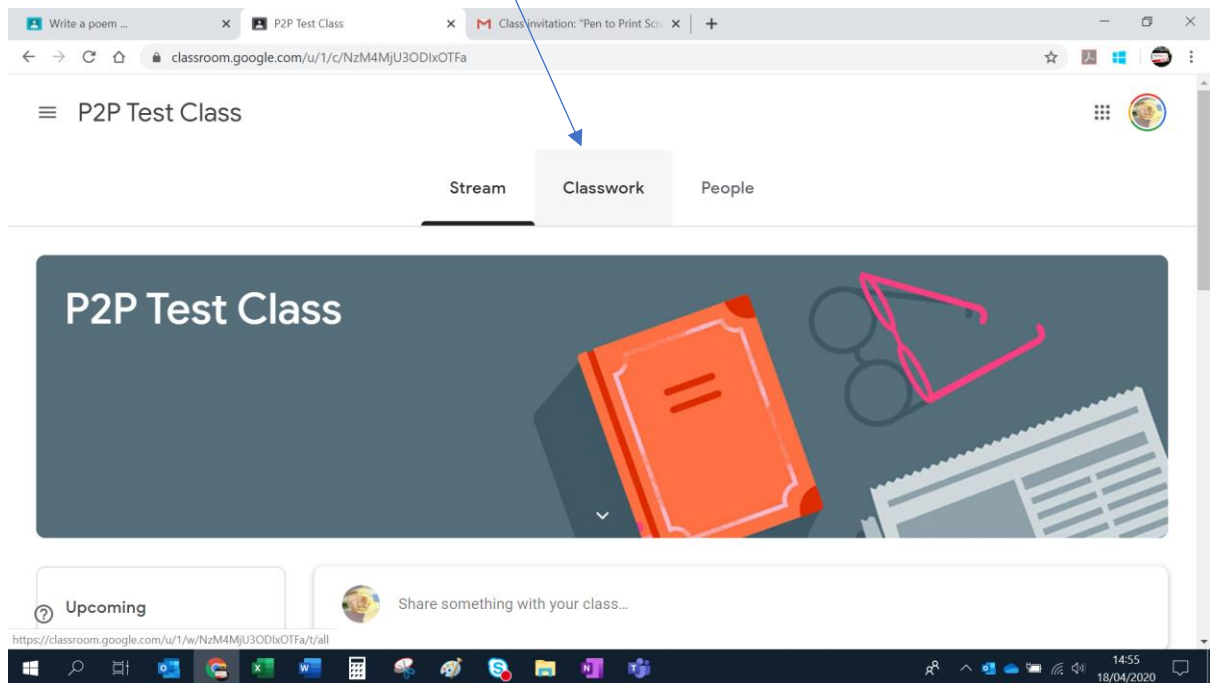


How to Submit an Assignment in Google Classroom

Including giving and receiving feedback.

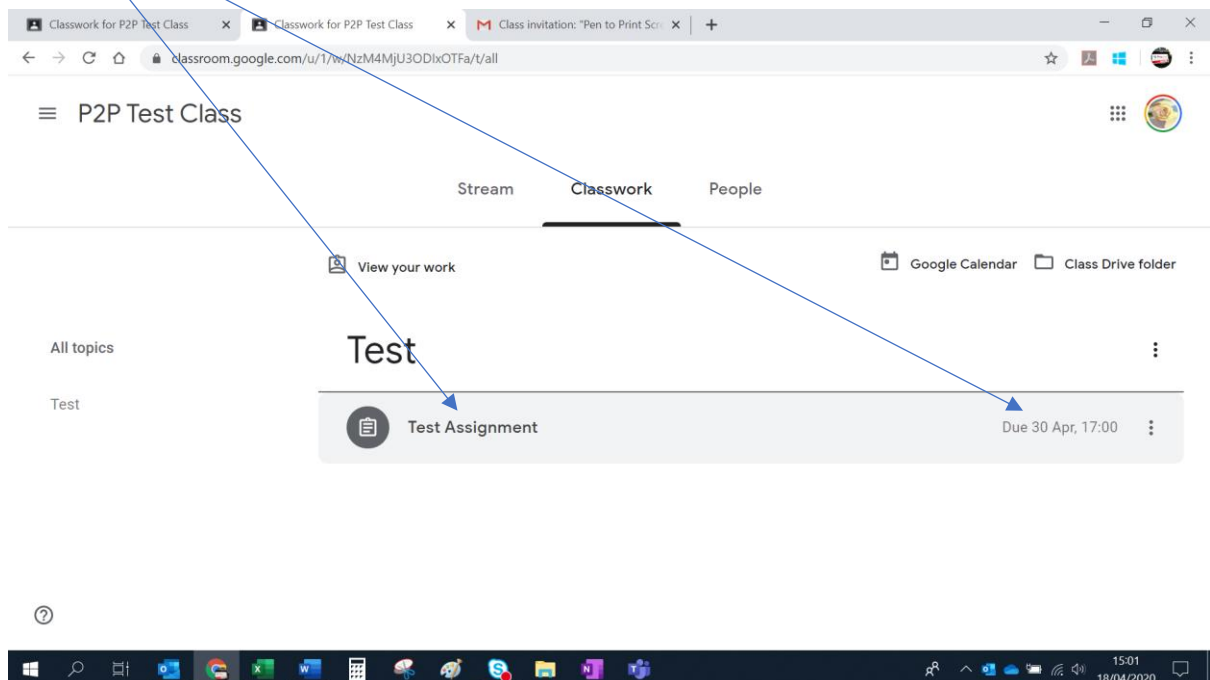
Submitting and Un-submitting Work

In the Classroom go to the **Classwork Tab** and **Click**

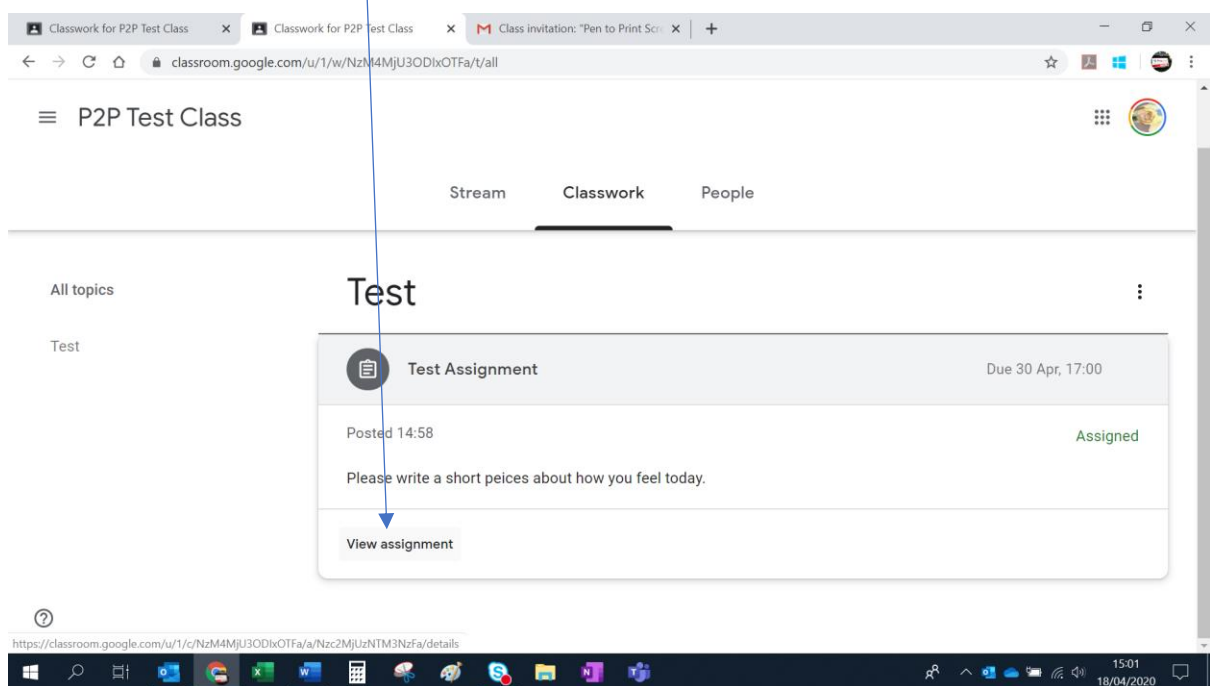


You will find all the Assignments and activity set by your tutor in this tab.

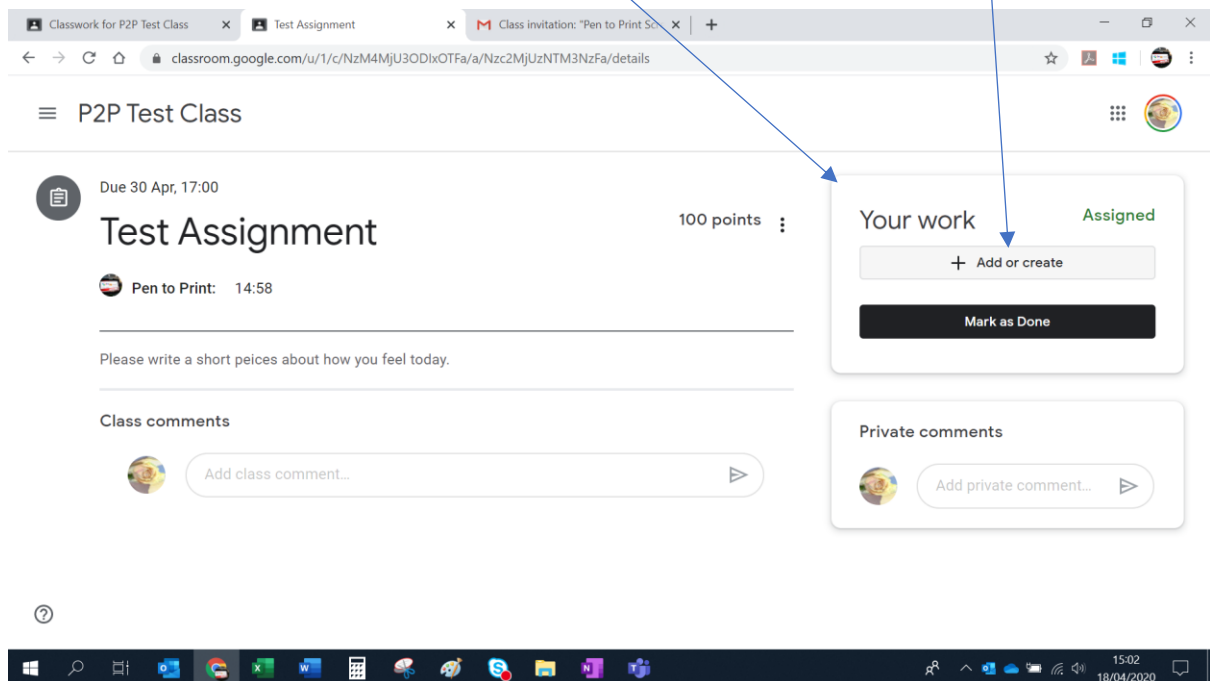
Click on the Assignment you would like to work on, it may or may not have a deadline for submission set but this will be displayed.



To read the full Assignment, or once you are ready to submit your work to upload and submit. **Click on View Assignment**

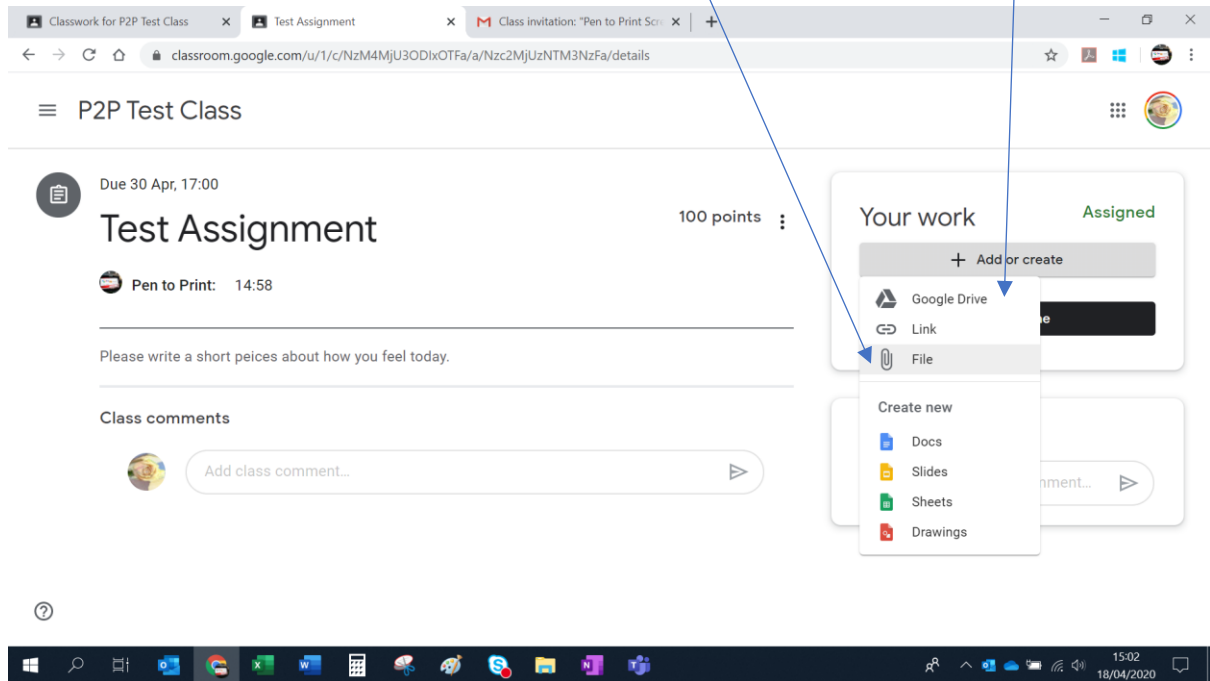


To submit your assignment, see the **Your work** box **Click + Add or create** button

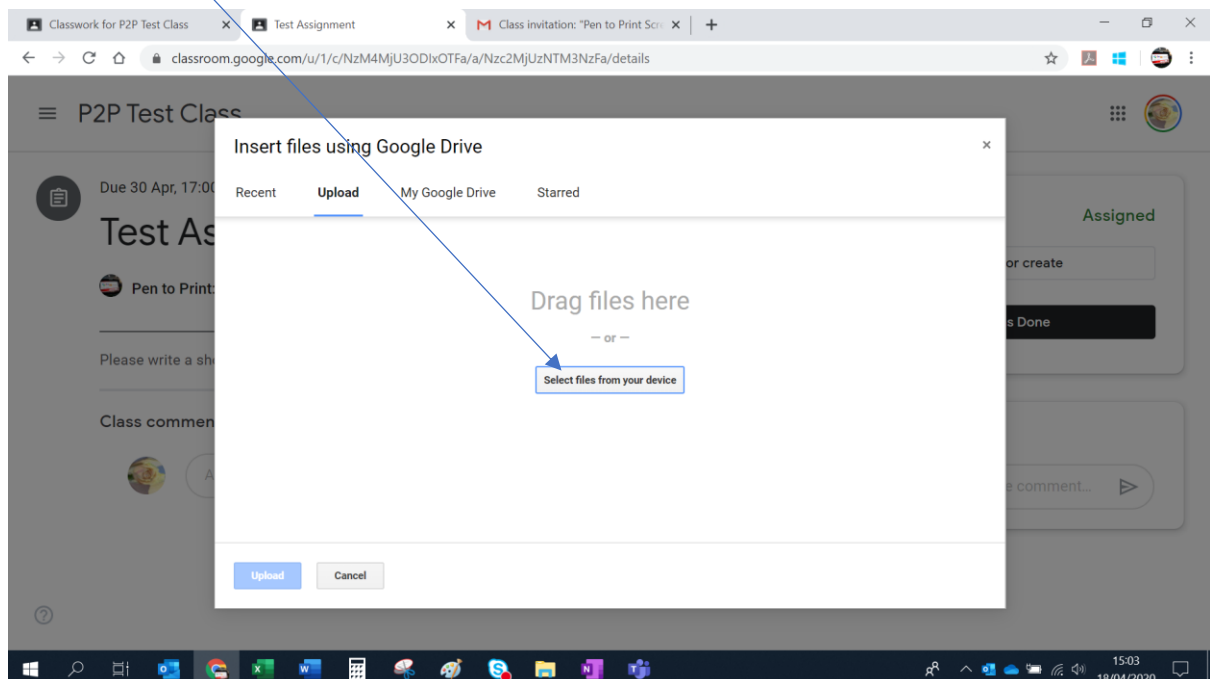


You will get a drop down appear either create a document in Google docs or upload from Google Doc folder or from a folder on your computer or device. **Click** the option you require.

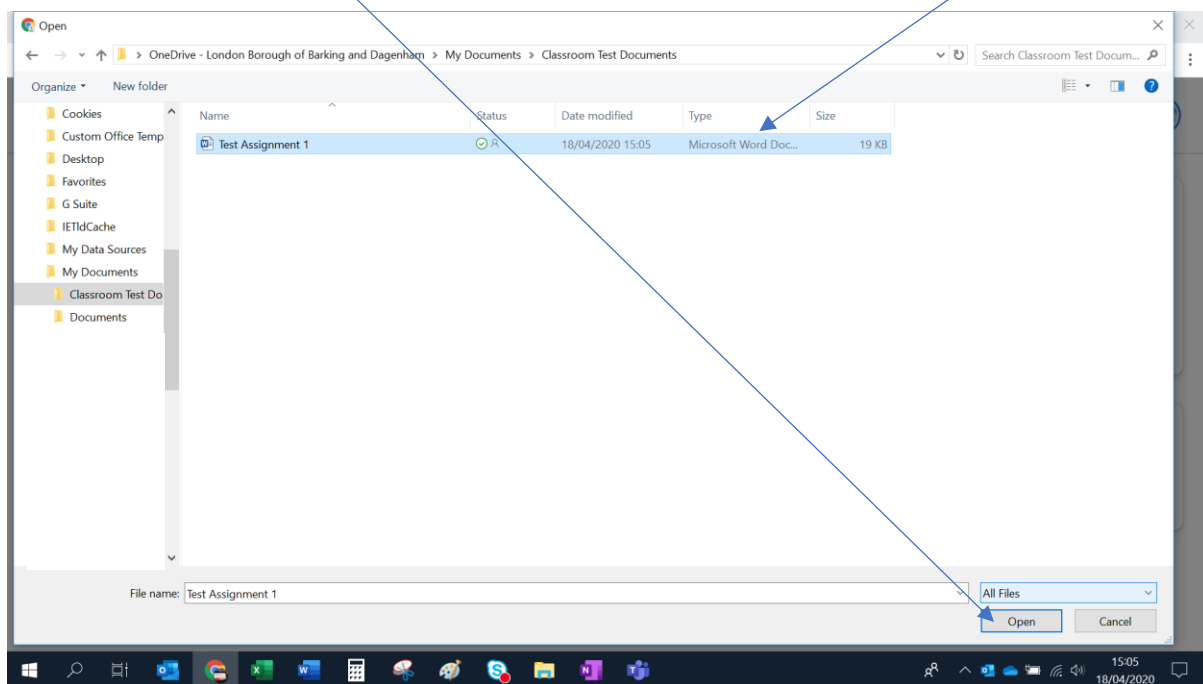
For the purposes of these instructions we are going to assume you are uploading a document from your computer or device, so **Click File**.



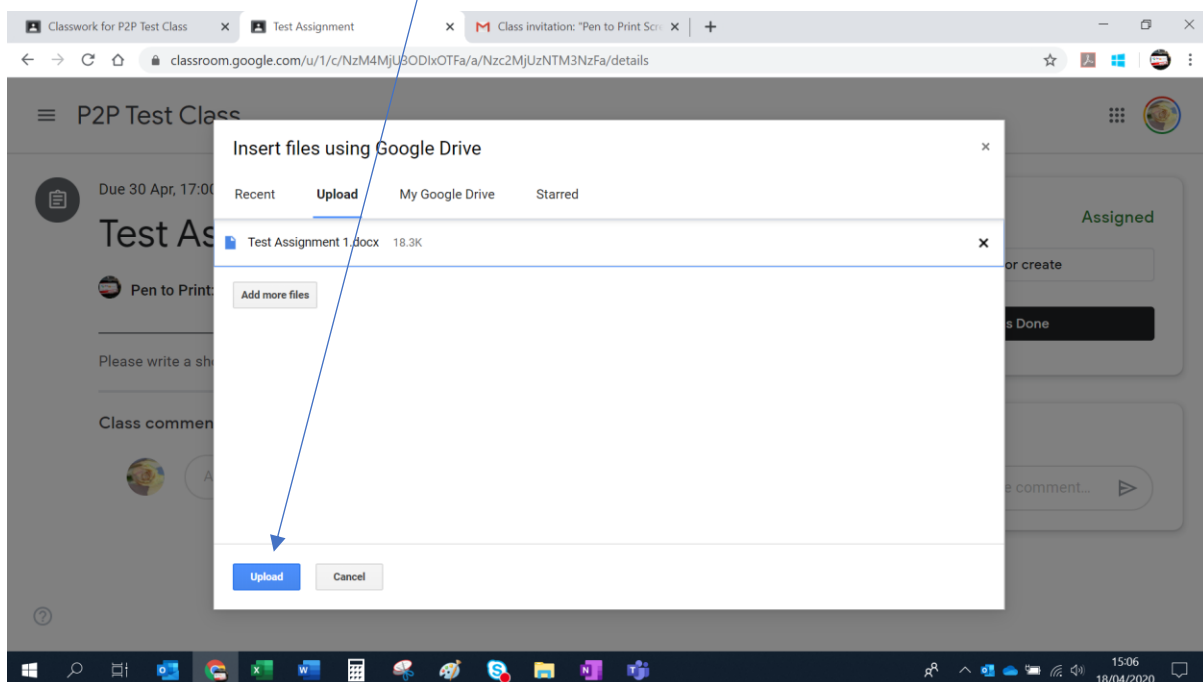
To search your computer or device for the document you want to upload **Click Select from your device** or drag the file you want into this screen.



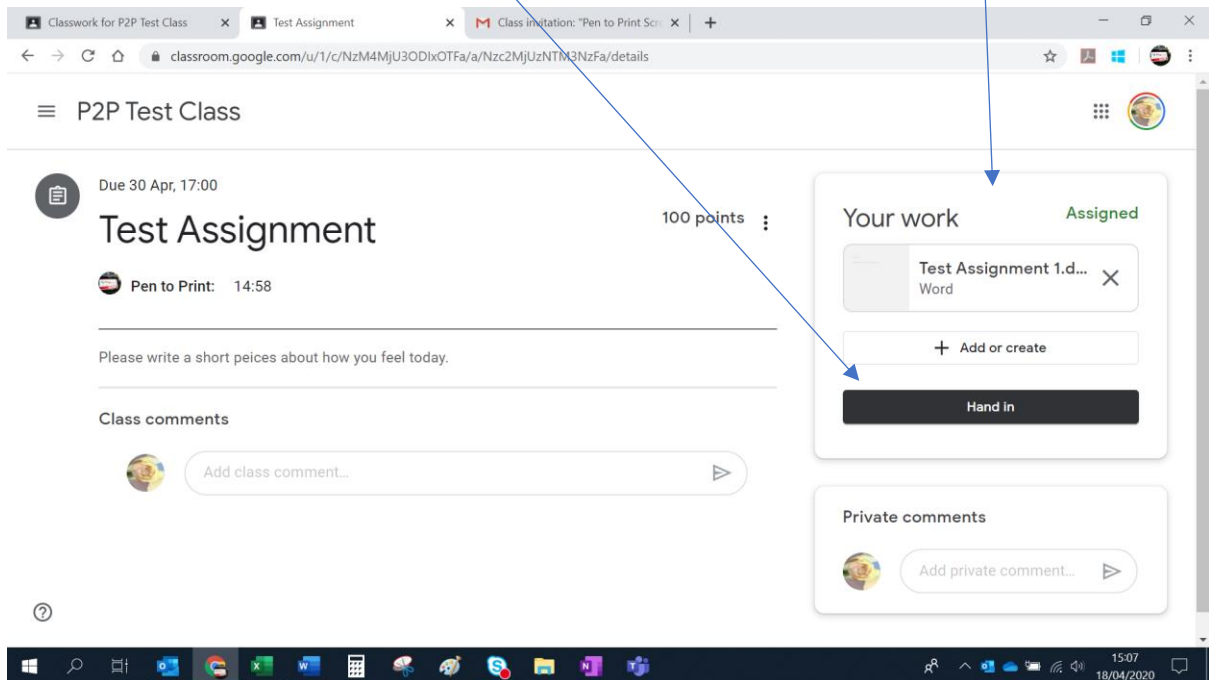
To choose the document you would like to upload from your computer **Click** on it to select and **Click the Open Button**



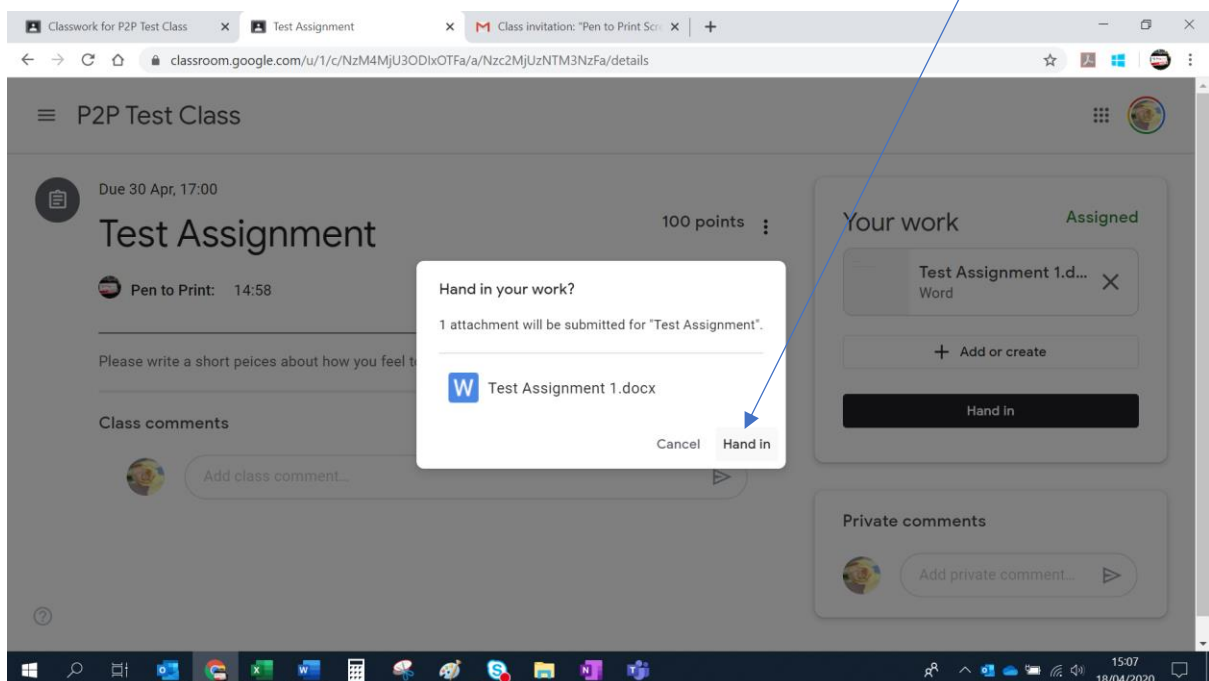
The title of the document you have selected ready to upload will be shown. If this is the correct document **Click Upload** button. If not **Click Cancel** and select the correct file.



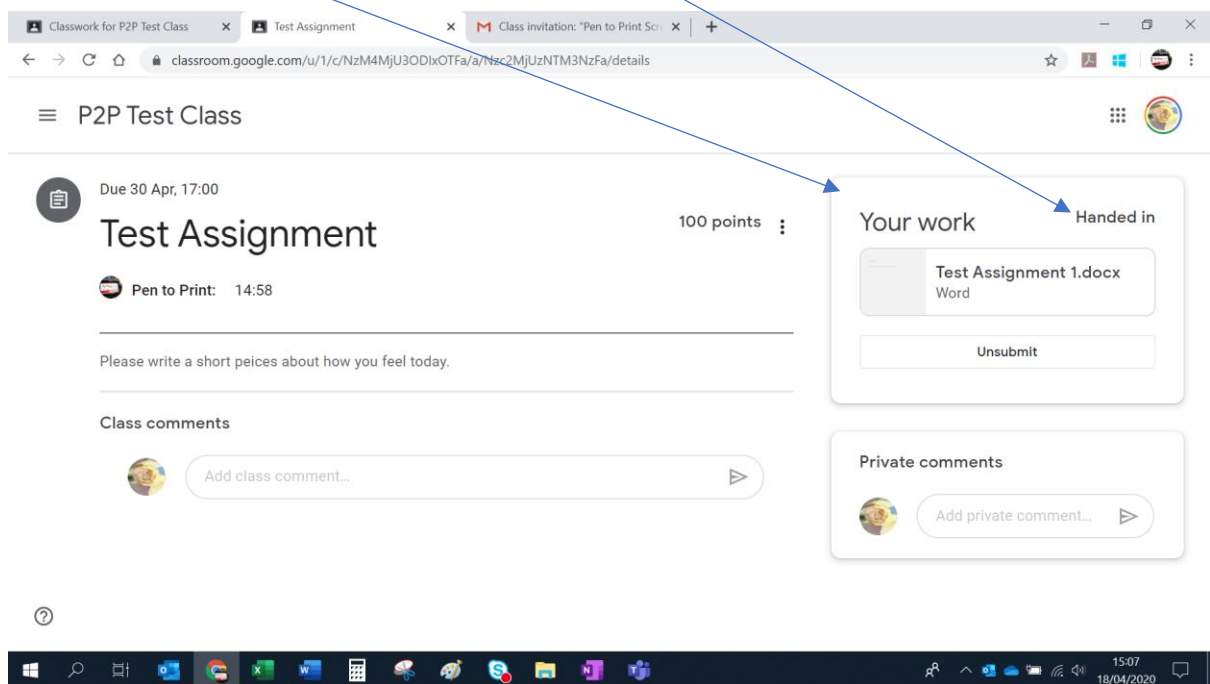
The name of the document you have selected will appear in the **Your work** box to complete your submission **Click Hand in** button



You will then need to confirm that you are ready to submit. **Click Hand in** button to submit.

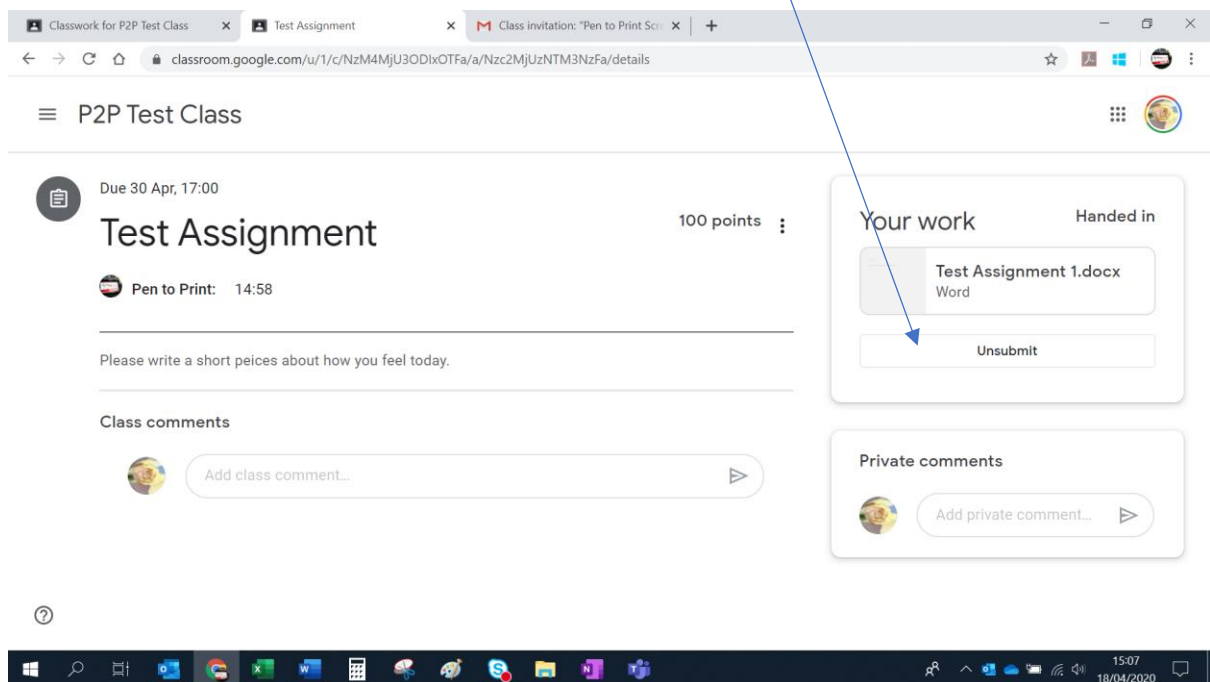


The **Your work** box will display **Handed in** and the name of your document submitted.

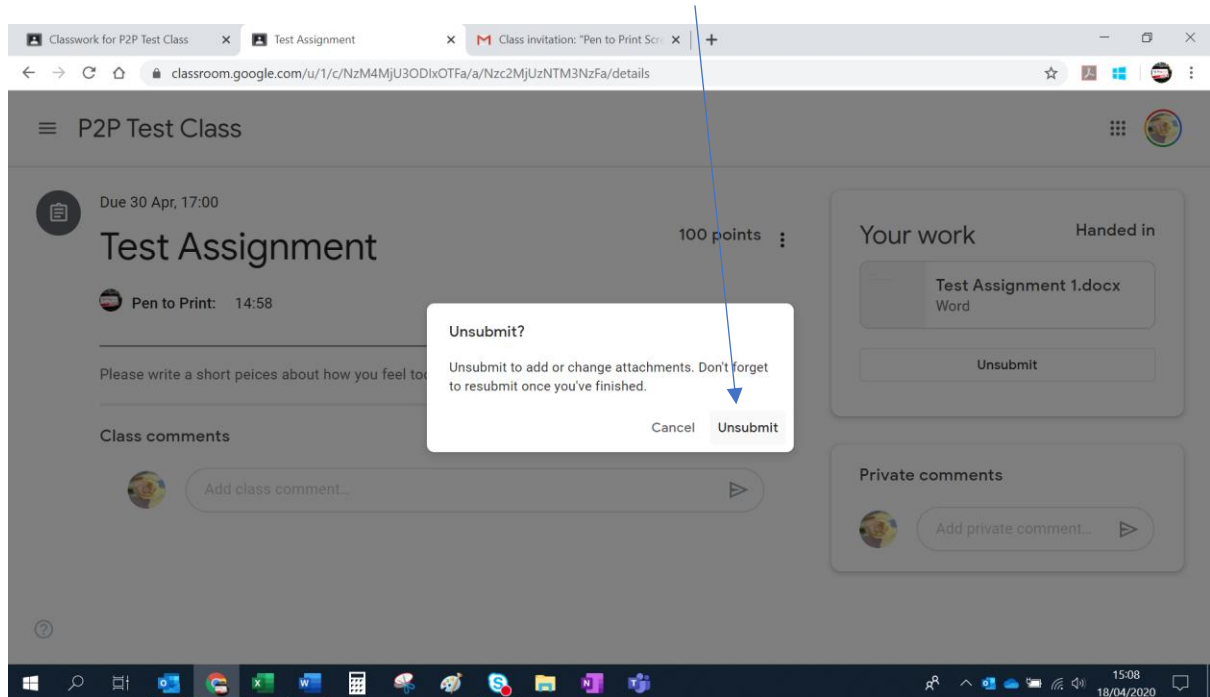


To Unsubmit a document

If you would like to change the document you have submitted *before* the deadline or you have uploaded the incorrect document **Click Unsubmit**. You can do this anytime *before* the submission date.



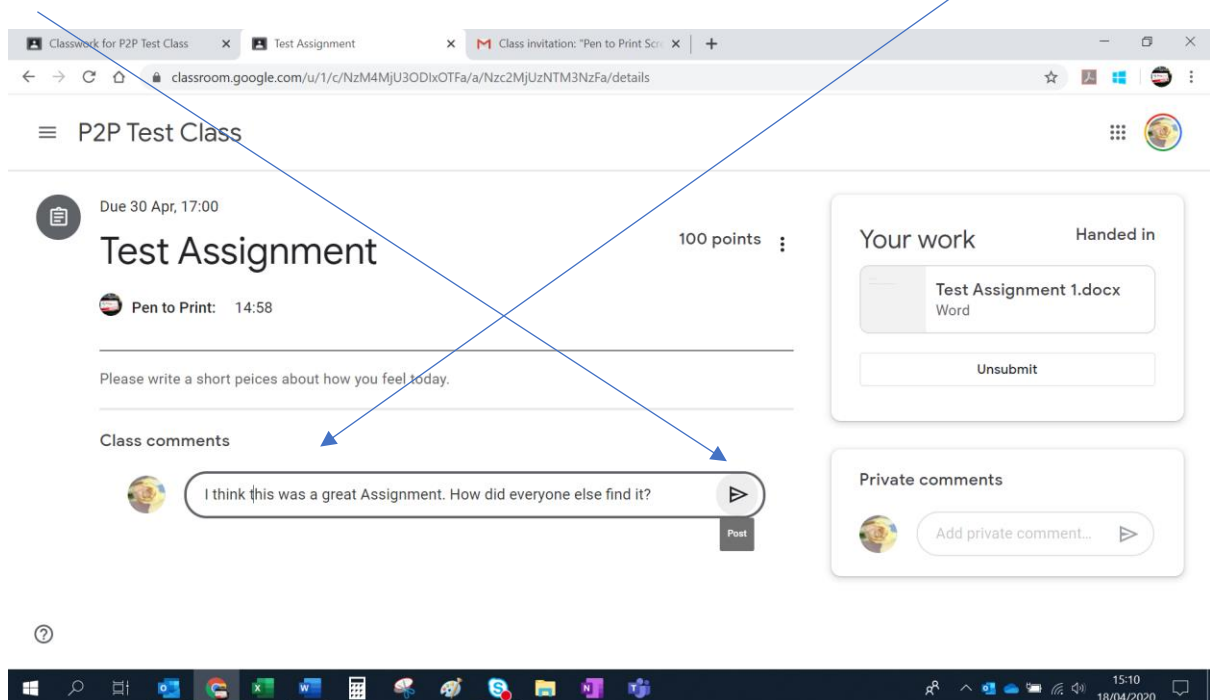
Confirm you want to remove the file **Click Unsubmit** button



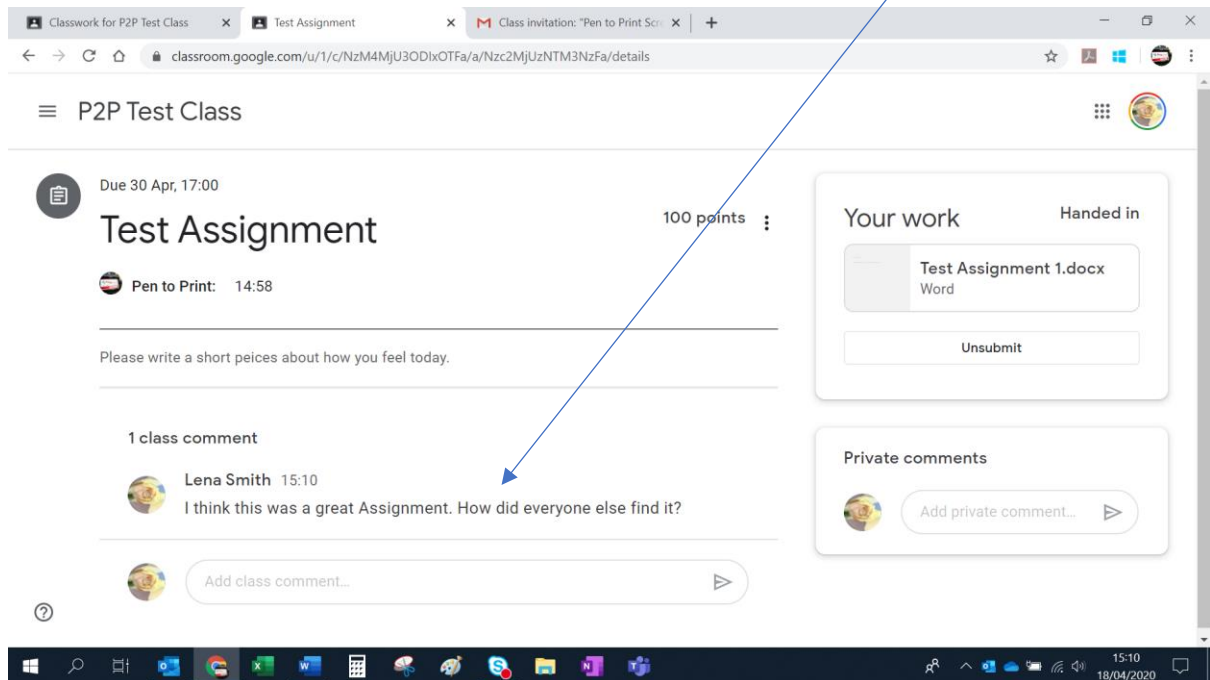
Giving and Receiving Feedback

General comments to the whole class on an Assignment

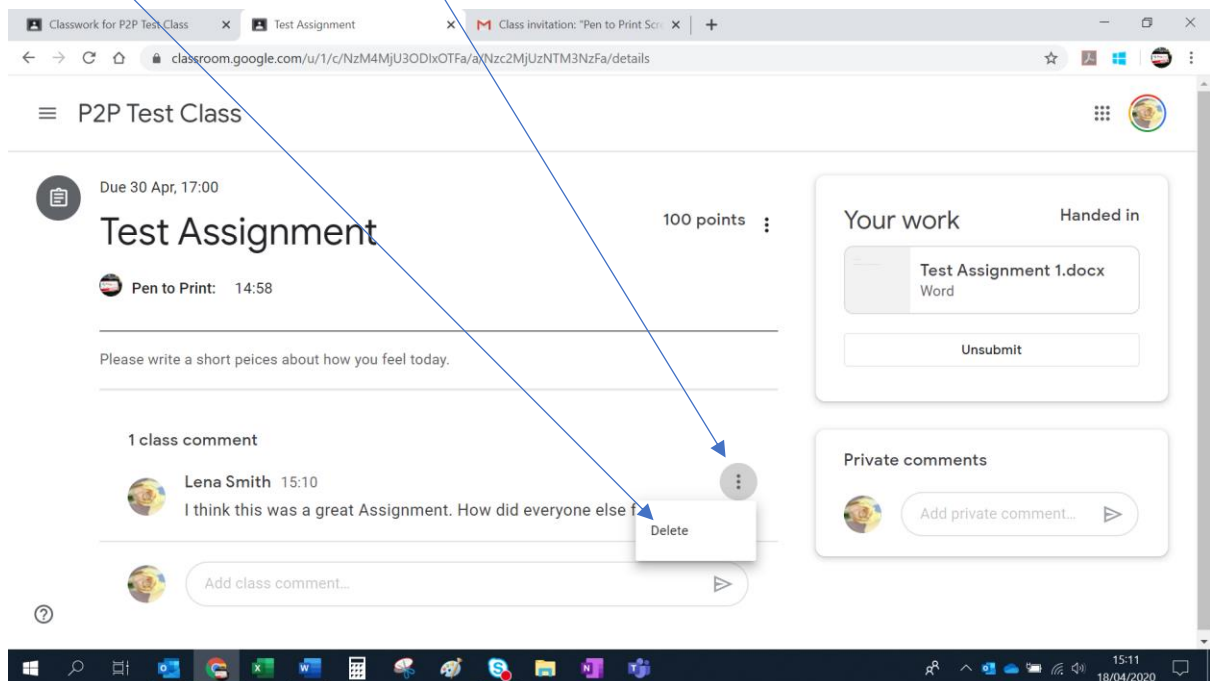
In the main area of the Assignment add your comments under **Class comments** and **Click** the arrow to submit a comment.



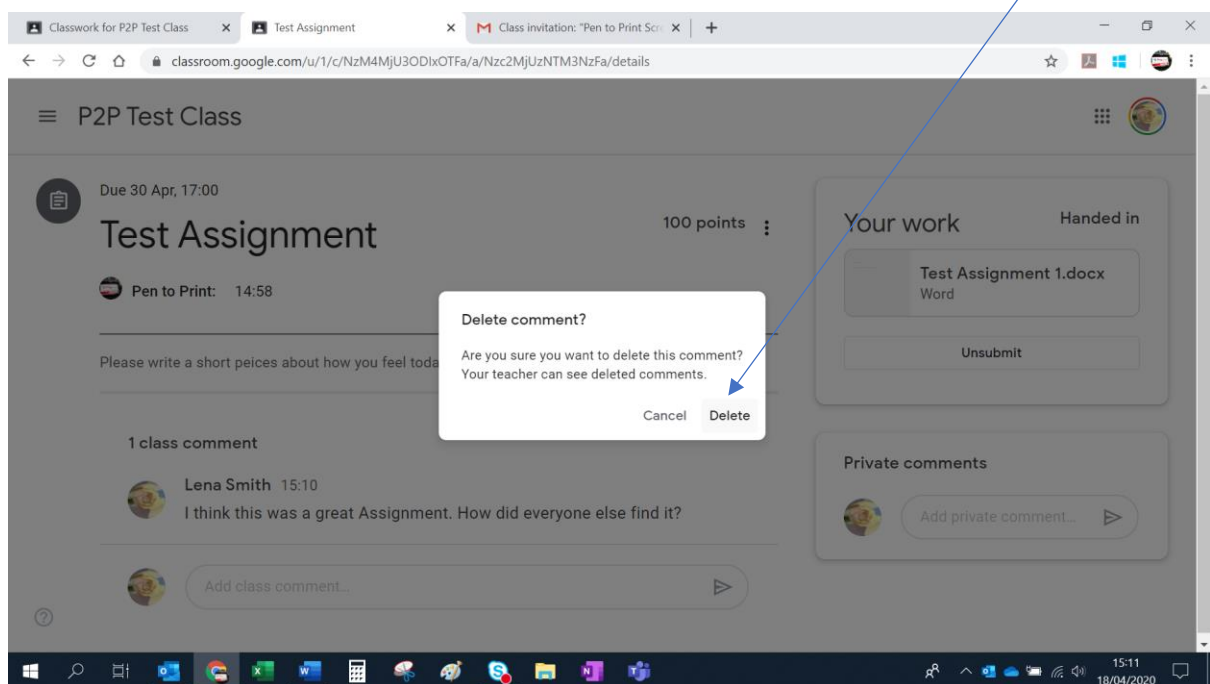
All of your classes comments and tutor responses will be visible here.



To delete a comment, **Click** the three vertical dots next to your comment and **Click Delete**

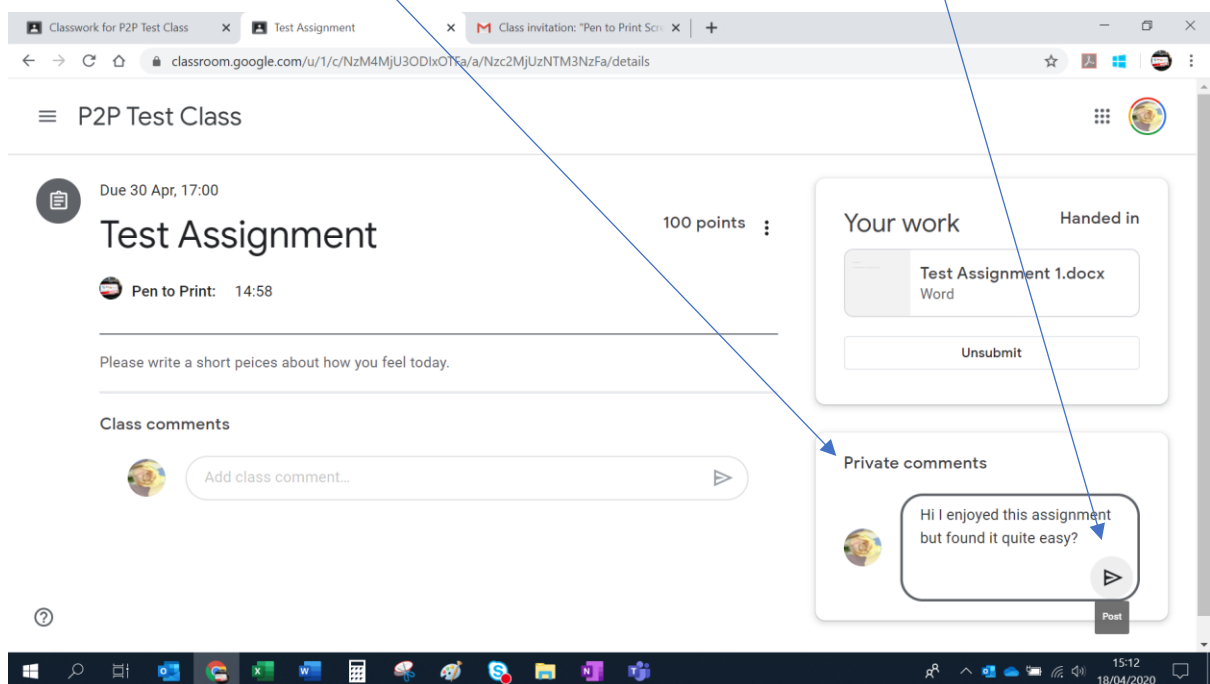


You will need to confirm you want to delete your comment to confirm **Click Delete**
NB: Your Tutor will still be able to see the original DELETED comment.

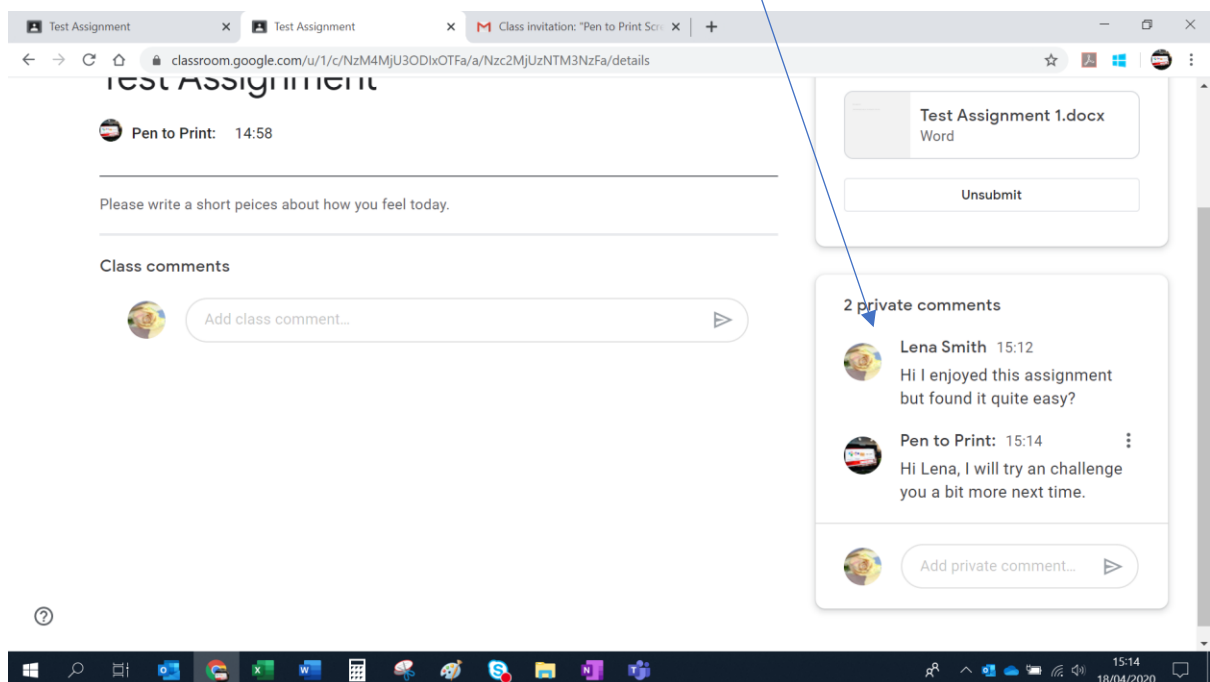


Private Comments

Go to the **Private Comments** box this is just for conversations between you and your Tutor regarding the Assignment. Add you comment and **Click** the arrow to submit.



The private conversation will appear in the **Private comments** box and only you and your Tutor will see them.



You can delete your comments here in the same way you can delete a comment in the **Class comments** shown above.

NB: Your Tutor will still be able to see the original DELETED comment.