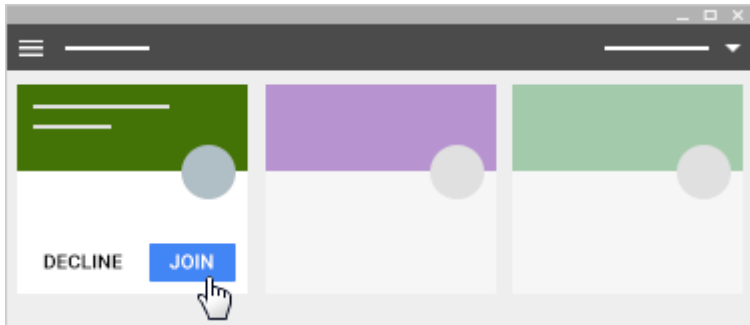


## User guide for Google classroom

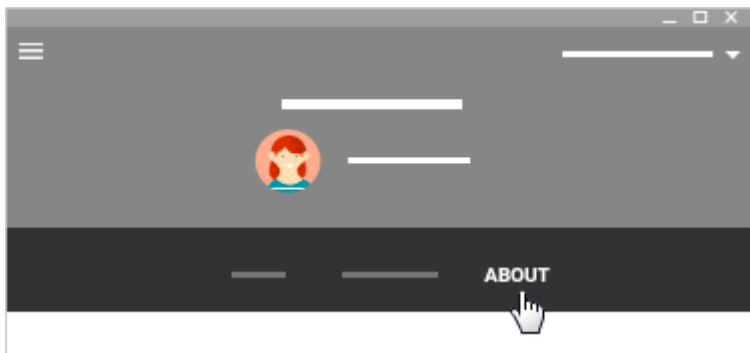
NOTE: Pupils need to log on to Google classroom regularly as it doesn't show a notification on the app when work has been assigned (like the number 1 in a red circle)

### To accept an invitation from your teacher

1. Go to [classroom.google.com](https://classroom.google.com).
2. In the class stream, click **Join**.



If your teacher included a class overview, click **About** at the top.



### To join a class

To receive assignments from your teacher, manage work, and communicate with your classmates, you first need to sign in to Classroom and join your teacher's class.

You have two ways to join a class:

- If your teacher gives you a class code, use this code to add yourself to the class.
- If your teacher sends an invitation, open your class stream and click **Join** on the class card.

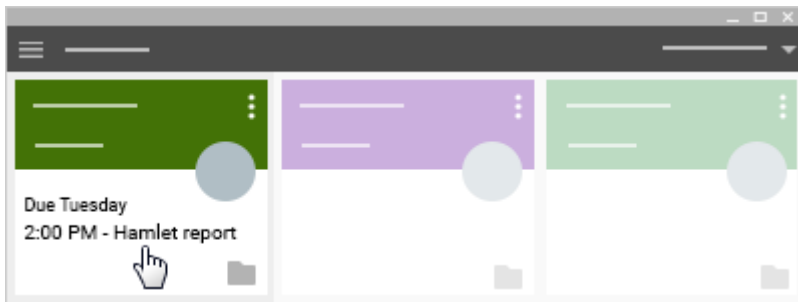
## When using a computer to access Google classroom

### To view work that has been set by the teacher on Google classroom.

Upcoming and unfinished work due within a week is on the class card.

1. Go to [classroom.google.com](https://classroom.google.com).

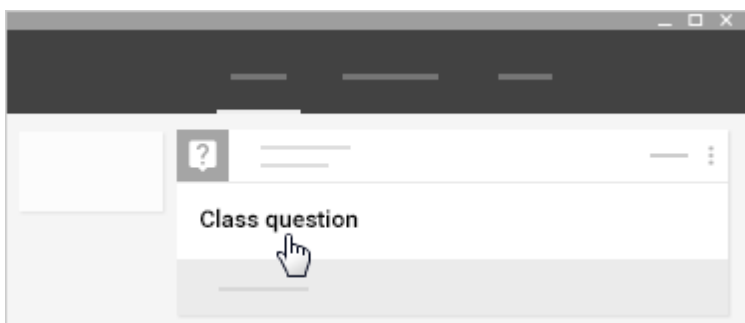
For each class, if there is upcoming work, you'll see the title and due date.



2. (Optional) Click a title to see any instructions.

### To view work within the class stream.

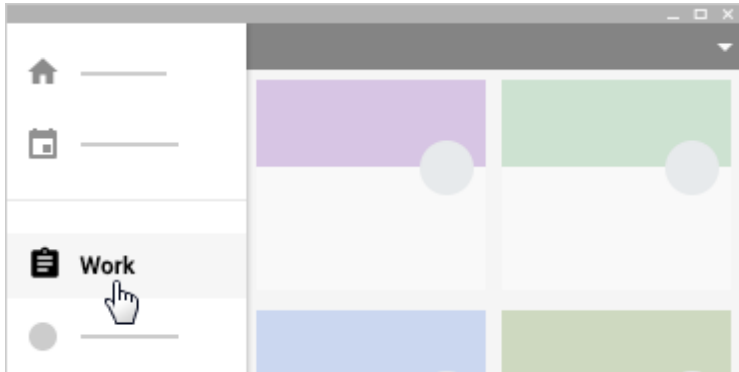
1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. Click a title to see any instructions or feedback.



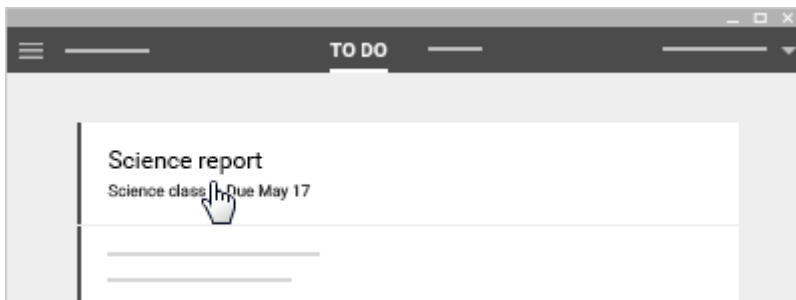
4. (Optional) To add a class comment, click **Add class comment** or *number class comment* at the top. Enter your comment and click **Post**. (**everyone in the class can view this**)
5. (Optional) To send your teacher a private comment, click **Add private comment**. Enter your comment and click **Post**. (**Only the teacher can read this**)

### To view work on the work page

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click Menu ≡ > **Work**.




3. Click a title.

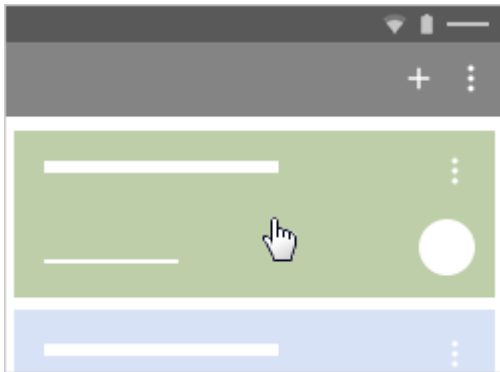


4. (Optional) To add a class comment, click **Add class comment**. Enter your comment and click **Post**. (**for all to see in the class**)
5. (Optional) To send your teacher a private comment, click **Add private comment**. Enter your comment and click **Post**. (**For the teacher only to comment**)
6. (Optional) To filter your work by class, go back to the Work page. Click **All classes** and select a class.
7. (Optional) To see any work you already submitted, click **Done** at the top. Click a title to see any feedback.

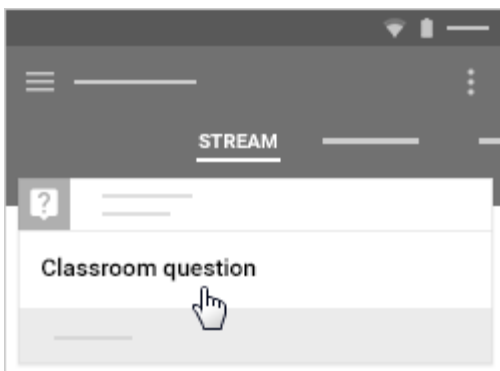
## When using an Android or Ipad to access Google classroom

To view work within the class stream

1. Tap Classroom .
2. Tap the class name.





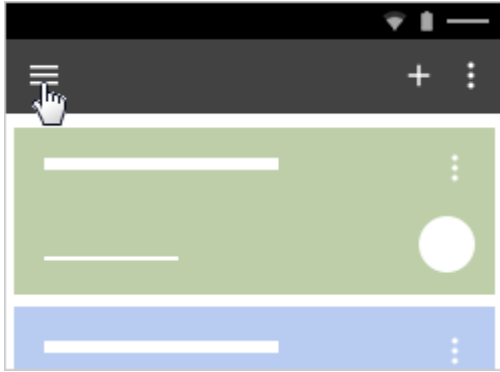
3. Tap a title to see any instructions.



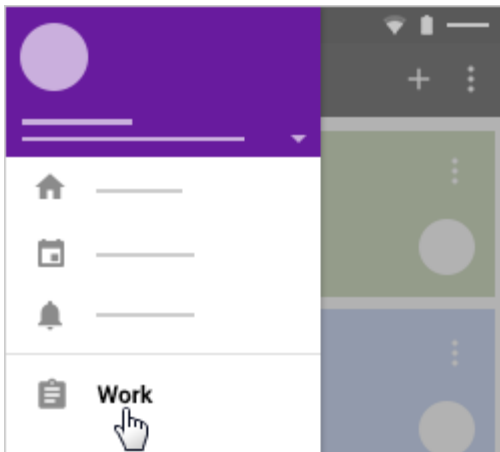
4. Tap **Your Work** to see your work.

**To View work on the work page**

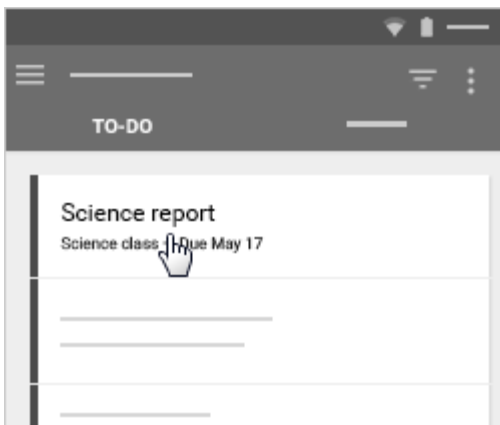
1. Tap Classroom .
2. At the top, tap Menu .



3. Tap **Work**.




4. Tap a title to see any instructions or feedback.





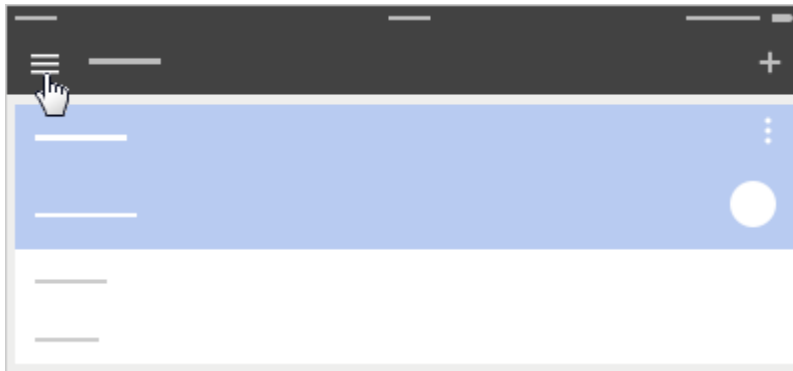
5. (Optional) To see work you already submitted, go back to the Work page and tap **Done**. Open the work to see any feedback.

### To View work in the class stream

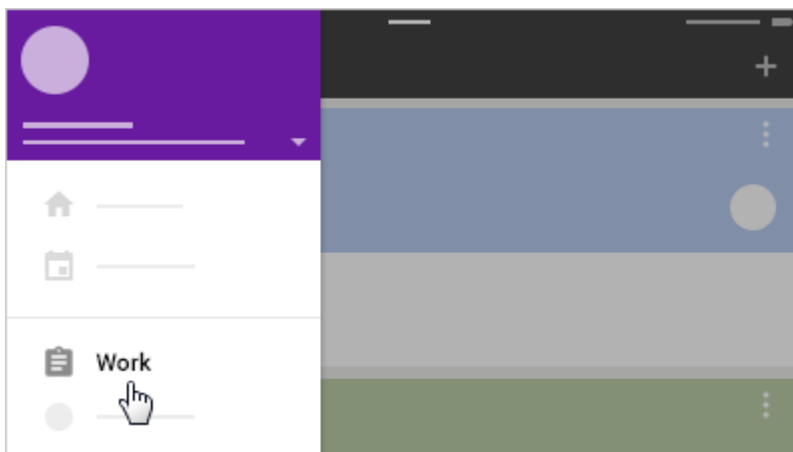
1. Tap Classroom .
2. Tap the class name.
3. Tap a title to see any instructions.
4. Tap **Your Work** to see your work.

### To view work on the work page

1. Tap Classroom .
2. At the top, tap Menu .



3. Tap **Work**.



4. Tap a title to see any instructions or feedback.
5. (Optional) To see work you already submitted, go back to the Work page and tap **Done**. Open the work to see any feedback.

### To submit work that has been assigned to you by the teacher.

How you submit an assignment depends on whether or not you have anything to attach. There are 2 options:

- **Turn in**—If you need to attach anything to the assignment, follow the steps to turn in an assignment.
- **Mark done**—If you are not adding any attachment to the assignment, follow the steps to mark an assignment done.

You can edit an assignment after submitting it. However, any assignment turned in or marked done after the due date is considered late.

### Using a computer

Files that you attach or create for an assignment can be viewed and edited by your teacher before you click **Turn In**. This can be helpful if you need your teacher to review a file before you officially submit an assignment.




If you have the assignment open in Google Docs, simply click **Turn In** in the top corner. You'll have the option to add a private message to your teacher as well, if needed.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class and then click the assignment.

**Note:** You can also access your assignments on the [Work page](#) or in the [class calendar](#).

3. If your teacher used Google Forms, click the form and answer the question. Click **Turn In**.

If the form is the only work, your assignment is automatically marked done.

4. If there's other work to be done on the assignment, click **Open Assignment**.
5. If your teacher attached a Google Drive item, click the thumbnail to open and review it.
6. (Optional) To attach an item:
  1. Next to Add, click the Down arrow ▾.
  2. Click Drive , Link , or File .
  3. Select or enter the attachment and click **Add**.

7. (Optional) To create a new attachment:

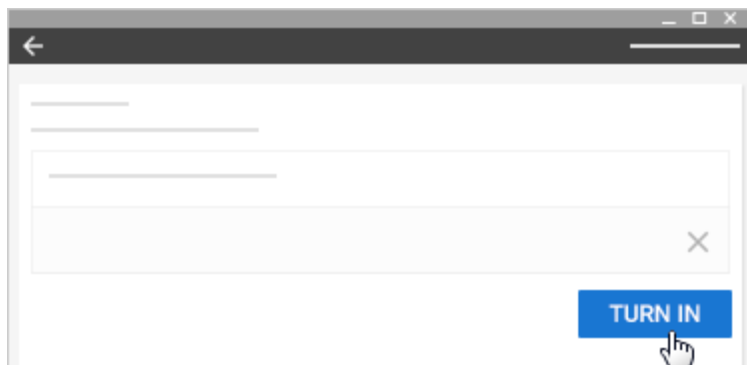
1. Next to **Create**, click the Down arrow ▾ and select the file type. Under **Your work**, a new file will appear.
2. Click the file and enter your information.

8. (Optional) To remove an attachment, click Remove ✕.

9. (Optional) To add a private comment to your teacher, enter it in the box and click **Post**.

10. Click **Turn In** and confirm.

The status of the assignment changes to **Done**.



**To mark an assignment done**

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class and then click the assignment.

**Note:** You can also access your assignments on the [Work page](#) or in the [class calendar](#).

3. (Optional) Add a private comment to your teacher, if needed.
4. Click **Mark As Done** and confirm.  
The status of the assignment changes to **Done**.



### Edit your assignment after turning in or marking done

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class and then click the assignment.
3. Click **Unsubmit** and confirm.

**Important:** Your status for this assignment changes to **Unsubmitted** so make sure you resubmit it before the due date.



4. Make any changes.
5. (Optional) Attach any new files or links.
6. (Optional) Add a private comment to your teacher.
7. Click **Turn In** and confirm.

The status of the assignment changes to **Done**



**Important:** Any assignment that's turned in or marked done after the due date is marked late.

## **Submit an assignment**

How you submit an assignment depends on whether or not you have anything to attach.


There are 2 options:

- **Turn in**—If you need to attach anything to the assignment, follow the steps to turn in an assignment.
- **Mark done**—If you are not adding any attachment to the assignment, follow the steps to mark an assignment done.










You can edit an assignment after submitting it. However, any assignment turned in or marked done after the due date is considered late.

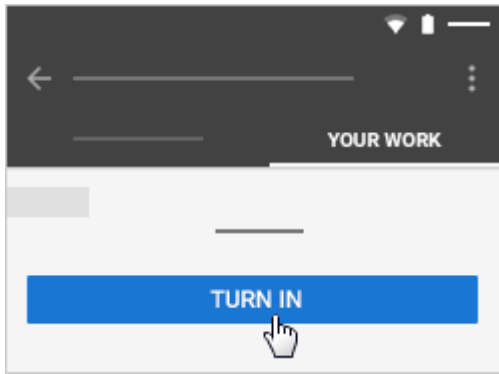
### **When using an android device.**

Files that you attach or create for an assignment can be viewed and edited by your teacher before you tap **Turn In**. This can be helpful if you need your teacher to review a file before you officially submit an assignment.


1. Tap Classroom .
2. Tap the class.

**Note:** You can also access your assignments on the [Work page](#) or on the [class calendar](#).

3. Tap the assignment.
4. If your teacher attached an item, tap the thumbnail to open and review it.
5. Tap **Your Work**.
6. (Optional) To attach an item:
  1. Tap **Add attachment**.
  2. Tap Drive , Link , File , Take photo , or Record video .
  3. Select or enter the attachment and tap **Select**.
7. (Optional) To create a new attachment:
  1. Tap **Add attachment**.
  2. Tap **New Docs, New Slides, New Sheets, or New PDF**.
  3. If you created a new document, presentation, or spreadsheet, enter your information and tap Done .
  4. If you created a new PDF, it opens as a blank file and you can [write notes or draw images](#) on it. When you're done, tap Save .
8. (Optional) To remove an attachment, tap Remove  and confirm.
9. (Optional) To add a private comment to your teacher, enter it in the box and tap Post .
10. Tap **Turn In** and confirm.  
The status of the assignment changes to **Done**.

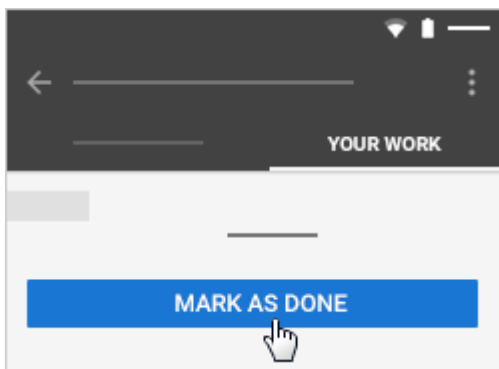


### Mark an assignment done



1. Tap Classroom .
2. Tap the class.

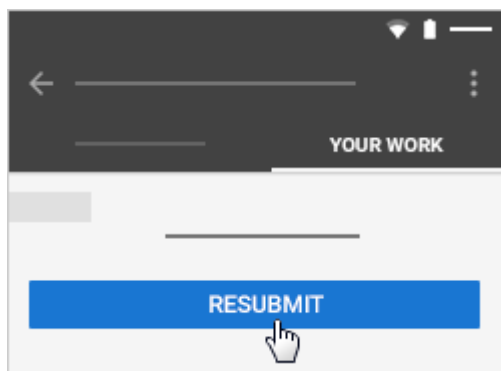
**Note:** You can also access your assignments on the [Work page](#) or on the [class calendar](#).

3. Tap the assignment and then tap **Your Work**.
4. Tap **Mark As Done** and confirm.  
The status of the assignment changes to **Done**.



### Edit your assignment after turning in or marking done

1. Tap Classroom .
2. Tap the class.
3. Tap the assignment and then tap **Your Work**.
4. Tap **Unsubmit** and confirm.  
**Note:** Your status for this assignment changes to **Unsubmitted** so make sure you resubmit it before the due date.
5. Make any changes.
6. (Optional) Attach any new files or links.
7. (Optional) Add a private note to your teacher and tap Post .
8. Tap **Resubmit** and confirm.  
The status of the assignment changes to **Done**.



**Important:** Any assignment that's turned in or marked done after the due date is marked late.

## Submit an assignment


How you submit an assignment depends on whether or not you have anything to attach. There are 2 options:

- **Turn in**—If you need to attach anything to the assignment, follow the steps to turn in an assignment.
- **Mark done**—If you are not adding any attachment to the assignment, follow the steps to mark an assignment done.






You can edit an assignment after submitting it. However, any assignment turned in or marked done after the due date is considered late.




## When using an iPad

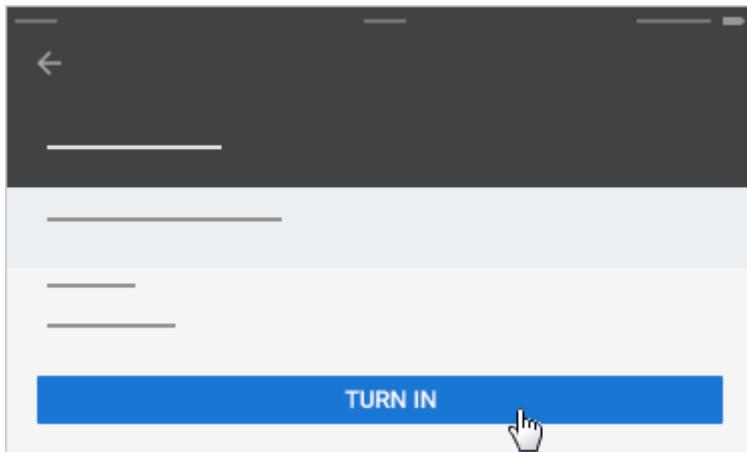
Files that you attach or create for an assignment can be viewed and edited by your teacher before you tap **Turn In**. This can be helpful if you need your teacher to review a file before you officially submit an assignment.

1. Tap Classroom .
2. Tap the class.

**Note:** You can also access your assignments on the [Work page](#) or in the [class calendar](#).

3. Tap the assignment.
4. If your teacher attached an item, tap the thumbnail to open and review it.
5. (Optional) To attach an item:
  1. Tap **Add attachment**.
  2. Tap Drive , Link , Pick photo , or Use camera .
  3. Tap the file to select it or tap **Add**.
6. (Optional) To create a new attachment:
  1. Tap **Add attachment**.
  2. Tap **New Docs**, **New Slides**, **New Sheets**, or **New PDF**.
  3. If you created a new document, presentation, or spreadsheet,, enter your information and tap Done .

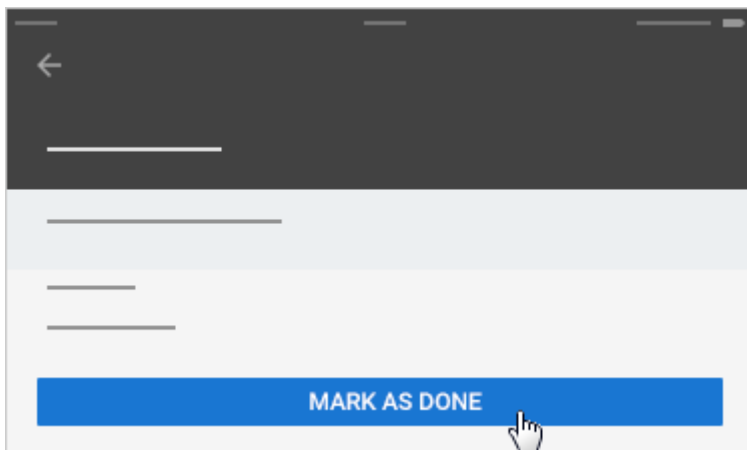
4. If you created a new PDF, it opens as a blank file and you can [write notes](#) or [draw images](#) on it. When you're done, tap Save .
7. (Optional) To remove an attachment, tap Remove  and confirm.
8. (Optional) To add a private comment to your teacher, enter it in the box and tap Post .
9. Tap **Turn In** and confirm.  
The status of the assignment changes to **Done**.




### When you have finished an assignment

Tap Classroom .

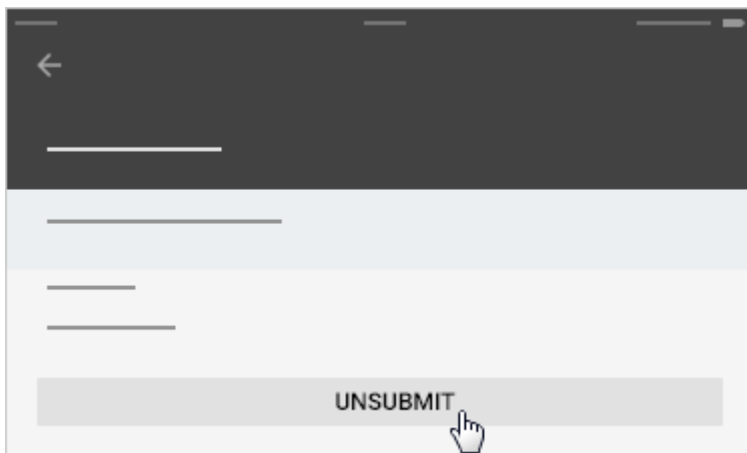
1. Tap the class.
2. Tap the assignment.
3. Tap **Mark As Done** and confirm.  
The status of the assignment changes to **Done**.




**To Edit your assignment after turning in or marking done**

1. Tap Classroom .
2. Tap the class.
3. Tap the assignment.
4. Tap **Unsubmit** and confirm.

**Note:** Your status for this assignment changes to **Unsubmitted** so make sure you resubmit it before the due date.



5. Make any necessary changes.
6. (Optional) Attach any new files or links.
7. (Optional) To add a private comment to your teacher, enter it in the box and tap Post .
8. Tap **Turn In** and confirm.  
The status of the assignment changes to **Done**.

