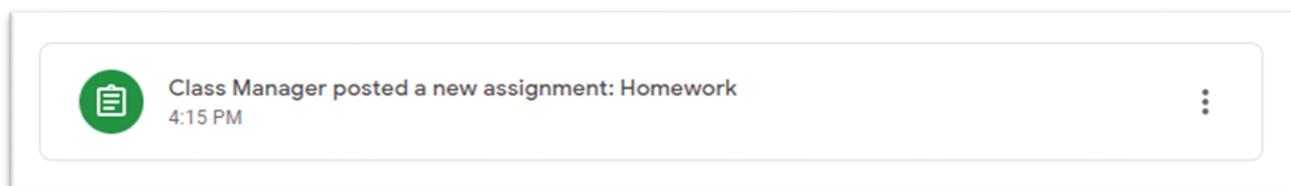# Google Classroom

Completing an Assignment - Pupils

Step 1 – Log on to Google Classroom

In the 'Stream' you will see a new assignment posted by one of your teachers.

Also in the 'Stream' a new box will appear telling you when any work is due to be handed in.
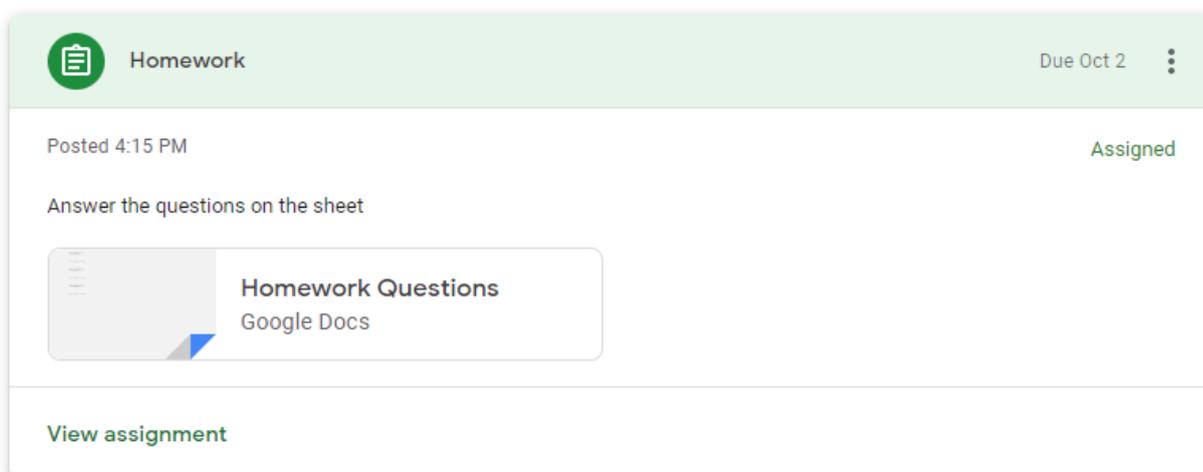
Step 2 – Open the Assignment

Click on the 'Classwork' tab at the top of the page.
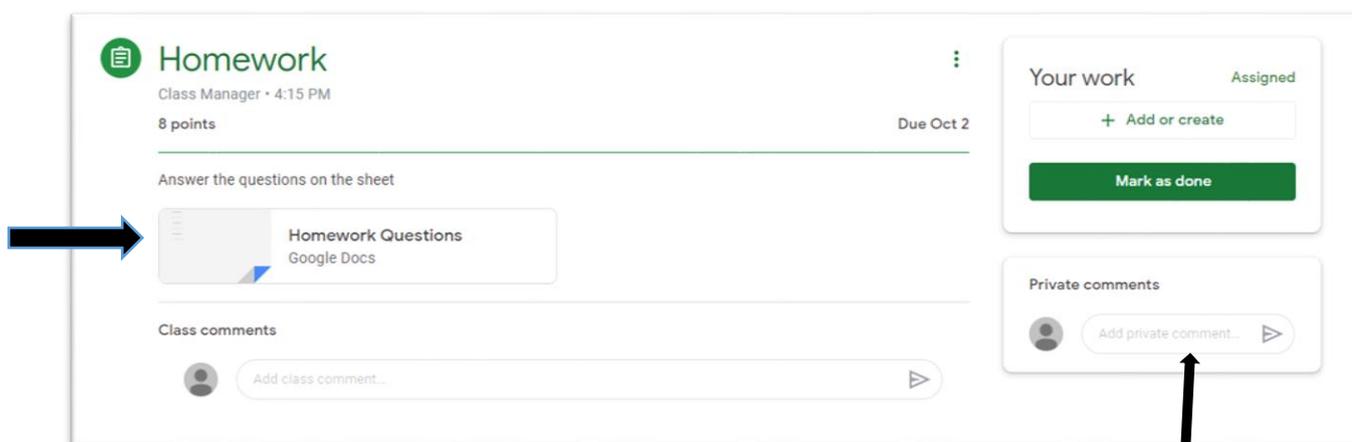
Click on the new assignment.

More information will then be shown about the task.

Click on 'View Assignment' to see all the details

Step 3 – Complete the Assignment

Read any instructions, then click on each part of the assignment to open it.

Google Classroom will automatically save your work as you go along and let your teacher know that you have started the work.
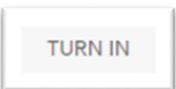
If you get stuck or have any other problems, you can send a message to your teacher here. This is private between you and your teacher.

They may send you some extra instruction or help. But if you are really stuck they may set up a video chat to explain things to you in person.

Some work will need to be done on a piece of paper, like maths calculations or a poster in topic work. In which case you will need to send your teacher a photo of your work.

At the top of the Google Docs page there is an 'Insert' button Insert. Click on this then select the top option 'Image' and you should then see a camera button. Click on the camera and it will open your device's camera. Take a photo of your work and it will be added to the document.

Step 4 – Send your work in

When you have finished, click on TURN IN at the top right of your page you are working on, or go back to the class page and you can turn your work in there.

Step 5 – Corrections

When you have sent your work in your teachers can mark it and send you some feedback or corrections to do.