

TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on **“View Assignment.”**

There are three different ways you can complete your work:

A To use the file your teacher attached for you:

1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the **“Turn in”** button on the document and confirm, or click the **“Turn in”** button on the assignment in Google Classroom.

B To attach an item that has already been created:

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

C To attach and create a new file:

1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.

