

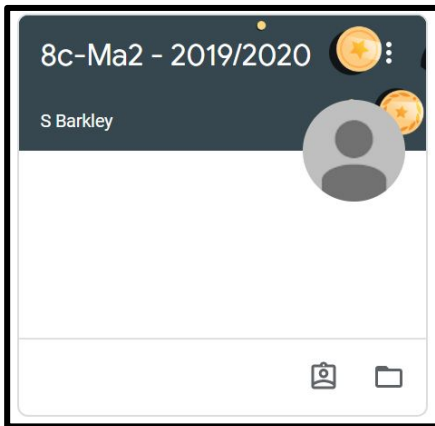
# How to submit work on Google Classroom.

(Hand In or Mark as Done)

It is important to let your teachers know that you are completing your work. This lets them know that you are fine with what has been set and that you do not need any additional help or resources.

It also lets them know which areas of topics will need to be covered when we return to school and any support that may be needed.

As normal, login to Google Classroom and select your class.



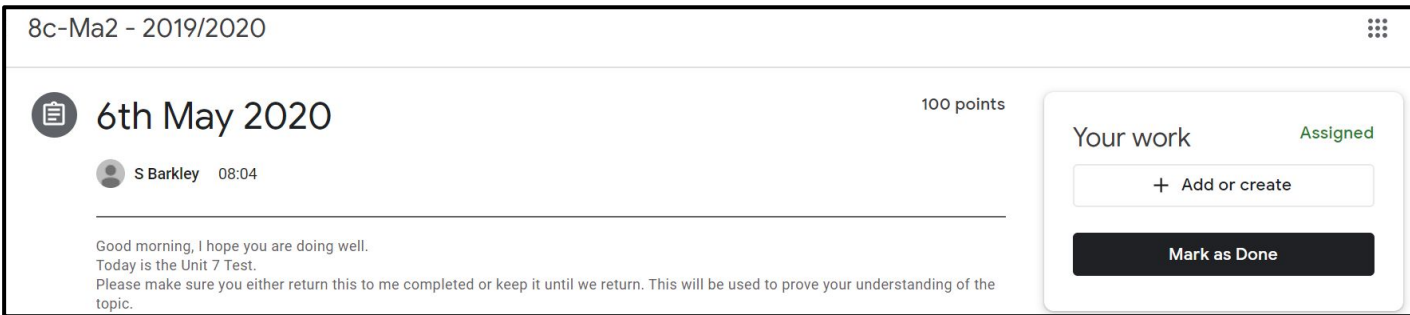
Today's work should appear in the stream. You can also access this work by selecting "Classroom" from the top of your screen

This symbol means the work has been assigned and you **MUST** submit it.



This symbol means the work is either optional, or just information. You will not be able to submit this work.

When you select the work, if it has been assigned and needs to be submitted your screen will look like this.



8c-Ma2 - 2019/2020

6th May 2020 100 points

S Barkley 08:04

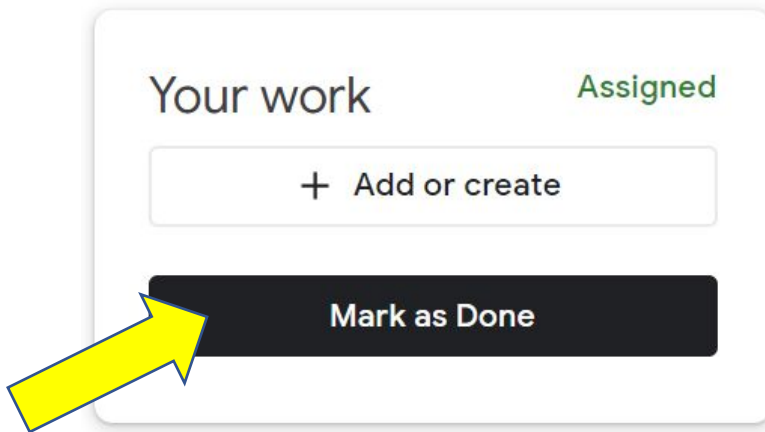
Good morning, I hope you are doing well.  
Today is the Unit 7 Test.  
Please make sure you either return this to me completed or keep it until we return. This will be used to prove your understanding of the topic.

Your work Assigned

+ Add or create

Mark as Done

No matter how you complete the work, by printing it, on paper or in an exercise book you need to submit it by selecting **“Mark as Done”**



This will let your teacher know you have completed that day's work and that you do not need any additional help. If the work is optional, this button does not appear and you do not need to submit anything for that work.

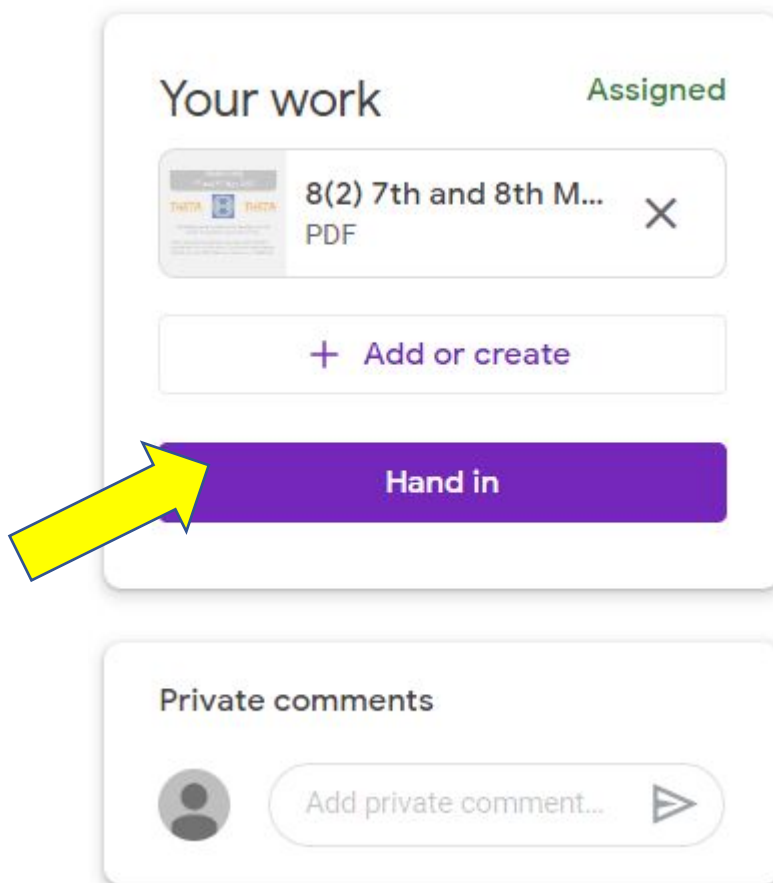
# How to submit documents

(You do not need to do this)

If you **choose** to add or create work to return or send to a teacher, you can do this by selecting the + Add or create button



When your work is attached, you now select the button which will have changed to **“Hand In”**



This will let the teacher know you have completed that day's work and that you do not need any additional help.