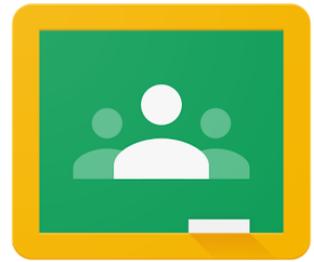


Google Classroom (Students)

Find and turn in work using Google Classroom:



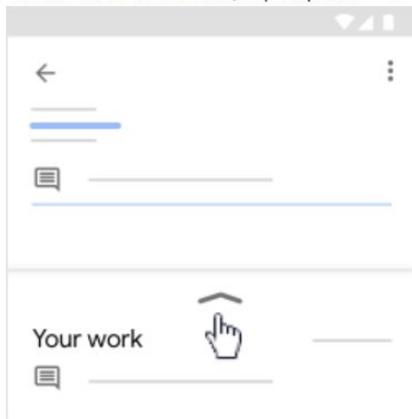
Using a web browser (laptop or desktop):

Click on [this link](#) for a short tutorial video.

Using the Google Classroom app (iPad):

You can find info [here](#) and here.

1. Tap Classroom .
2. Tap the class > **Classwork** > the assignment.
3. On the **Your work** card, tap Expand .



4. To attach an item:
 - a. Tap **Add attachment**.
 - b. Tap Drive , Link , File , Pick photo , or Use camera .
 - c. Select the attachment or enter the URL and tap **Add**.

5. To attach a new doc:

a. Tap **Add attachment**.

b. Tap **New Docs, New Slides, New Sheets, or New PDF**.

- For a new document, presentation, or spreadsheet, enter your information and tap **Done** ✓.
- A new PDF opens as a blank file where you can [write notes or draw images](#) on it. When you're done, tap **Save**.

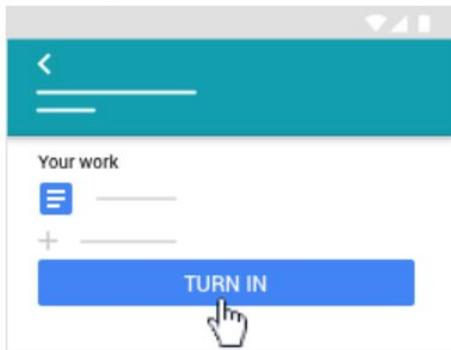
Note: You can attach or create more than one file.

6. (Optional) To remove an attachment, tap **Remove** ✕.

7. (Optional) Add a private comment to your teacher and tap **Post** ➤.

8. Tap **Turn In** and confirm.

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

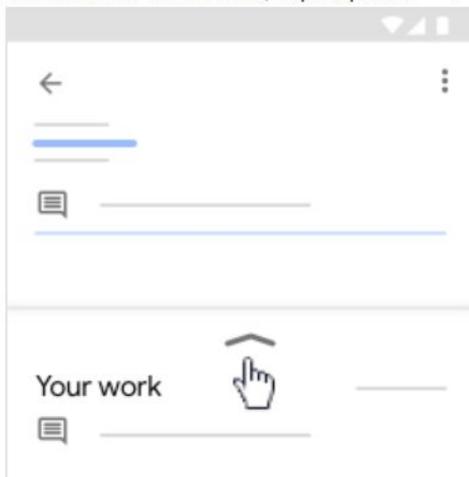


To mark an assignment as 'done':

1. Tap **Classroom** 👤.

2. Tap the class > **Classwork** > the assignment.

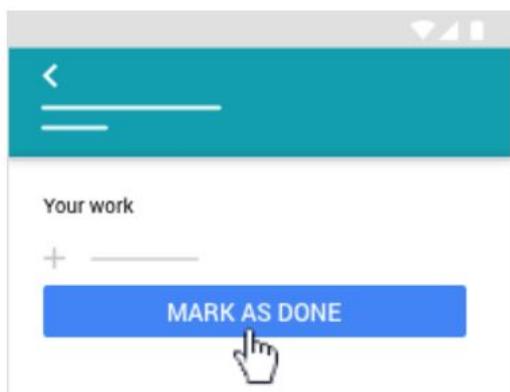
3. On the **Your work** card, tap **Expand** ^.



4. (Optional) Add a private comment to your teacher and tap **Post** ➤.

5. Tap **Mark as done** and confirm.

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



A tutorial of the basics - click [here](#) to watch a video.

Students: Signing in and finding assignments - [Watch this](#).

[Submitting an assignment](#)

[Attaching work when turning in an assignment.](#)

Remember - for most assignments, you can also complete the task on paper. Take a photo of your work and submit that.

Struggling to save your annotated work, or losing your annotations when you try to share/save?

Remember:

When you open an attachment through Google Classroom, it opens a **preview** PDF of that file on the iPad.

If you click the pencil in the top right corner, **you are just writing on top of/over the file.**

You can write and make text boxes with this tool. As soon as you use the pencil, it creates a 2nd copy of the file as a PDF, regardless what the original format of the file is (and the original remains unchanged).

To edit and save, you must **FIRST** click the "sharrow" or the "open in new window" symbol [square with a diagonal arrow] in in the top right corner of the screen.

This will open it in a new window - **you will be able to actually edit the file and then save it.**

