



SUBMITTING YOUR WORK ON GOOGLE CLASSROOM

LEARNING FROM HOME



Tasks set to you on Google Classroom can be completed in a few ways:

- On paper which you can then take a photograph of
- On a word document which you can then upload

Post on the stream or email your teacher if you are stuck or have any questions!

After you have completed your task it's important you submit your work so your teachers can see your fabulous effort! To do this, follow the steps below. There are 3 different ways to submit you work.

Option 1: Submit assignment	Option 2: Post on the Stream	Option 3: Email your teacher
<ul style="list-style-type: none"> • Click on the Classwork tab and choose the assignment you would like to submit. • Then click Add File and choose your file (either photo or document). • Then click on 'Turn in'. <p>This will send your work <u>directly to your teacher</u> who can then give you a comment back.</p>	<ul style="list-style-type: none"> • Click on the Stream tab at the top of the page. • Then type a new post and click Add File (either photo or document). • Then click on 'Post now'. <p>This will submit your work to the stream so <u>everyone in the class will be able to see it</u> (a bit like a public Tik Tok video!).</p>	<ul style="list-style-type: none"> • Your email can be accessed from Glow. Once logged in click on the Outlook app. • Then you can create a new email. Remember to spell your teacher's email address correctly or your work will get lost! • Attach your work to the email using the paper clip icon. • Then click 'Send'. <p>This will send your work <u>directly to your teacher</u> who can email you back. To read these emails you just follow step 1 again.</p>

