

How to Submit an Assignment on Google Classrooms – Using a Laptop/ Computer

If asked by your teacher to write an assignment out on 'Google Docs' or 'Google Slides' its important that you use a computer or laptop to do this as it is very difficult to write a google document using your phones touch screen.

Below are the steps we must follow to enter into our assignment, complete it and then submit it.

- 1. The assignment will appear in your class stream.** (Circled below) – The assignment will also be available in the 'Classwork' tab. Take note of when the assignment is due.

Stream Classwork People

1A3 - Coding

Upcoming
Due tomorrow
21:00 - Where would I like...
View all

Share something with your class...

Kevin Hennessy posted a new assignment: Where would I like to go? What's on top of my b...
9 Oct

Kevin Hennessy posted a new assignment: All the Places I Have Been: Would I Go Back?
8 Oct

- 2. Click into this assignment. Instructions for the assignment will appear to the left. You can start the assignment by clicking into '+ add or create' (Circled Below).**

All the Places I Have Been: Would I Go Back?

Kevin Hennessy · 8 Oct
100 points

Hello Girls,

This week we are going to work on making a Table. I will demonstrate how to do this on the projector.

For part one you must create this table and list all of the places you can remember visiting, who you were with at the time and whether or not you would go back.

For part two you must write about what you know/ have learned about using google docs.

Again girls its important to really show off here, pictures, fonts, bold, italics, underline, font size, colours, you know the drill.

Get this assignment submitted by 09:35 at the latest :)

Your work Assigned

+ Add or create

Mark as Done

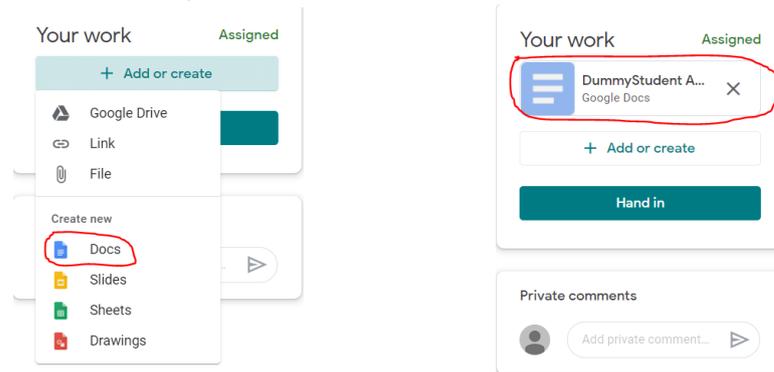
Private comments

Add private comment...

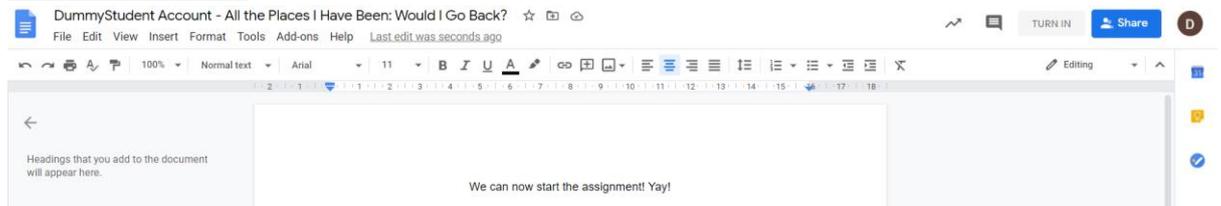
Class comments

Add class comment...

- You will then be presented with a menu. Click into 'Docs' this will create the document. You will then see 'Your Name' appear – My name for this example is 'DummyStudent Account'. Click into this to open Docs.

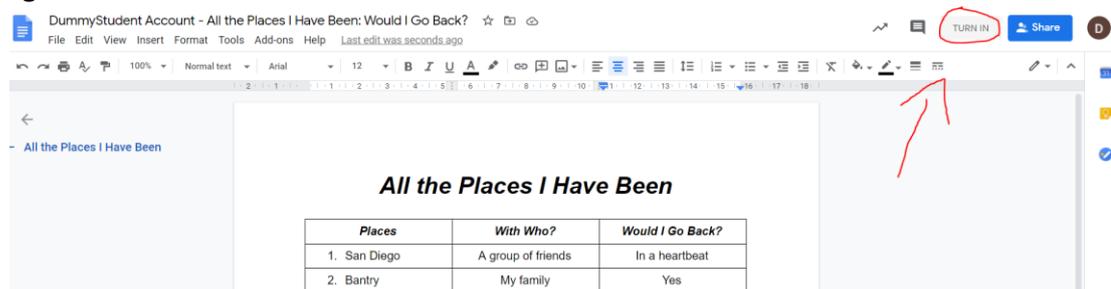


- From here your document will open. You will see your name and the title of the assignment appear in the top left corner. You can now start the assignment. NOTE: you don't have to do the assignment all at once. You can exit at any time as your work will be automatically saved. You can return to it again at a later stage by clicking back into it.

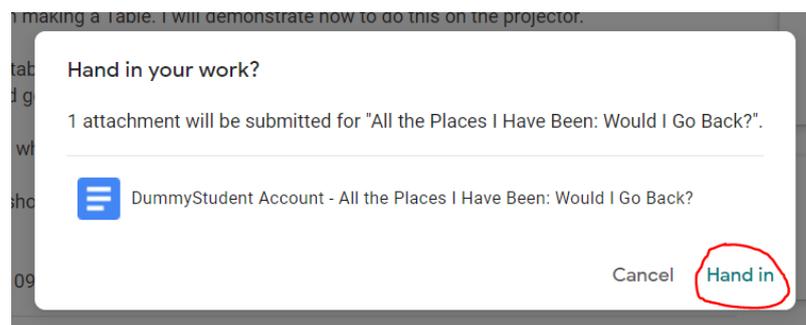


tyg

- Once you have completed your assignment you must turn it in. Click 'TURN IN' in the top right corner.



- You are not done yet. The screen below will appear. You must now click 'Hand In' – Only when you have done this will your assignment be submitted. You have now completed and submitted your assignment.



If you would like to see a video example of how this is done follow the link below. (Hold the ctrl button and then click on it)

Should you have any more questions remember to use the '3 before me' principle.

Video Link:

https://www.loom.com/share/1f718caad97a484a810af4de02e7a29f?sharedAppSource=personal_library