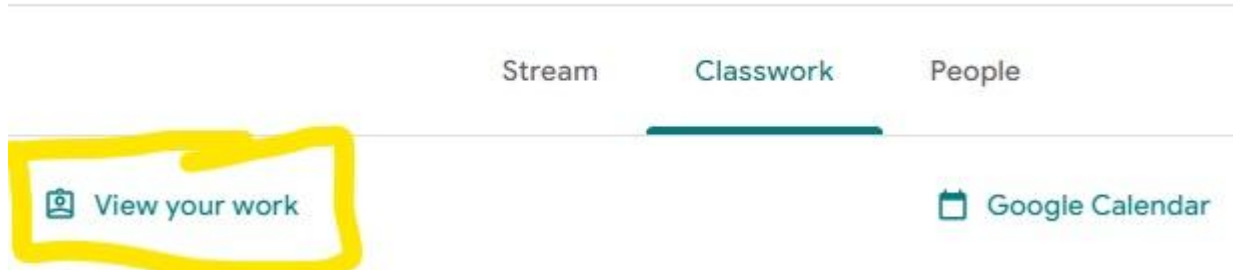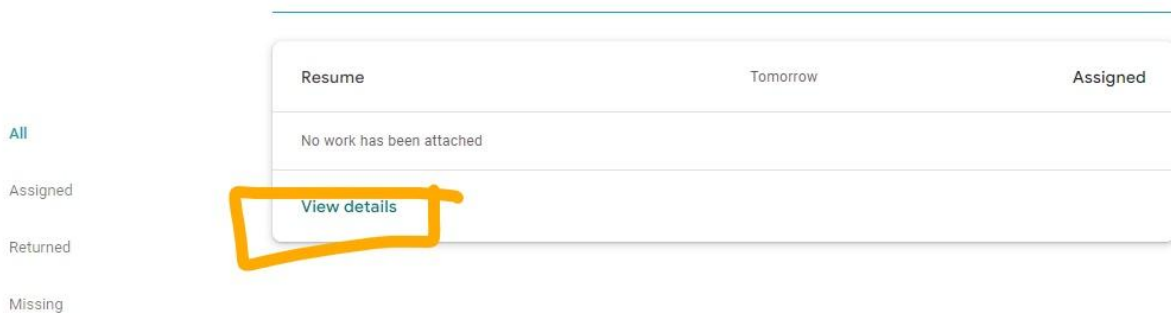1. **To find an assignment, go to your Google Classroom and open the class.**
2. **Once you are in the Google Classroom, click on "Classwork"**

Stream   Classwork   People

3. **To view the assignments you need to work on, click on "View Your Work"**

Stream   Classwork   People

View your work   Google Calendar

4. **Click on your assignment. And click on "View Details"**

Resume	Tomorrow	Assigned
No work has been attached		

All

Assigned   View details

Returned

Missing

5. **Once the assignment comes up, look for the box that says "Your Work". If your instructor has posted a copy of the assignment, click on the assignment.**

Due Tomorrow

Your work   Assigned

Jessica Miller - Re...   X
Google Docs

+ Add or create

Turn in
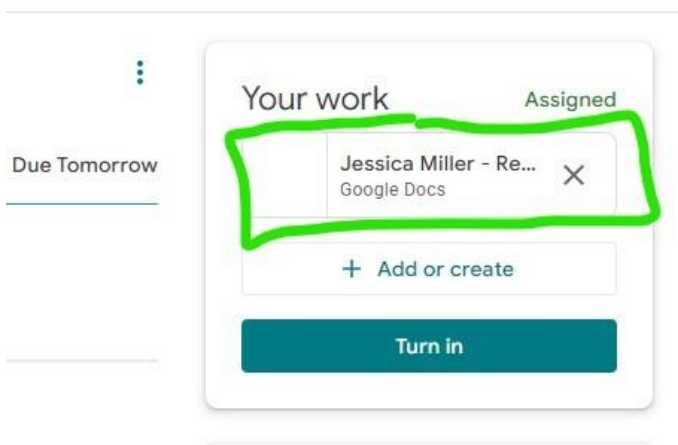
6. **If your instructor did NOT post a copy of your assignment, you will need to "Add" or "Create" the assignment.**
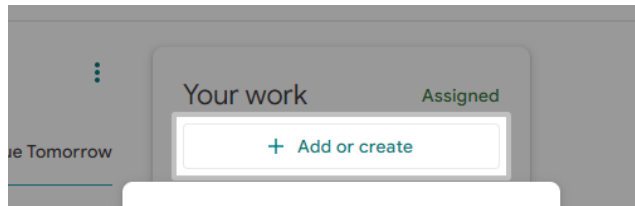
7. **Once you click "Add" or "Create", a drop down menu will appear.**
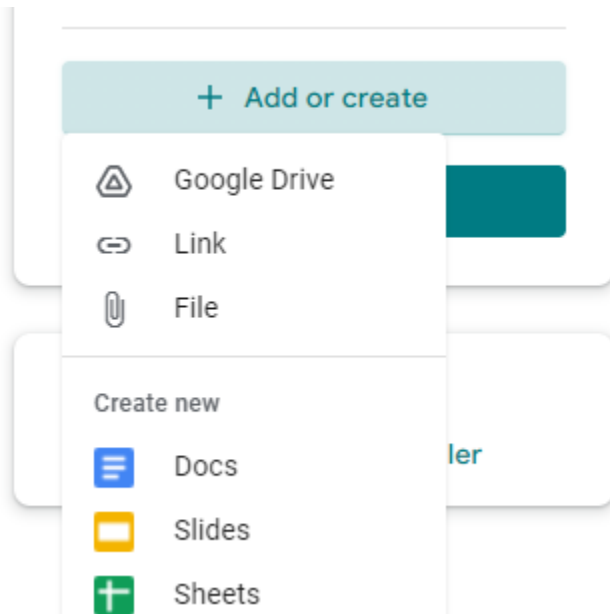
You can "ADD" your assignment from your Google Drive, or a file from your computer. You can use "Link" for adding a website (such as CareerPrepped).

OR You can "CREATE" a new Google Docs, Slides, or Sheets to complete your assignment with.*

8. **Once you have completed your assignment, click "Turn In"**