Greetings students!

With the recent circumstances and online instructional delivery, it is important now, more than ever, that we are all on the same page. There are hundreds of emails flying all around these days and it is easy for an assignment to get lost in the abyss. The following is an outline to guide you through the process of submitting or turning in assignments on Google Classroom.

First, navigate to your Google Classroom.
Click the rubix cube at the top right of the page.
Then click on Classroom. (Image to the right)

Your page should look something similar to the image below. These are all the classes you are in.
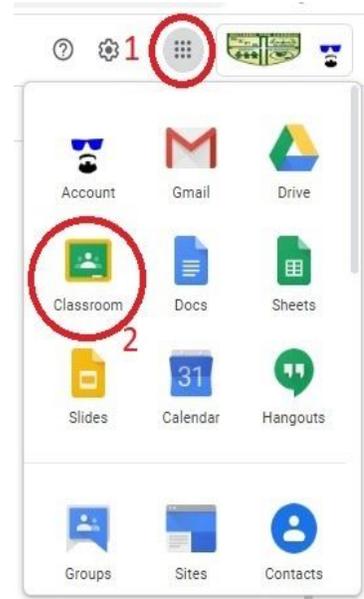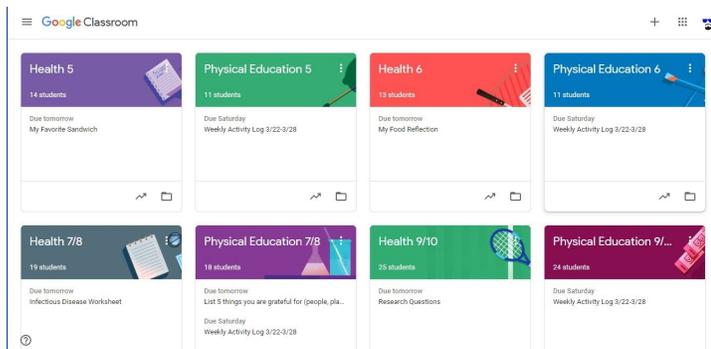

At this point you have two options. (1) You can click on the name of the classroom to see all of the assignments/materials that have been posted for that class. (2) You can click on the name of the assignment for a class and be taken directly to that assignment.

Once there, you should see a page with this box in the top right:
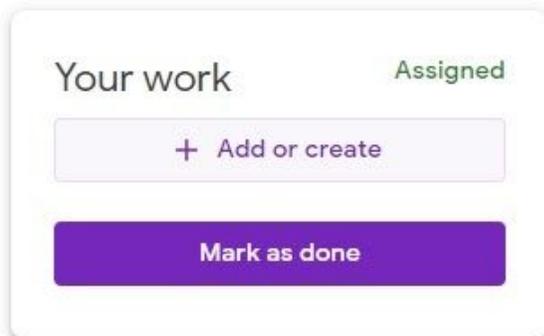
Depending on how your teacher set up the assignment, there may be a document here already. If there is, simply click on the document and it will take you directly to the assignment. It may look similar to the image below.
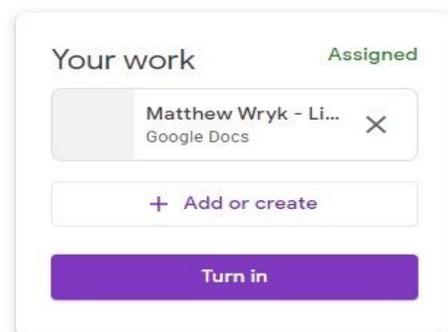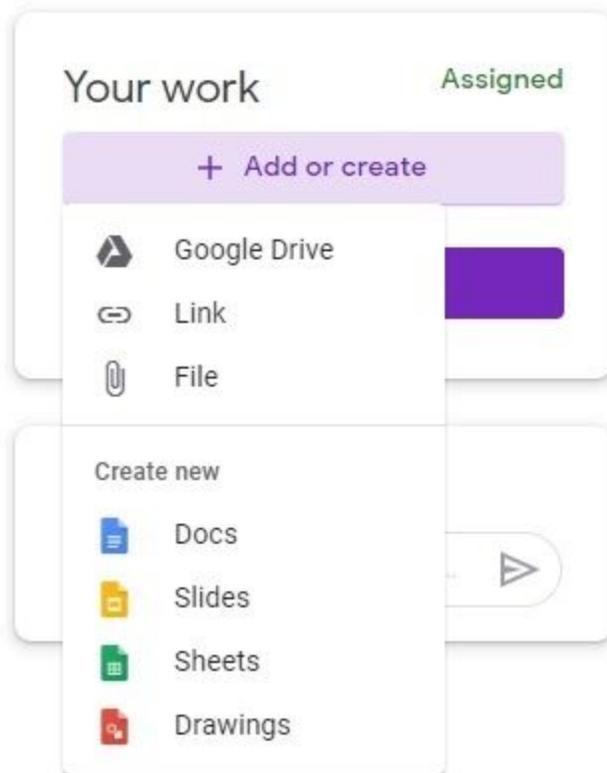
If there is no document, simply select the 'Add or Create' option. A drop box (image to the left) will then appear.

If you are starting from nothing, select the type of document you would like to start - docs, slides, sheets, etc. Google will create the document and automatically save it to your Google Drive.

If you already started a document and saved it to your drive, select 'Google Drive.' This will take you to view your Google Drive so that you may select your work and upload it to the assignment.

If you saved your work to your computer, select 'File.' This will take you to view the files saved to your computer. Select your work, and upload it to the assignment.

Here comes the super important part!
Take a look at the image to the right. This button is your best friend!

Once you complete your work and have uploaded it to the assignment, be sure to TURN IN or SUBMIT (the button may say either).

Your teacher will get a notification that you have turned in the assignment.
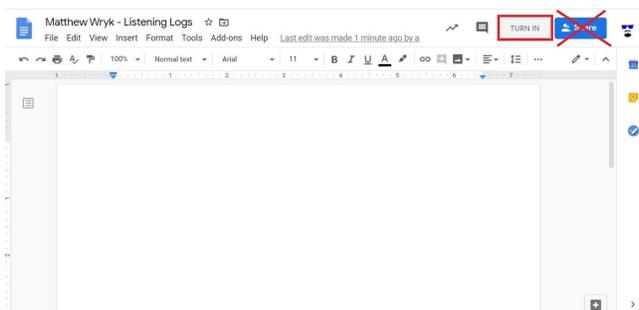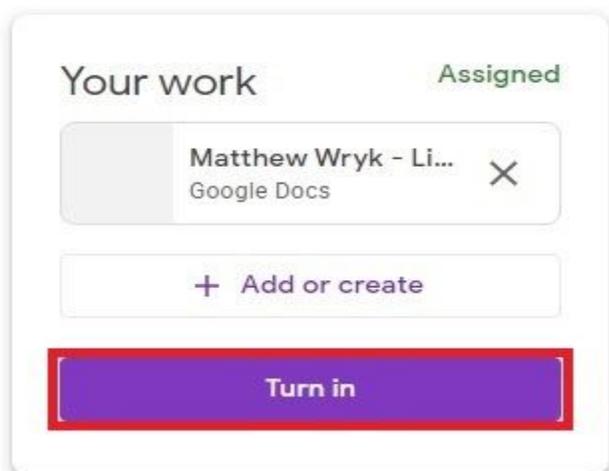
If you still have the full page open there is an option there to turn in there as well.

After you turn in your work, the box in the top right of the assignment should look like this (image to the right). You will not be able to edit your work at this point.

There is an option to 'unsubmit' if you forgot something. However be aware that Google alerts your teacher each time you submit/unsubmit something.
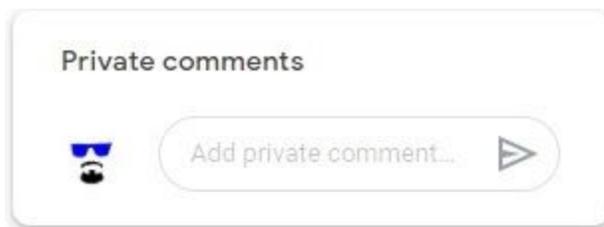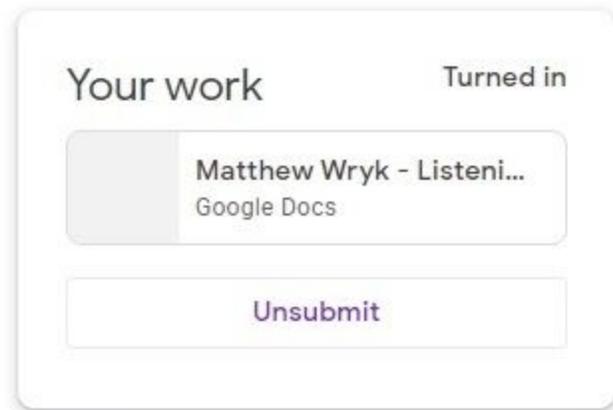
As always, feel free to ask questions if you need clarity. There is an option below the submission box that allows you to write a comment directly to your teacher without any one else seeing it. Be patient when waiting for an answer!

Lastly, when you submit an item on Google Classroom, Google notes the date and time it was submitted. If your teacher placed a due date on the assignment, it will be marked as 'late.' As stated above, once you submit, you will not be able to edit your work unless you unsubmit. Be wary of this as it may cause your assignment to be late.

Google also notes the date and time of each edit made to a document. Your teacher can see if you have made edits past the due date. 'I forgot to submit' is NOT an acceptable excuse, especially if the document shows edits past the due date.