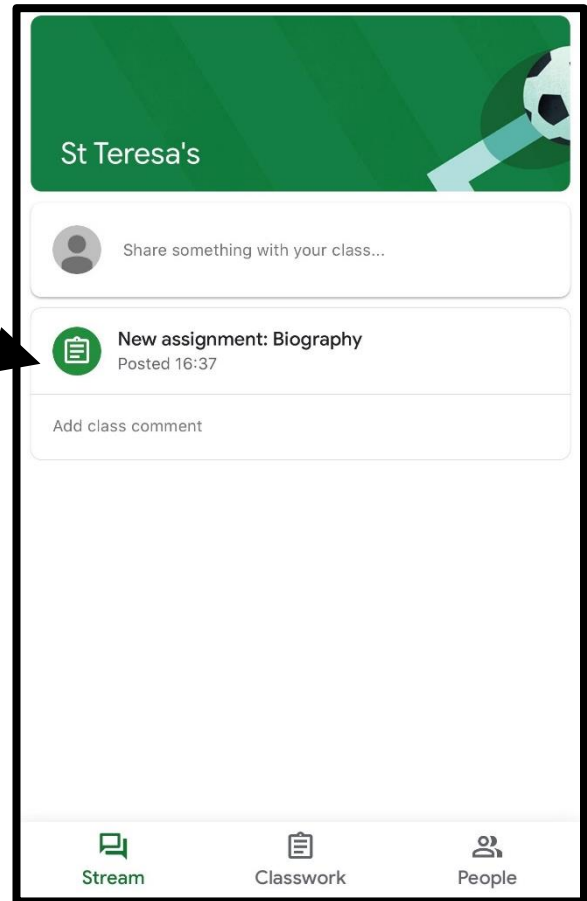


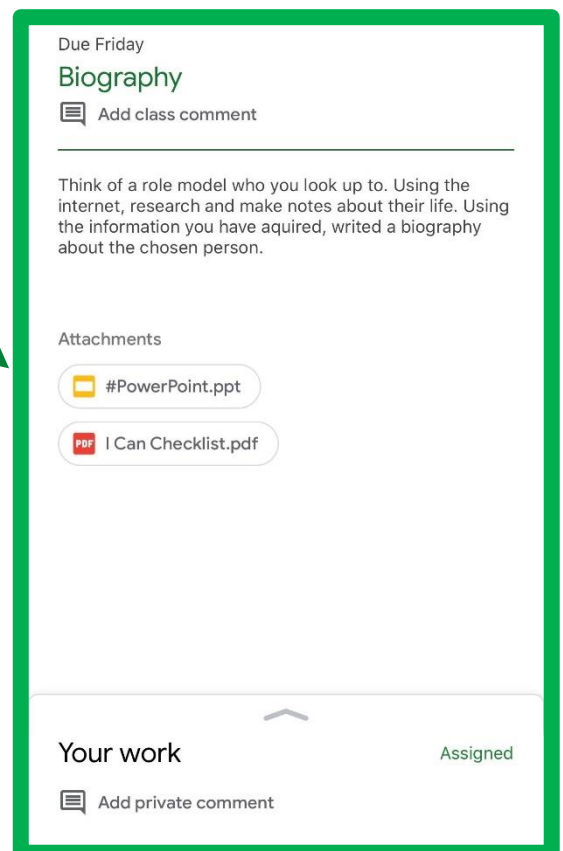
## How to submit an assignment:

1. Go to [classroom.google.com](https://classroom.google.com). and sign into your account.
2. Click the class > Classwork > the assignment.



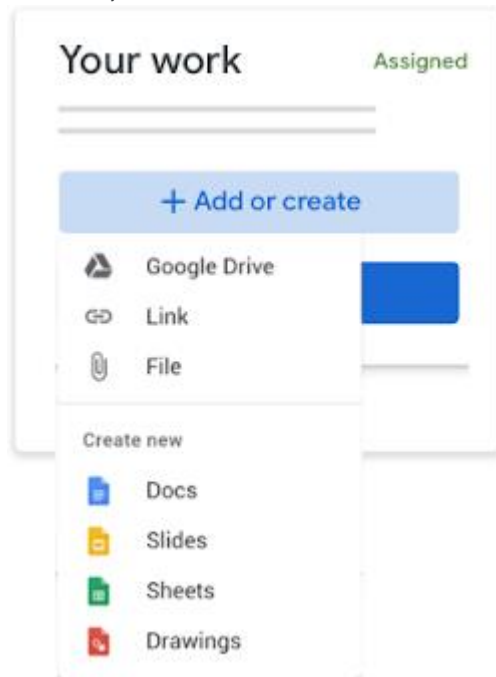
There you should see any files that your teacher has attached to support you with your work.

These are important files that you should open and read through to help you with completing your task. There may be a PowerPoint, a work sheet or a checklist.



### 3. To attach an item:

1. At the bottom of the assignment you will see a section called Your Work, Click on that.
2. Under Your work, click Add or create > select Google Drive 🗄️, Link 🔗, or File 📎.



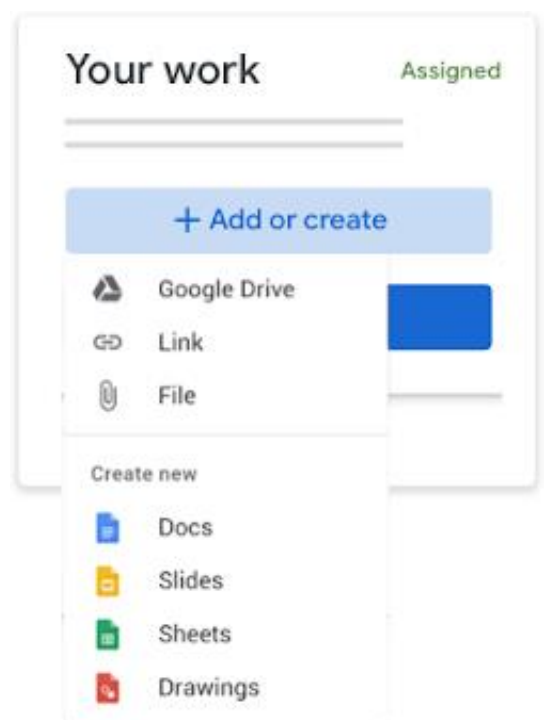
3. If you select File you can add a file from your device. IF you select Drive you can add a file saved into your google drive.

Select the attachment and click Add.

Note: You can't attach a file you don't own.

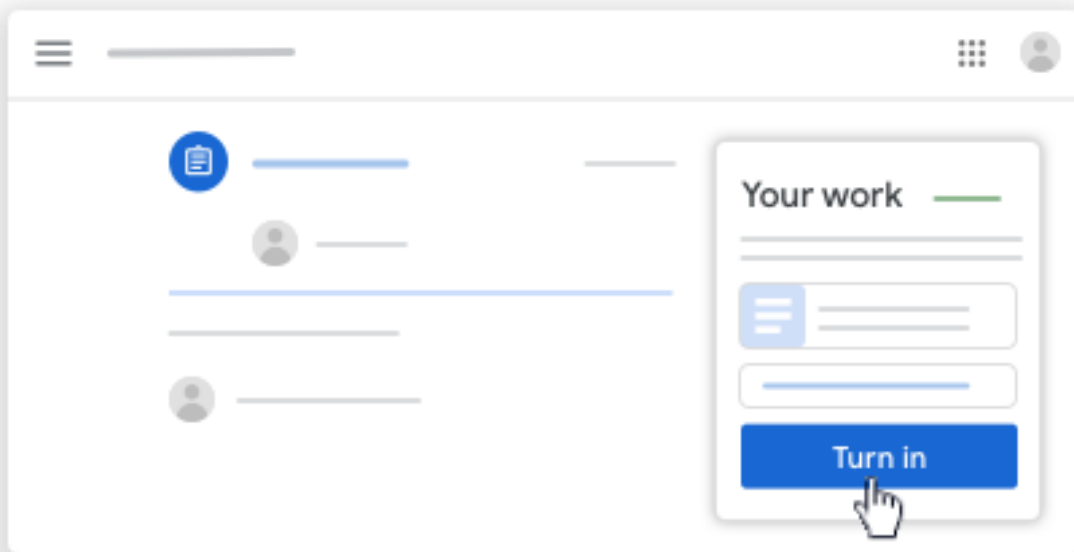
### 4. To attach a new doc:

1. Under Your work, click Add or create > select Docs 📄, Slides 📽️, Sheets 📊, or Drawings 🎨. A new file attaches to your work and open.
2. 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's name, click Remove.
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post.
7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Please also see the video below for a step by step guide

<https://youtu.be/LsD1QJEN0Yg>