

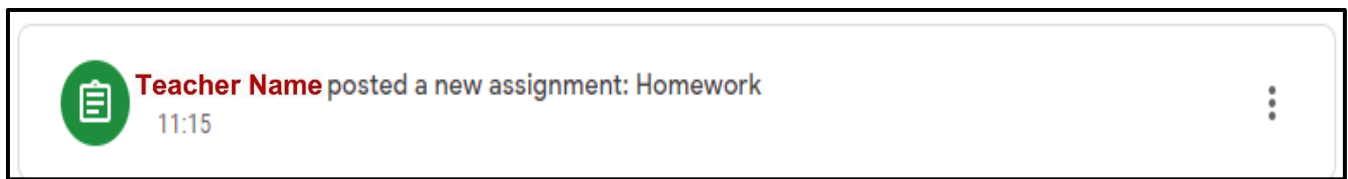


Information for students



Handing in an Assignment Correctly With Google Classroom

If you receive an assignment, then you will see a message like this one (with the name of your teacher) in your class stream on Google Classroom:



There are a number of steps for you to follow to ensure your teacher receives your work correctly and you **SHOULD NOT EMAIL** the work to the teacher unless asked to do so, as the assignment will still show up as 'incomplete' even if the work has been sent to the teacher's FCJ email address. The steps you should take to submit the assignment in the **correct** manner are as follows:

Step 1:

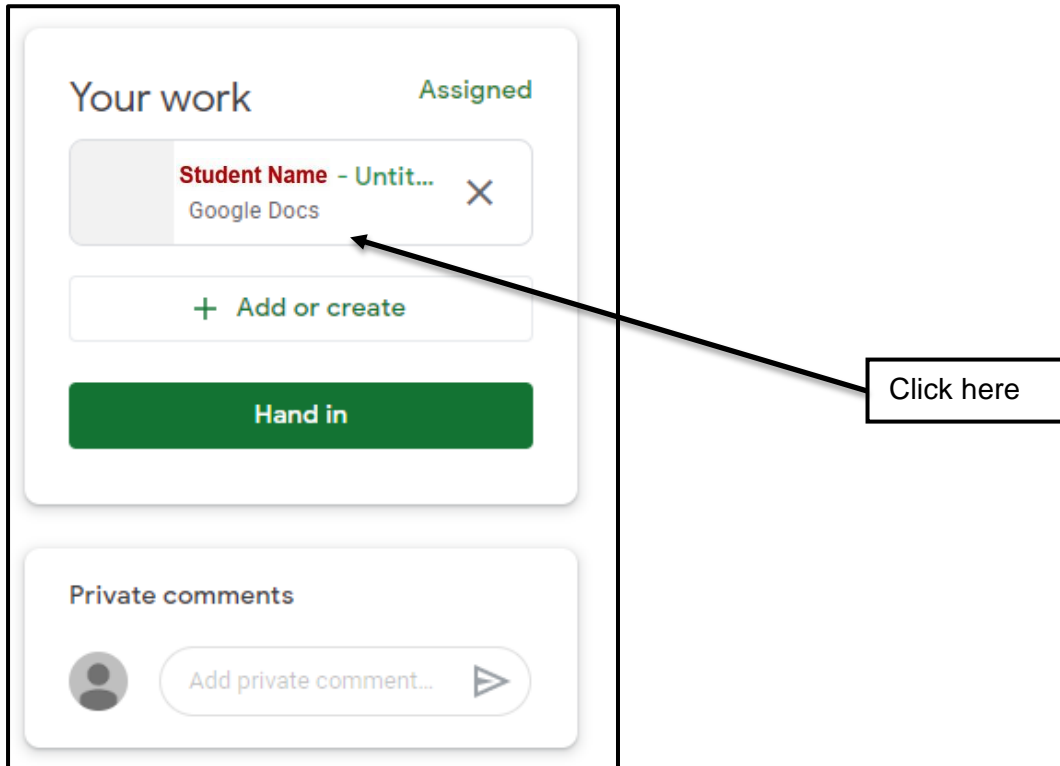
Click on the assignment (as shown above) to find out the task.



A page like this will appear.

Step 2:

If you look at the right-hand side of the page, this box will show your assignment.

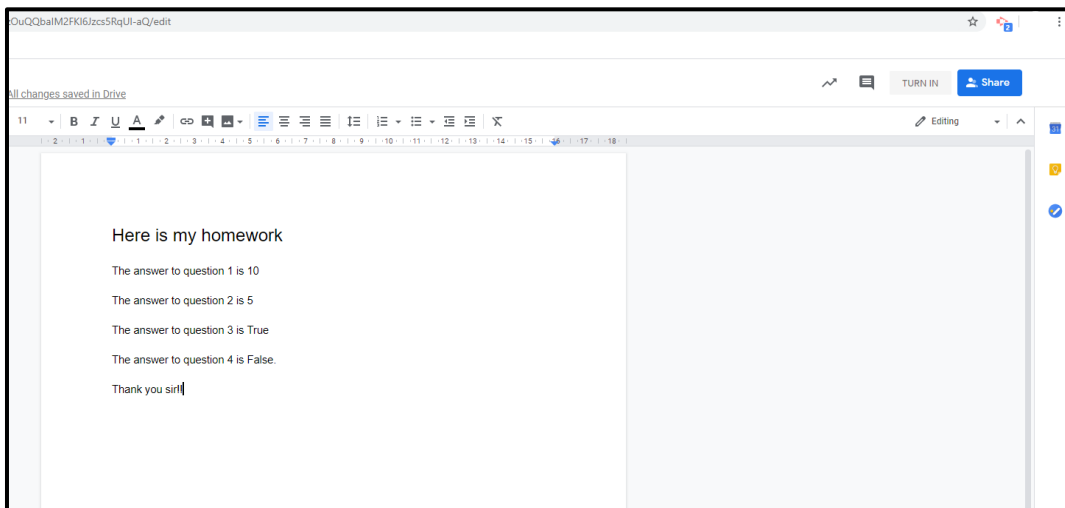


Step 3:

Your teacher may have sent you a document e.g. a **Doc**, or a **Worksheet**, or a **Slide Presentation** to fill in. Make sure to click on this **IF** it has been provided by the teacher – be careful not to start a new document yourself if you do not need to do so.

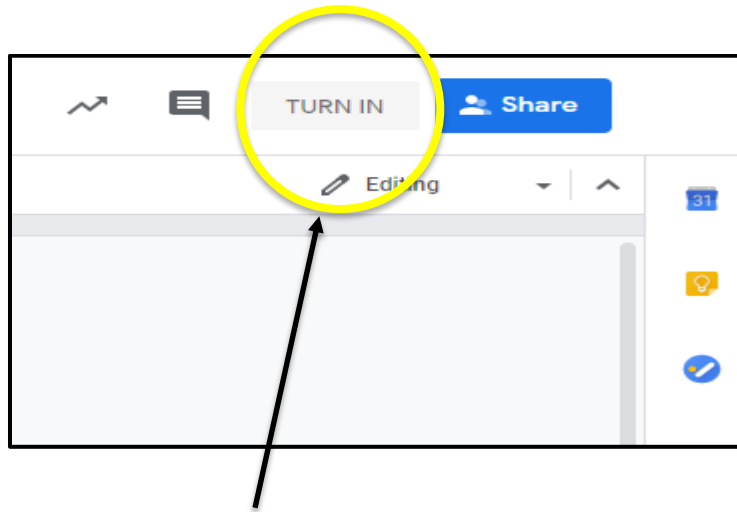
Step 4:

Complete the task as instructed.



Step 5:

When you are ready to return your work to the teacher, look at the top right-hand corner of the page you have opened, where you will see a **SHARE** button, and a **TURN IN** button.



You must click the **TURN IN** button to complete the process, and send the work back to the teacher.

NOTE: Sending images/pictures of your work.

If you are required to send pictures of your work, there are a number of ways to do so, but one straightforward method is to do the following:

Step 1:

Complete the work as normal e.g. a piece of writing, drawing a diagram in your copy, etc.

Step 2:

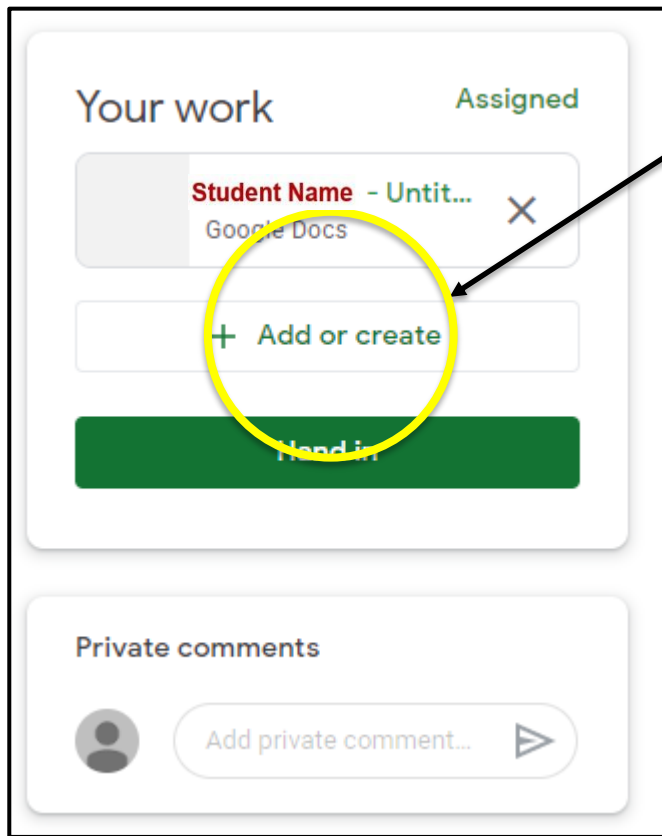
Using your device (phone, tablet, iPad, etc) take a picture of the work.

Step 3:

Save the picture into your **Google Drive** on your device

Step 4:

Go back your assignment (as outlined previously).



Click on the button:

+ Add or Create

Step 5:

A dropdown menu appears under the + Add or create button.

You can then click on **Google Drive** where your images are saved, and **add** them to the assignment.

Important: make sure they are not upside down or sideways - you need to rotate the image **before** you send it so that it is not upside down!

