

1. On the Google Classroom homescreen, click on the tab 'Classwork'

The screenshot shows the Google Classroom interface for 'Ms. Schaefer's and Mr. Kaufmann's Math Class'. The 'Classwork' tab is selected. A 'Create' button is visible at the top. Below it, there are links for 'Google Calendar' and 'Class Drive folder'. The main content area is titled 'Monday, March 23, 2020'. A list of assignments is shown, each with a document icon, a title, and a scheduled time. The assignments are: 'Monday, March 23, 2020 - Thinking Personal...' (Scheduled for Mar 23, 8:00 A...), 'Monday, March 23, 2020 - Thinking Mathem...' (Scheduled for Mar 23, 8:00 A...), 'Monday, March 23, 2020 - Mini Lesson - Go...' (Scheduled for Mar 23, 8:00 A...), 'Monday, March 23, 2020 - Independent Work' (Scheduled for Mar 23, 8:00 A...), and 'Monday, March 23, 2020 - Homework' (Scheduled for Mar 23, 8:00 A...). A sidebar on the left shows 'All topics' and a list of dates from Monday, March 23, to Tuesday, March 31.

*In this section, you will find all of the assignments **listed by school day**

*you will only be able to view assignments for the current school day, and the following day (ie. on March 23, you will only be able to view assignments from March 23 and March 24)

2. To begin an assignment, click on the assignment and then click '**View assignment**'

The screenshot shows a detailed view of an assignment card. The title is 'TEST ASSIGNMENT' with a document icon. The due date is 'Due Mar 23, 11:59 PM'. Below the title, it says 'Posted Mar 20' and 'Turned in'. The description of the assignment is 'Test - submitting work -naming conventions'. At the bottom of the card, there is a pink button labeled 'View assignment'.

3. Once you click **'View assignment'**, you will be taken to the assignment page, which lists detailed instructions, as well as any necessary links



Due Mar 23, 11:59 PM

TEST ASSIGNMENT

100 points

 Unknown user Mar 20

Test - submitting work
-naming conventions

Class comments

4. In the top right of the assignment, you will see the box below; to attach any necessary files, such as a picture of your independent work/homework/etc., click on the button **'+Add or create'**

s

Your work Assigned



+ Add or create

Mark as done

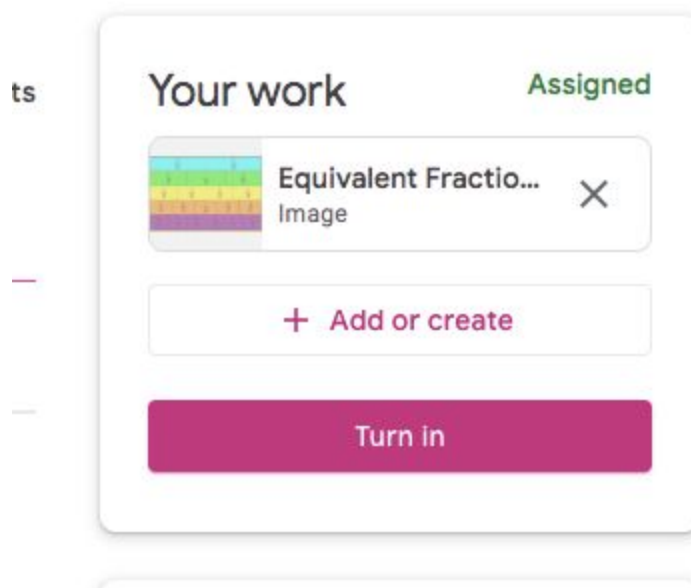
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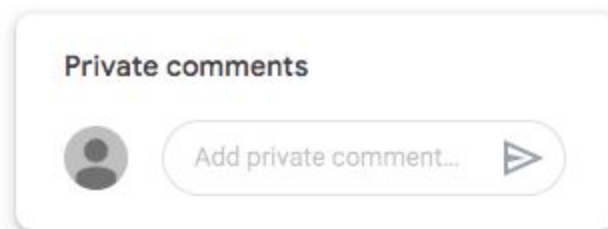
Private comments

 Add private comment... 

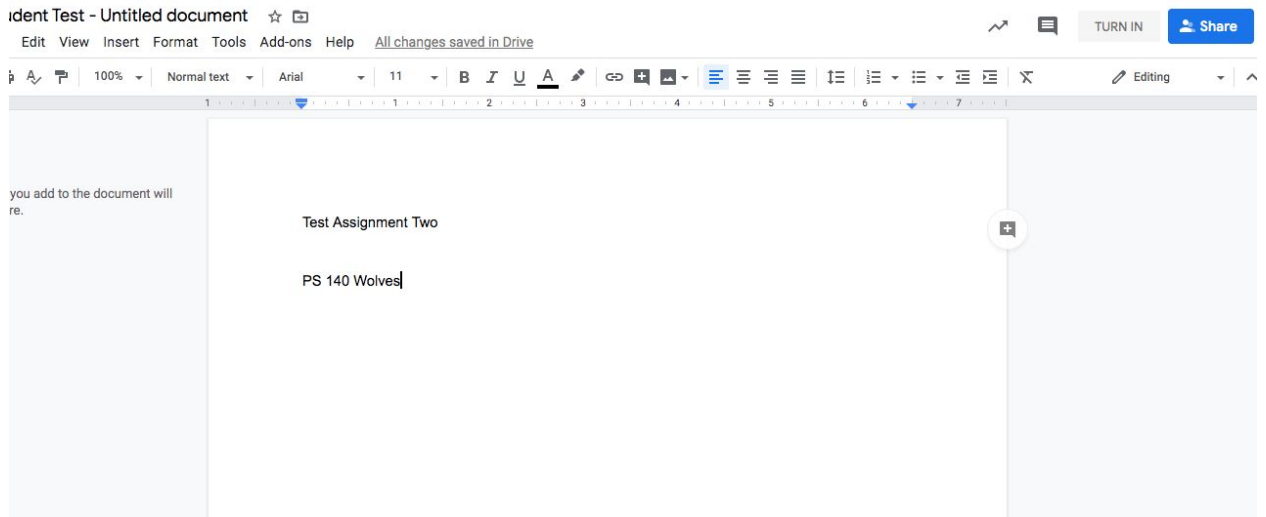
- Once you have included any necessary attachments, click on **'Turn In'** to submit your work



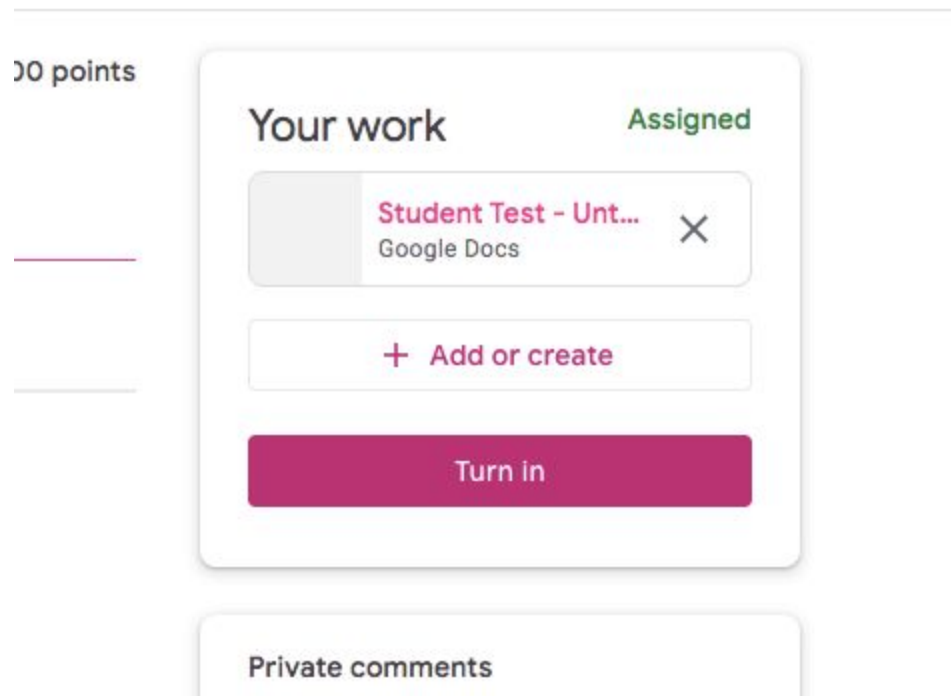
- If you have any questions about the assignment, type them into the box labeled **'Private comments'**; your teachers will be able to see these comments and can provide assistance in a timely manner



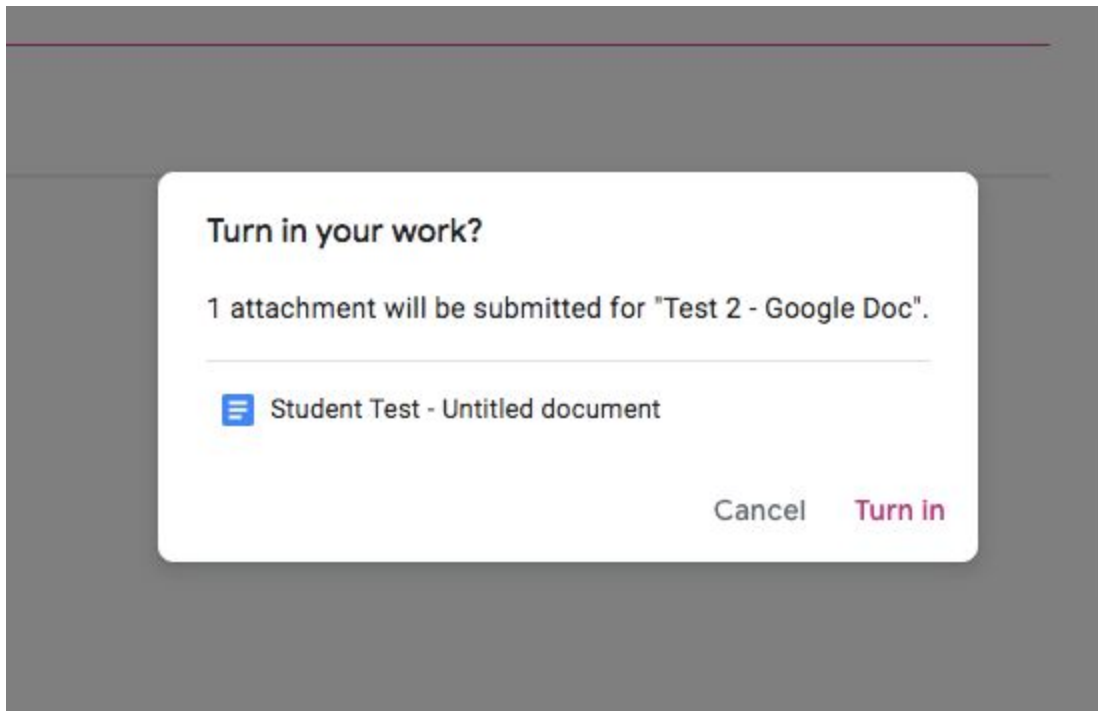
7. Sometimes, you will be required to work on a Google Doc to complete an assignment. These documents will be linked to the assignment in the assignment page. In order to turn in your work so that your teachers can view it, you must click on the button **'Turn In'** on the top right of the Google Doc screen



8. Once you turn in your Google Doc, you will be returned to the assignments page; your Google Doc will be automatically attached. You must click on **'Turn in'** to submit your assignment



9. You will be prompted to confirm submission, and you must click 'Turn In' again to complete the assignment



10. Once your assignment is turned in, your teachers will be able to view your submission/grade it when applicable