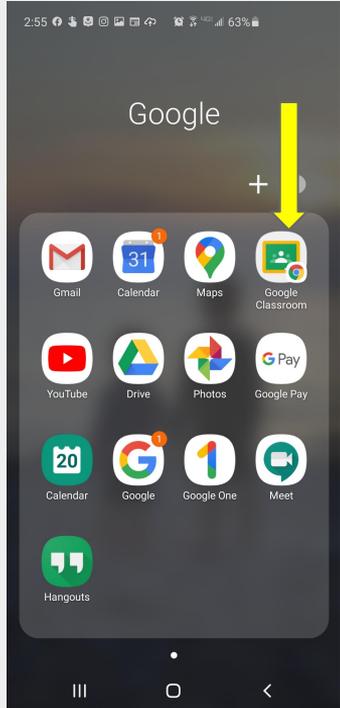
HOW TO TURN IN WORK ON GOOGLE CLASSROOM

Created by Ms. Melissa Cenerelli - Unity Drive Kindergarten Teacher

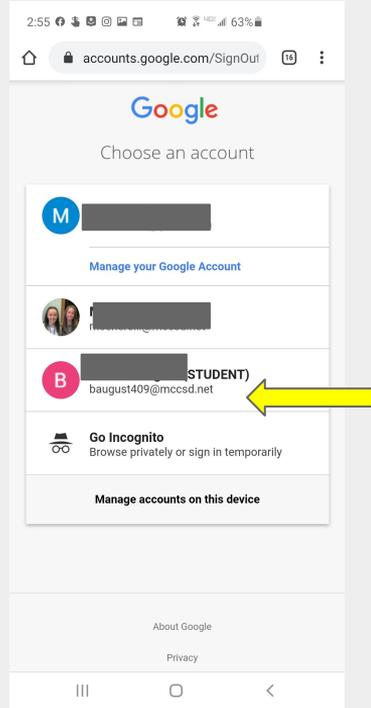
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Part I: Using a Smartphone or Tablet

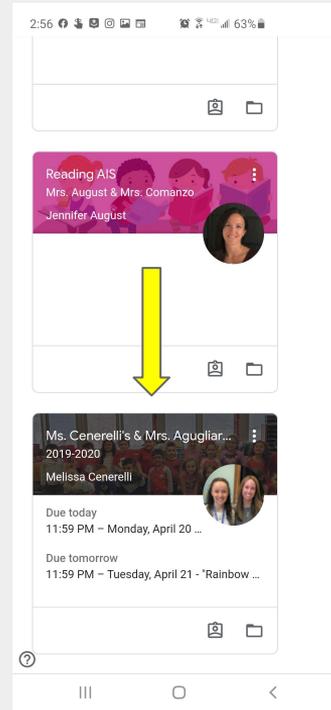
Step 1: Download the Google Classroom app to your tablet or cell phone.



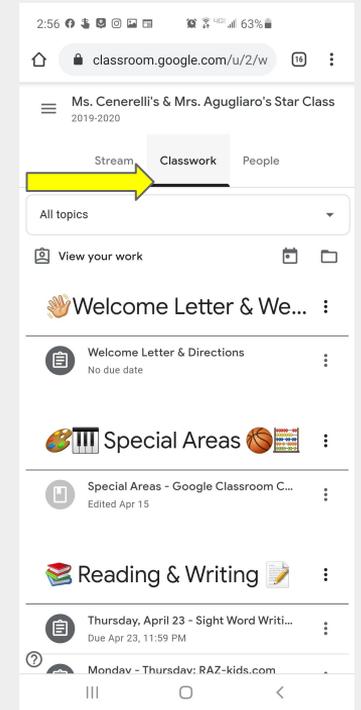
Step 2: Sign in with your child's district Google account username and password. You can add an account for each child if you have multiple children in the district.



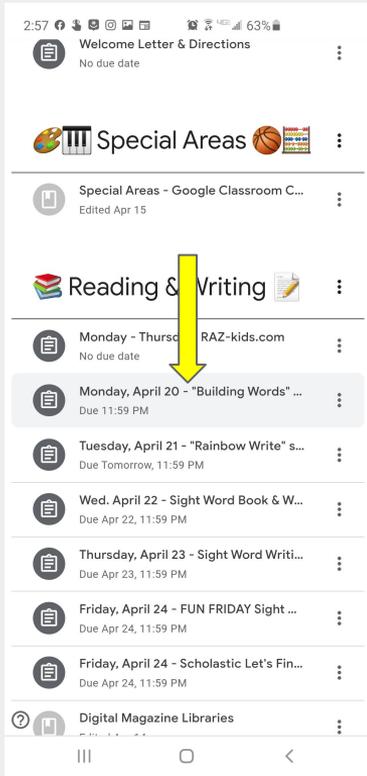
Step 3: Select the classroom you want to enter.



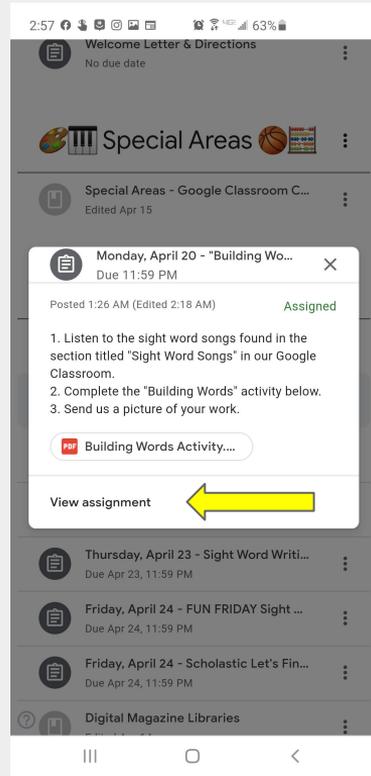
Step 4: Click on the "Classwork" tab at the top.



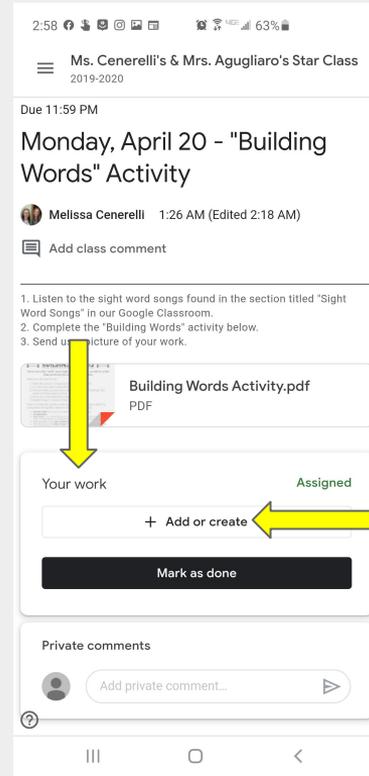
Step 5: Click on the assignment you want to hand in.



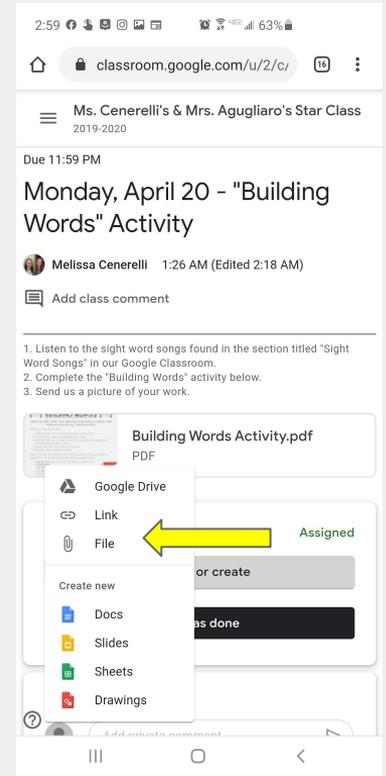
Step 6: Click on "View Assignment"



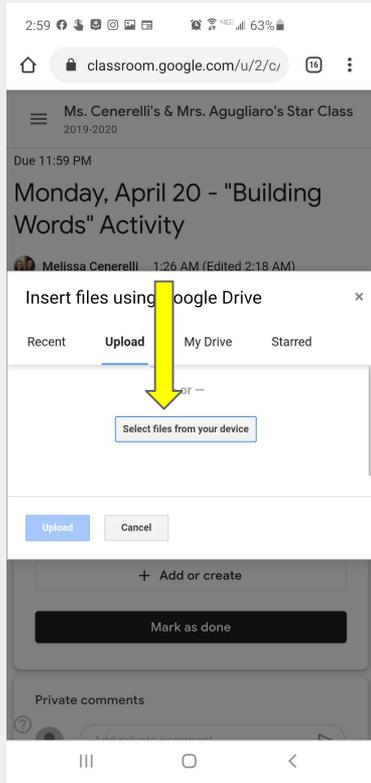
Step 7: Under the section titled "Your Work", click on "+Add or Create"



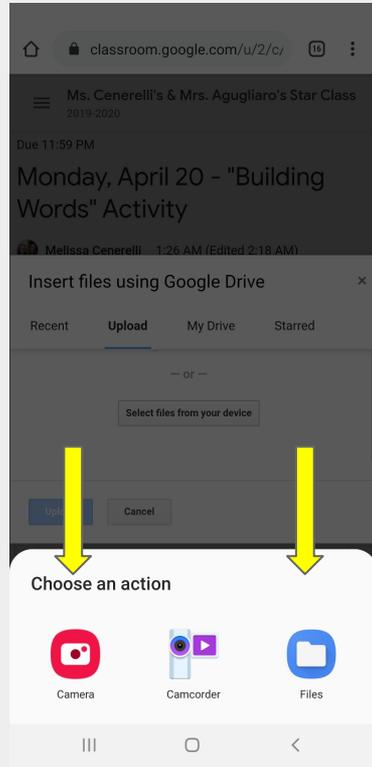
Step 8: Click on the word "File" to attach the picture or document you want to submit.



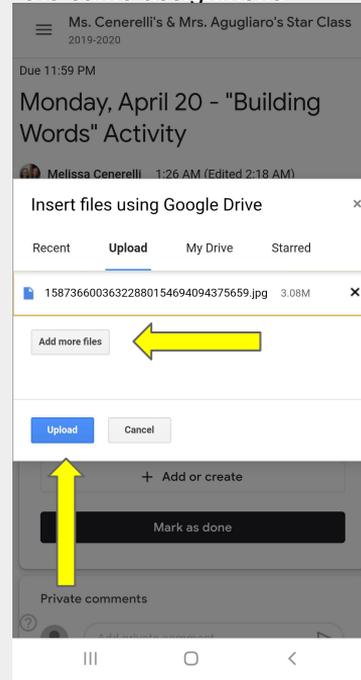
Step 9: Click "Select Files from your Device"



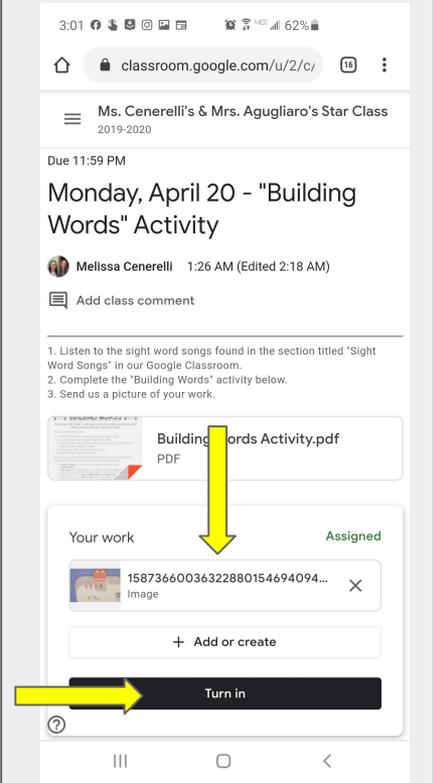
Step 10: Click the "Camera" icon to take a picture of your work. If you already took a picture or have completed the work within the document, click the "File" icon.,



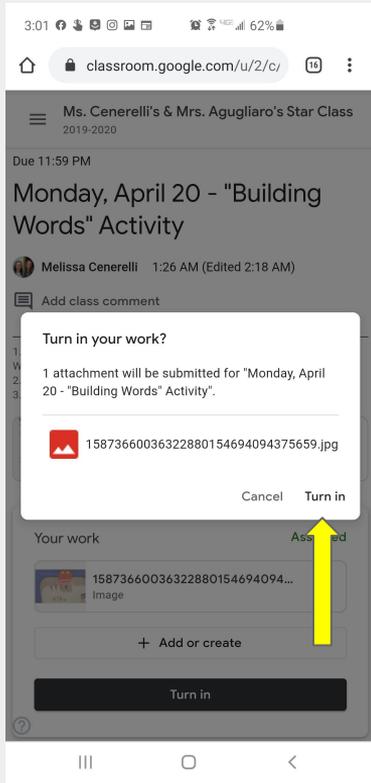
Step 11: After taking a picture of your work or choosing the file or picture from your phone that you want to submit, click "Upload". You can add multiple pictures or files to the same assignment.



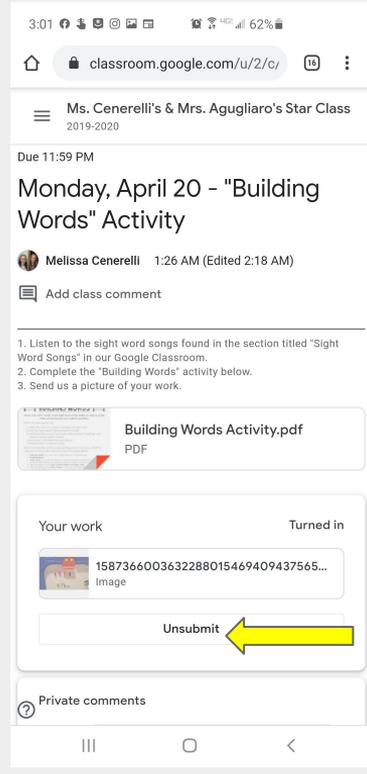
Step 12: Your pictures and/or files will appear under the words "Your Work". Click on "Turn In" to submit your work to your teacher.



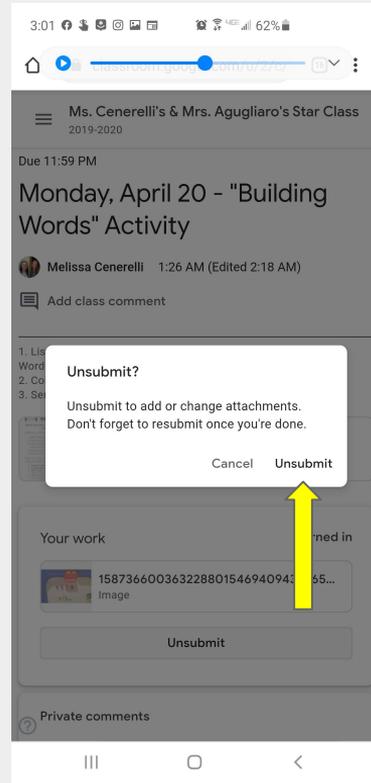
Step 13: Confirm your submission by clicking on "Turn In" again.



Step 14: If you made a mistake or want to make changes to your work, you can click "Unsubmit".



Step 15: Confirm you want to unsubmit your work by clicking "Unsubmit" again.



Step 16: Remember to go back and follow the same steps to resubmit your work to your teacher to receive credit for the assignment.

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Part II: Using a Chromebook

Watch the following video to learn how to take pictures of your work using your Chromebook and then share them to Google Classroom.

<https://safeshare.tv/x/ss5e9e267fed948>

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Part III: Using a Personal Computer or Laptop

To submit work to Google Classroom from your personal computer, follow the steps below:

1. Take a photo of your work with a camera or smartphone.
2. Download the pictures you took of your work, or save the document you are working in to your computer.
3. Follow the same steps listed in the first section of this document on your personal computer.