

How to turn in work on Google Classrooms

Thank you to everyone for your efforts with Google Classrooms over the last 2 weeks. We appreciate the various technical issues and connectivity that some of you may be having.

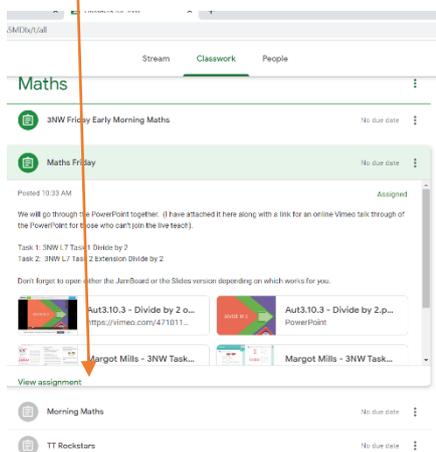
We would like to work towards an easier way for the children to 'turn in' work once they have completed the tasks set, even if this is after the live teach.

The guide below will help the children to 'turn in' their work to show they have completed it.

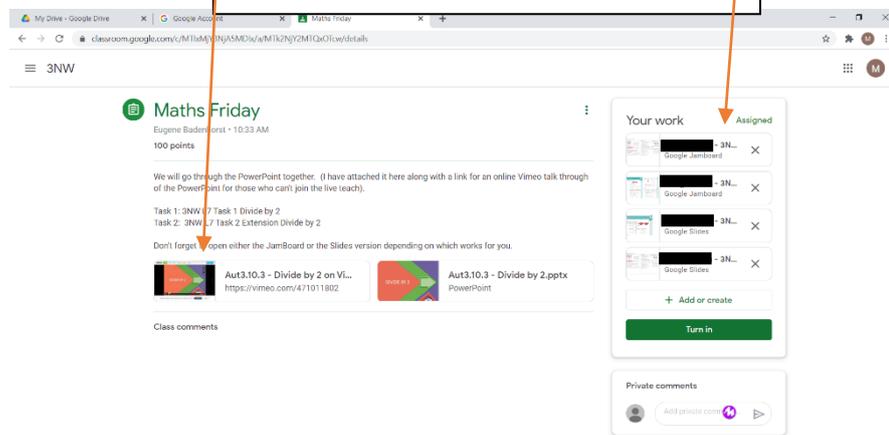
There are also videos on the school website at the following link

http://www.ladysmithfederation.net/web/google_classroom_-_tips_and_tutorials/534754

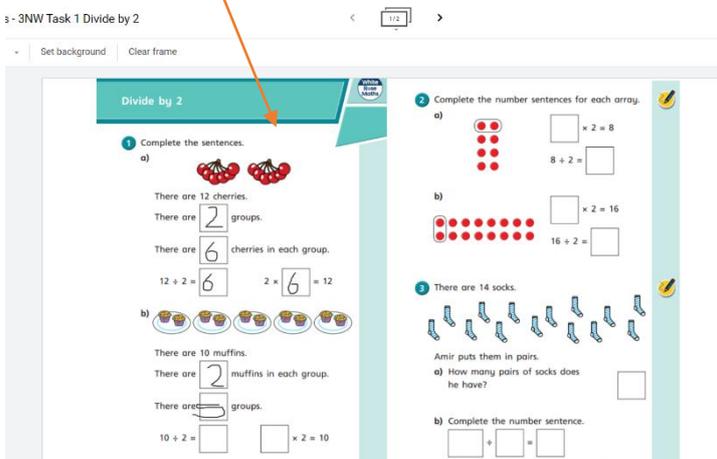
1. For each lesson, click on **view assignment** to view materials and instructions.



2. Here you can see the materials needed (the input) and the 'turn in' options to the right. You only need to click the format that is most useful to you.



3. When you choose the format you wish to use, it will open in a window for you to edit. When on this screen, input your answers using a text box or the pen function (jamboard/doc/slides depending)



4. When you are ready to submit your work, click the 'x close tab' at the top of your browser on the jamboard or slides tab. **You do not need to share or save as Google does this automatically.** Click on your Google classroom tab then 'turn in'. You can click the x of the formats you do not use if you wish.

