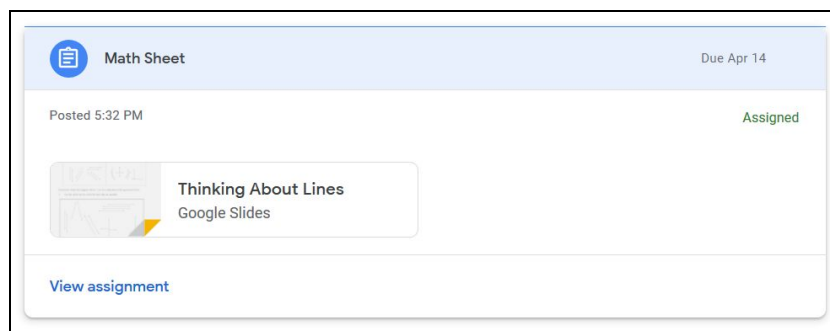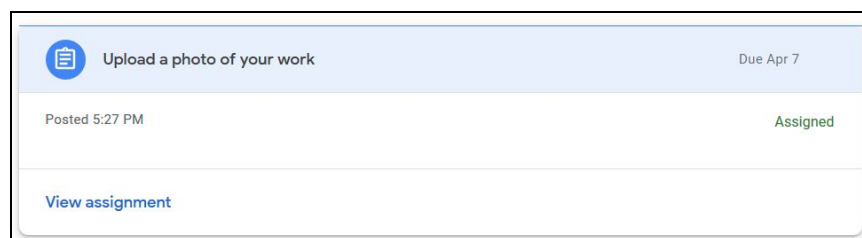# How To Complete and Turn in an Assignment

Step 1. Click on the Assignment to View it in the Classwork Section of Google Classroom:

If the teacher has included an assignment it will look something like this:
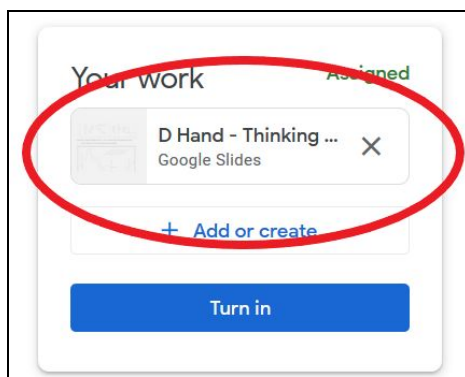

If there is no assignment attached it will look something like this:

Either way you should click at the bottom where it says, "**View assignment**."
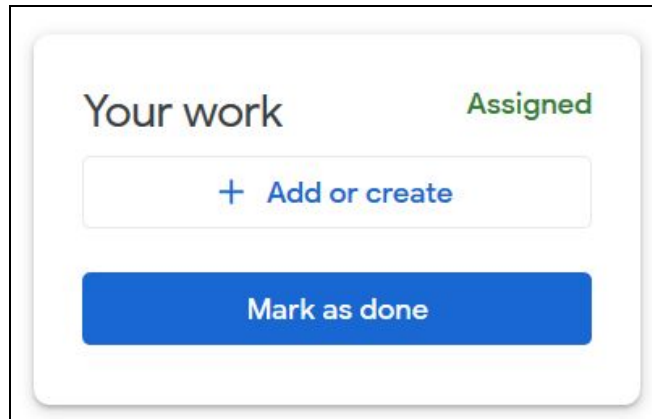
Step 2: Complete the Assignment.

If your teacher attached something for you to complete it will be located in the upper left hand corner of your screen:
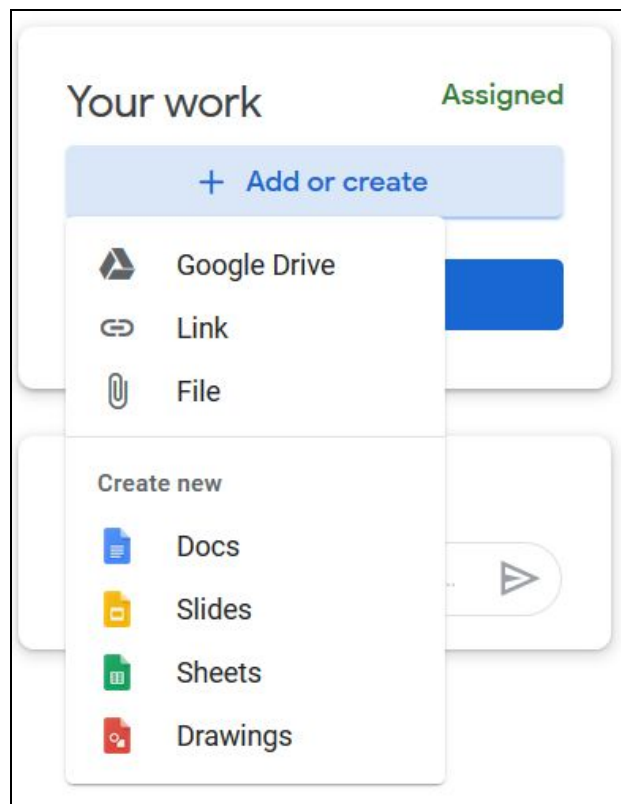

Notice it will have your name on it (in this case the person's name is D Hand). Click on the assignment to open and complete.

If there was no attachment you will get a similar look:

However here you will want to click on the + Add or create button. When you do, you will get this menu:


You can do a lot from here! You can attach something from your google drive, link to a website or video, or upload a file from your computer. You could also create a new doc, slide, sheet, or drawing.

Step 3: Turn the Assignment In

No matter what the work entailed, when you are done, you will need to turn it in. Be sure you are on the 'view assignment' page you started on. Underneath where the assignment was <mark>click turn in</mark>:
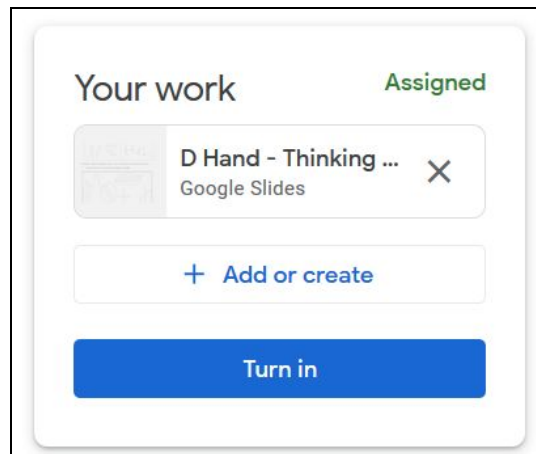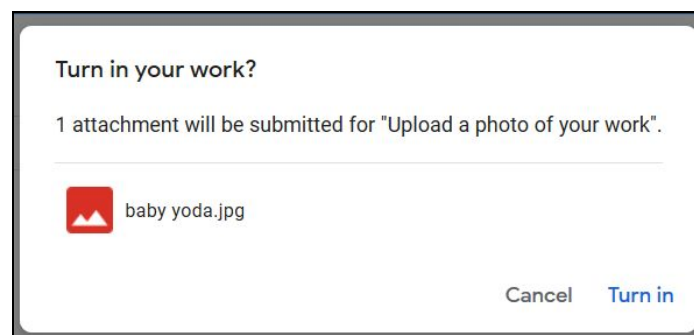

Or if you added your own:
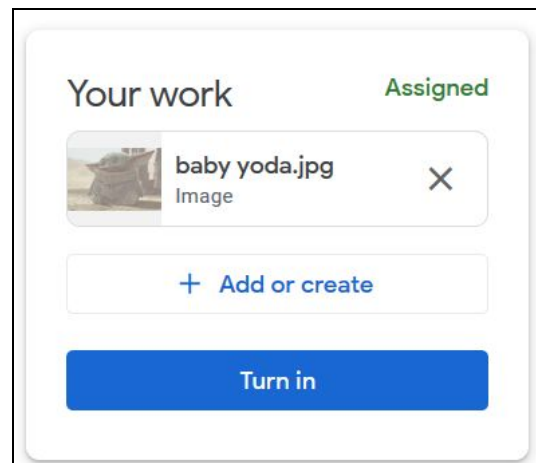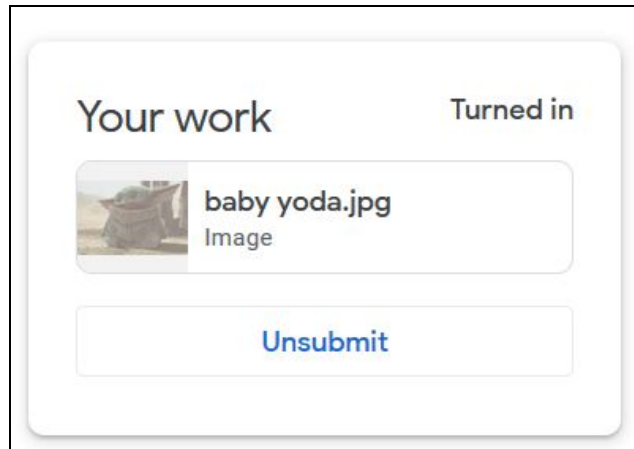

You should do the same thing, <mark>click: Turn in</mark>

It will check to be sure that you want to turn it in:

Once you turn it in, if you decide, "oops, I forgot something" you can unsubmit, fix, and turn it in again. Look for the unsubmit button under your turned in assignment:

Optional Step 4. Ask a Question

If at any point in this process you'd like to send your teacher a private message - which means only your teacher see it, nobody else in the class, there is a place right underneath the work section:
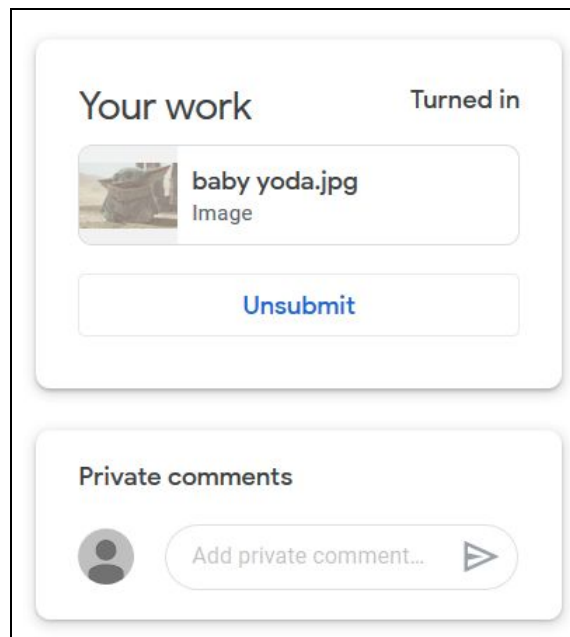
You can add as many private comments as you need. When your teacher responds, you can add another if necessary.