



Submitting work

Google Classroom



Using a smart phone or tablet.

- This is the easiest way to submit written work.
- Your smartphone or tablet should have a camera.
- Download the google classroom app through your app store.
- Sign in using your google classroom username and password.
- Within google classroom, find the assignment that you want to submit work for, this can be found in the “classwork” tab.
- Once you have found the assignment, use the add work option to upload a photo or use your camera to take a picture.



Using a computer or laptop.

- This is the easiest way to submit typed work or work done on a computer.
- You will need to know where your work is saved on your computer.
- Within google classroom, find the assignment that you want to submit work for, this can be found in the “classwork” tab.
- Once you have found the assignment, use the add work option to upload your work. You will need to find where the work is saved on your computer.

Submitting work that uses google software.



- Sometimes teachers may set work using a 'jamboard' or other google software.
- Teachers will discuss how to use the software with pupils in live lessons.
- This work will update automatically so you will just need to mark the assignment as 'done' when you have finished.



If you have problems submitting.

- Teachers won't always be able to answer pupils' questions on how to submit work during a live lesson but if you need support with this then remain on the 'meet' and your teacher can help you.
- You can write a message underneath an assignment post and a teacher will respond and help where they can.