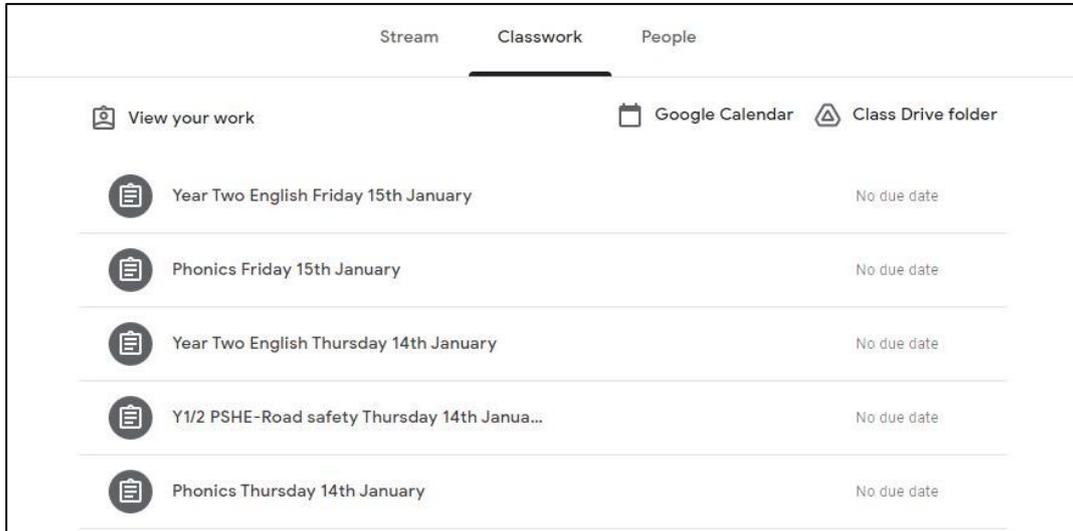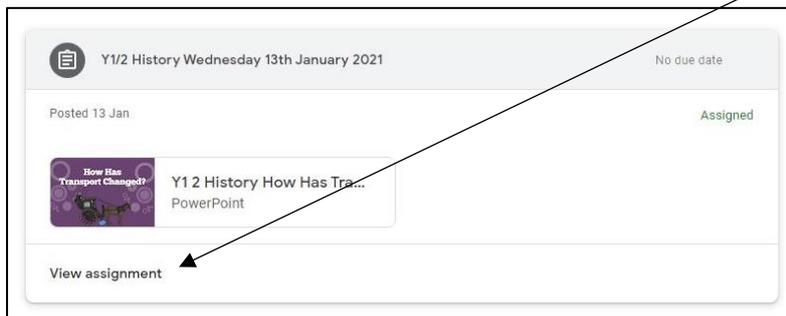**How to submit work assignments using Google Classroom**

Click on the 'Classwork' tab to see all your current classwork. This will tell you work that is assigned that you still need to complete and also you can see which work you have handed in.


Select the assignment that you want to do and click 'View Assignment' to see the full details.

Some of the assignments may contain instructions or links for the lesson that day. If you are not sure what you are meant to do, you can ask in the class comments (everyone in your class can see these) or you can ask your teacher for help.

Class comment for everyone to see

Private comment for your teachers

You can complete the work online or on paper at home, whichever you are able to do. To complete the work online you can use the Google tools to do so.
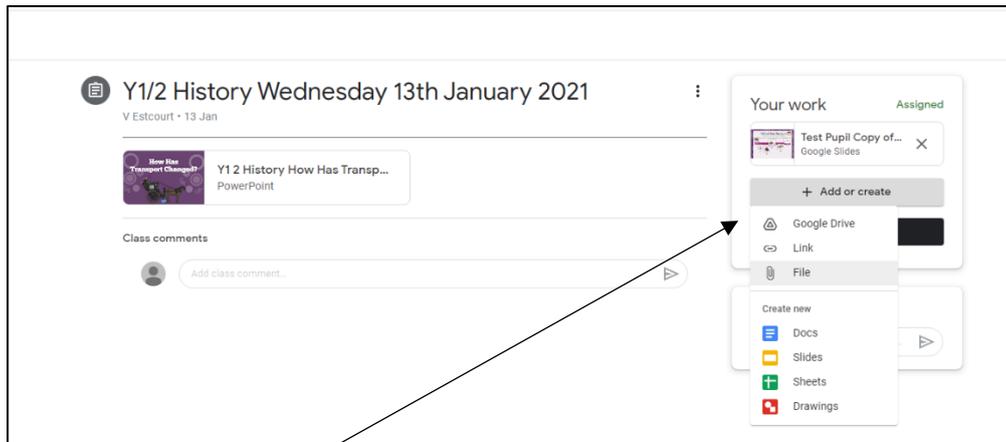

If you click 'Add or Create', you will be given the option to submit either a file from Google Drive, a link or a File.

If you are adding a file that you have made using Google Docs, or the other Google tools, these will all be saved on your Google Drive. You can select Google Drive and then find the file you would like to add. You then click 'Insert' to add the file to your assignment.

Select the file(s) you want to submit

Click 'Insert' to add the selected file(s)
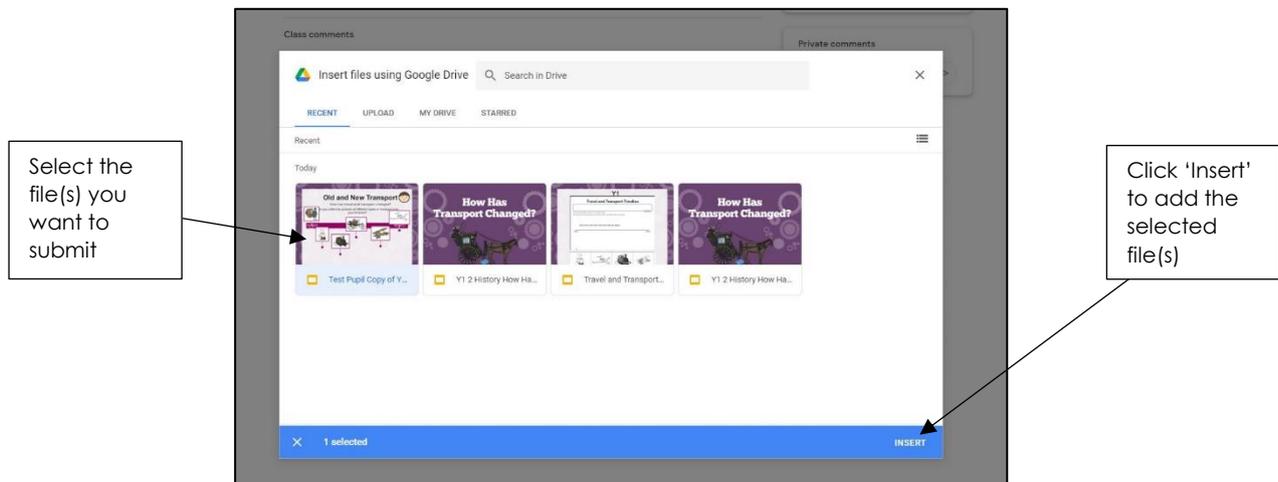
If you want to send a file, such as a scanned document or photograph of your work, that is saved on your device. Select to add a 'File' and you will then be able to browse your device, find the file and add it to your assignment.

Click to browse and submit files on your device
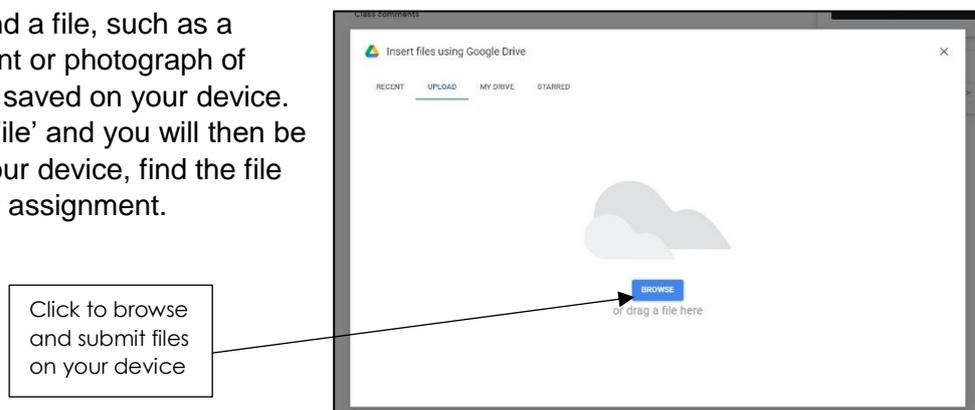
When you have added the files you want to submit for your assignment, you can click 'Hand in' to send your completed work to your teachers.

If you try to hand in an assignment with no work attached, you will get a pop up message asking if you would like to 'Mark as Done'.
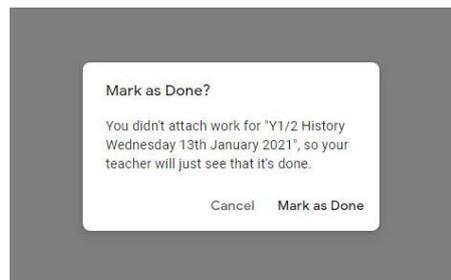
Please submit your work through Google Classroom unless it is impossible to do so.

You should not send any work to your teacher using the 'Email your Teacher' option in the People tab, as we cannot guarantee they will see these messages.

If you need any further assistance, please get in touch with the school office at: ghpsoffice@maidenerleghtrust.org and they will do their best to help you.