



Google Classroom-Turn in an Assignment

Overview

You can attach files to your assignments in Google Classroom. You can create new files in Google Docs, Slides, Sheets, etc., work on the file, and then attach it to your assignment. Depending on the type of assignment, you will see Turn in or Mark as Done. If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make changes, and resubmit.

Turn in an Assignment

1. Navigate to the **My FWISD Apps Portal**.

<http://fwisd.org/myfwisd>

2. Click **Sign in with Microsoft**.



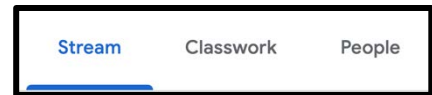
3. Enter your username and password, if you are prompted.
4. Click Google Classroom.



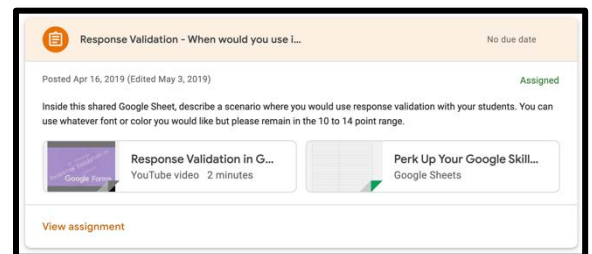
5. Select the **appropriate class** from your Google Classroom dashboard.



6. Click on the **Classwork** tab.



7. Click on the **assignment** and select **View assignment**.

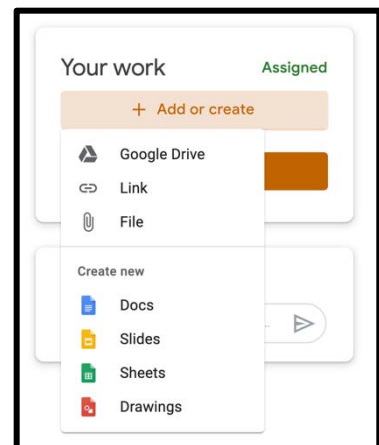


8. To attach an item, click **Add or create** under **Your work**. Select **Google Drive, Link, or File**.

9. Select the **attachment** or enter the **URL** for a link and click **Add**.

10. To attach a new document, click **Add or create** under **Your work**. Select **Docs, Slides, Sheets, or Drawings**.

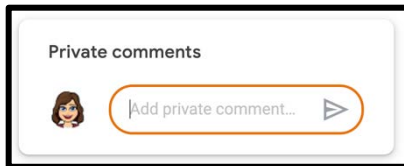
11. Click the **file** and enter **information**.



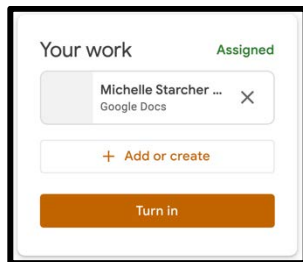


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12. Optional: To add a **private comment** to your teacher, enter your **comment** and click **Post** under Private comments.



13. Click **Turn in** and confirm.



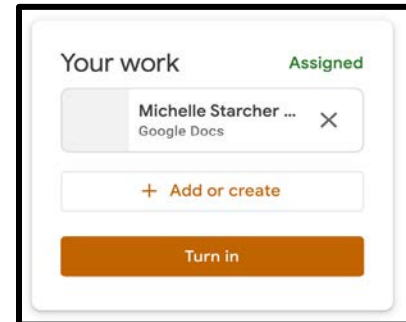
Turn in a Quiz Assignment

1. Repeat **steps 1-4** under Turn in an Assignment.
2. Click the **Form** and answer the questions.
3. Click **Submit**.

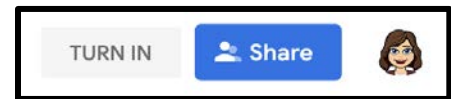
Turn in an Assignment with a Document Assigned

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. Repeat **steps 1-4** under Turn in an Assignment.
2. Click on the **image with your name** to open the assigned file.



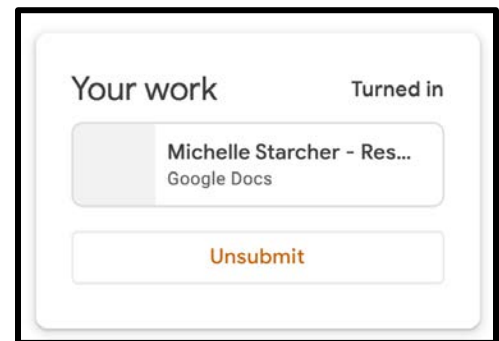
3. Enter your work.
4. On the document or in Google Classroom, click **Turn in** and confirm.



Unsubmit an Assignment

If you want to make changes to an assignment you already turned in, just unsubmit the work, make changes, and turn it in again.

1. Repeat **steps 1-4** under Turn in an Assignment.
2. Click Unsubmit and confirm.



3. This assignment is now unsubmitted. Turn it in again before the due date. recommended in the Fort Worth Independent School District Style guide.