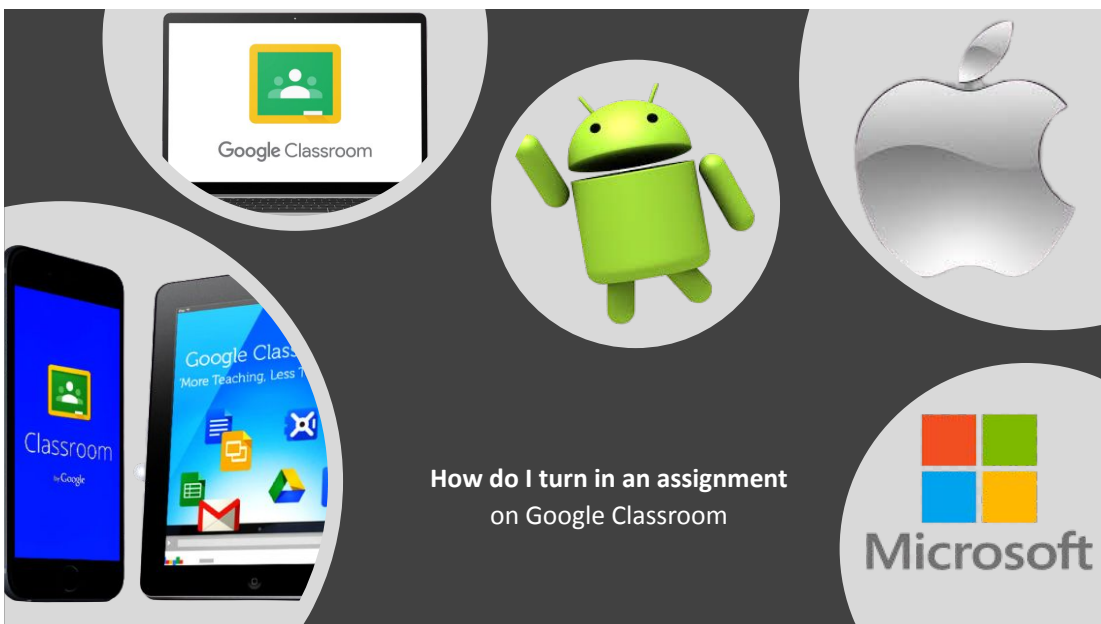# GOOGLE CLASSROOM FAQ

LEARNING INNOVATION

How do I turn in an assignment
on Google Classroom

Turn in an assignment

1. Go to classroom.google.com.
2. Click the class > **Classwork** > click on the assignment.

1. Tap Classroom.
2. Tap the class > **Classwork** > click on the assignment.
3. On the **Your work** card, tap Expand ∧.

Your work

1. Tap Classroom.
2. Tap the class > **Classwork** > click on the assignment.
3. On the **Your work** card, tap Expand ∧.

Your work

3. To attach an item:

- Under **Your work**, click **Add or create** > select Google drive ⬧, Link 🔗, or File 📎.

- Select the attachment or enter the URL for a link and click **Add**.

Note: You can't attach a file you don't own

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4. To attach an item:

- Tap **Add attachment**.
- Tap Drive ⬧, Link 🔗, File ⬆, Take photo 📷, or Record video 🎥.
- Select the attachment or enter the URL and tap **Select**.

Note: On mobile devices with Android 7.0 Nougat, you can drag materials from another app to Classroom when the 2 apps are open in split-screen mode.

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4. To attach an item:

- Tap Add attachment.
- Tap Drive ⬧, Link 🔗, File ⬆, Pick photo 🖼, or Use camera 📷.
- Select the attachment or enter the URL and tap Add.

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4. To attach a new doc:

- Under Your work, click Add or create select Docs 📄, Slides 🟠, Sheets 📊, or Drawings 🎨. A new file attaches to your work and opens.

- Click the file and enter your information.

Note: You can attach or create more than one file.

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5. To attach a new doc:

- Tap **Add attachment**.
- Tap **New Docs**, **New Slides**, **New Sheets**, or **New PDF**.
  - For a new document, presentation, or spreadsheet, enter your information and tap Done ✔
  - For a new PDF, you can write notes or draw images on it. When you're done, tap More ⋮ > **Save**.

Note: You can attach or create more than one file.

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5. To attach a new doc:

- Tap Add attachment.
- Tap **New Docs**, **New Slides**, **New Sheets**, or **New PDF**.
  - For a new document, presentation, or spreadsheet, enter your information and tap Done ✔.
  - A new PDF opens as a blank file where you can write notes or draw images on it. When you're done, tap **Save**.

Note: You can attach or create more than one file.

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5. To remove an attachment, next to the attachment's name, click Remove ✗.

6. To add a private comment to your teacher, under Private comments, enter your comment and click Post ➤.

7. Click Turn In and confirm. The status of the assignment changes to **Turned in**.

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6. To remove an attachment, tap Remove ✗ and confirm.

7. To add a private comment to your teacher, tap **Add private comment** > enter your comment > tap Post ➤.

8. Tap **Turn In** and confirm. The assignment status changes to **Turned in**.

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6. To remove an attachment, tap Remove ✗.

7. Add a private comment to your teacher and tap Post ➤.

8. Tap **Turn In** and confirm. The assignment status changes to **Turned in**.

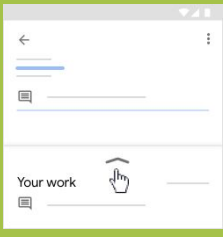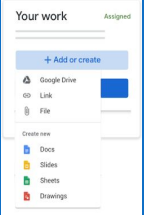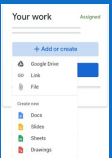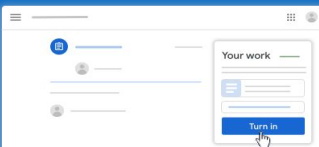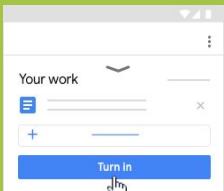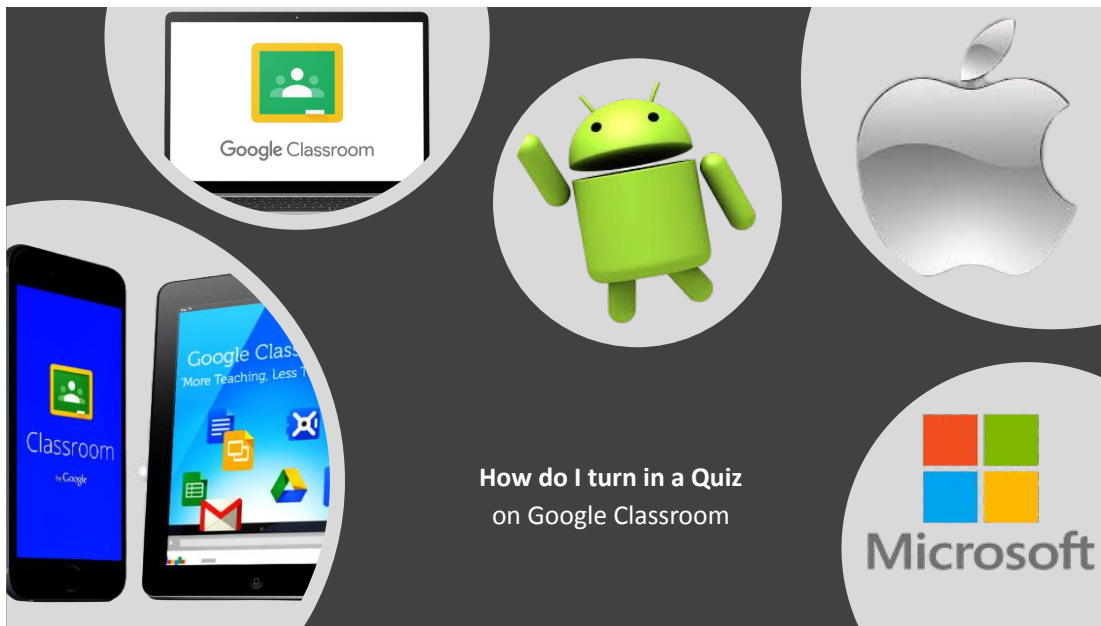**Note**: If you get an error message when you tap **Turn in**, let your teacher know.

How do I turn in a Quiz
on Google Classroom

Turn in a quiz assignment

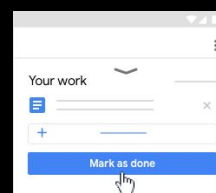|		
1. Go to classroom.google.com	1. Tap Classroom	1. Tap Classroom.
2. Click the class > **Classwork** > click on the assignment.	2. Tap the class > **Classwork** > click on the assignment.	2. Tap the class > **Classwork** > click on the assignment.

|		
3. Click the form and answer the questions.	3. Tap quiz file and answer the questions.	3. Tap quiz file and answer the questions.
4. Click **Submit** > **Mark as done** and confirm. If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.	4. In the quiz, tap **Submit**.	4. In the form, tap **Submit**.
	5. In Classroom, on the **Your work** card, tap Expand ⌃.	5. In Classroom, tap **Mark as done** and confirm. The status of the assignment changes to Turned in.
6. If there's more work to do for the assignment, click **Open assignment**.	6. Add a private comment to your teacher and tap Post ▷.	
	7. Tap **Mark as done** and confirm. The assignment status changes to **Turned in**.	
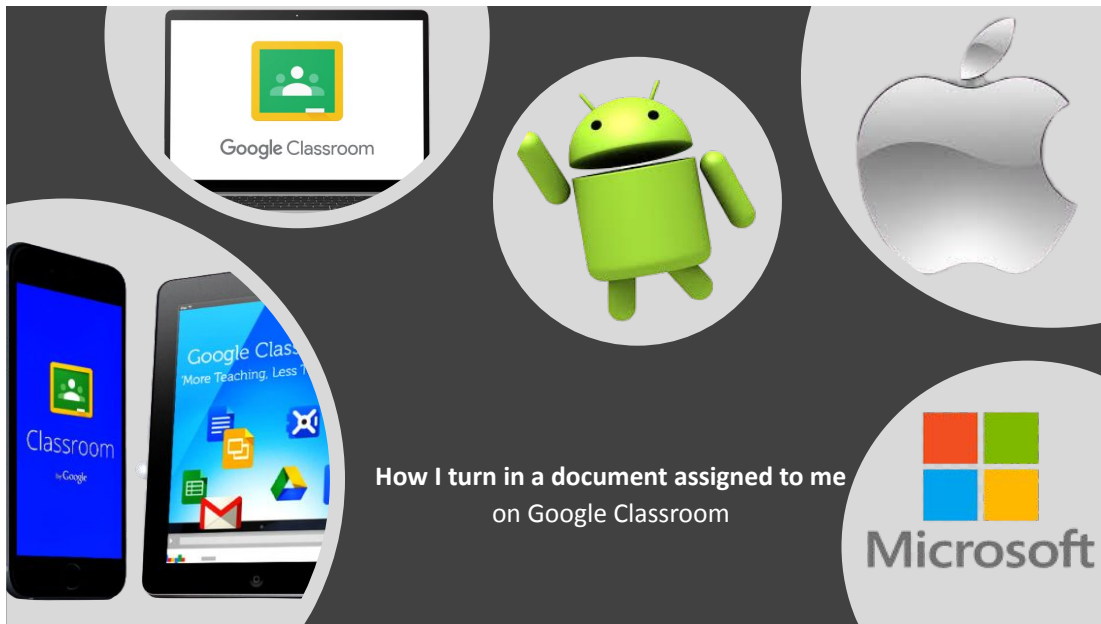
Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click **Turn in**.

1. Go to classroom.google.com
2. Click the class > Classwork > and click on the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:

   ☐ In the document, click **Turn in** and confirm.

   ☐ In Classroom, in the assignment, click **Turn In** and confirm.
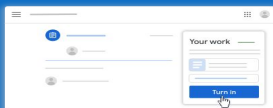
The status of the assignment changes to **Turned in**

Note: If you get an error message when you click **Turn in**, let your teacher know.
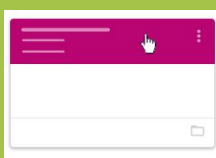
See the latest work and announcements

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

1. Go to classroom.google.com
2. Click the class.
3. To see any instructions or feedback, click the assignment or question.

1. Tap Classroom.
2. Tap the class.

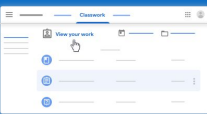3. To see any instructions or feedback, tap the assignment or question.

1. Tap Classroom.
2. Tap the class.
3. To see any instructions or feedback, tap the assignment or question.

See all your work for a class

You can see a list of all your work on the Your work page. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

1. Go to classroom.google.com
2. Choose an option:
   - On a class card, click Your work.
   - Click the class > **Classwork** > **View your work**.

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1. Tap Classroom .
2. Tap the class > Classwork .
3. At the top right, tap Your work .

   To see details for an assignment, tap the assignment title.

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1. Tap Classroom .
2. Tap the class > Classwork .
3. At the top right, tap Your work .

   To see details for an assignment, tap the assignment title

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- To see attachments, comments, or additional details for an assignment or question, click the title of the work > **View details**.
- To filter your work, under Filters, click **Assigned**, **Returned with grade**, or **Missing**.

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4. To filter your work, tap Filter and choose an option:
   Assigned, **Returned with grade**, or **Missing**.
   To see more details, tap the title of the work.

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4. To filter your work, tap Filter and choose an option:
   Assigned, Returned with grade, or Missing.
   To see more details, tap the title of the work.
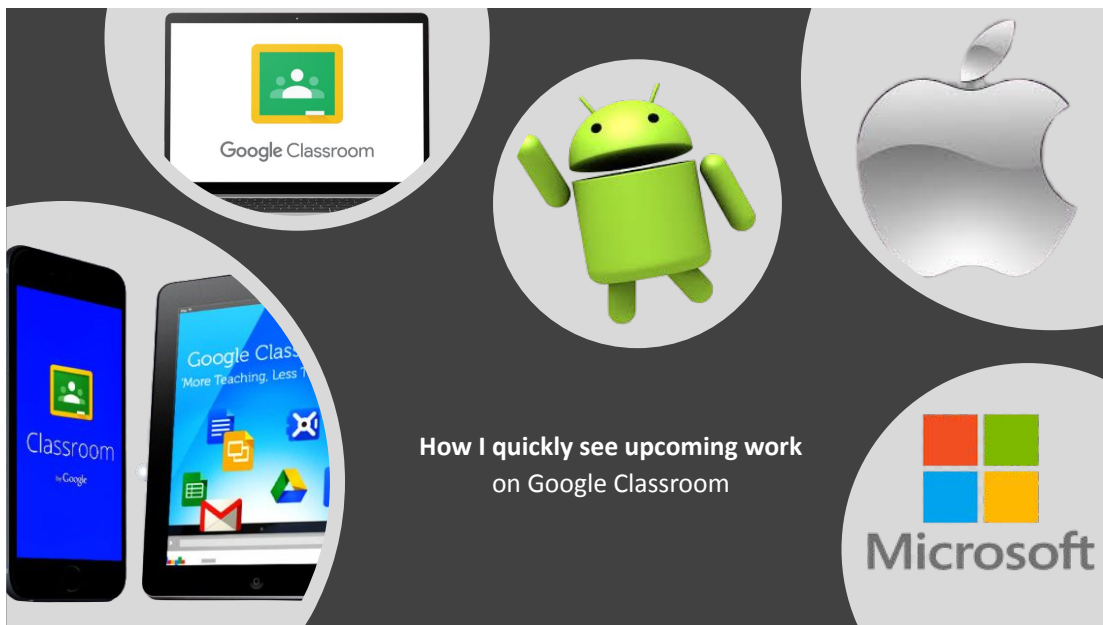
Quickly see upcoming work

On the Classes page, on a class card, you can see work due within a week. You can see up to 3 items listed at the bottom of a card.

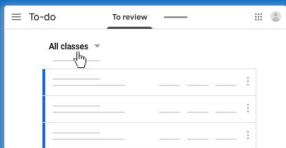|		
1. Go to classroom.google.com	1. Tap Classroom 📷 .	1. Tap Classroom 📷 .
2. See details, click the title of the work.	2. To see details, tap the title of the work on a class card.	2. To see details, tap the title of the work on a class card.

How I filter my work by class
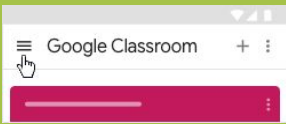on Google Classroom

Filter work by class

On the To-do page, you can filter work by class, and see work that's:

- **To-do**—Work assigned and not yet completed. You'll see the class and work titles grouped as missing, no due date, due today or within the week, or later.
- **Done**—Work you completed and turned in. You'll see the status of the work—turned in or done late—and grades if the work is graded

|		
1. Go to classroom.google.com 2. Click Menu ≡ >To-do. 3. To filter your work by class, click **All classes** and select a class. 	1. Tap Classroom . 2. At the top, tap Menu .At the top, tap Your work ≡. 3. Tap T**o-do**. (You might need to scroll down to **Enrolled**.)	1. Tap Classroom . 2. At the top, tap Menu ≡ . 3. Tap **To-do**. (You might need to scroll down to **Enrolled**.) You'll see your work grouped as missing, no due date, due tomorrow, due within the week, or later.
4. Click a title. 5. To see work you already submitted, click **Done** and select a title to see feedback. If the work is graded, the grade is listed.	You'll see your work grouped as missing, no due date, due tomorrow, due within the week, or later. 4. To filter your work by class, tap Filter ≡ > select a class. 5. To see a complete list of any group, tap **More**. Tap a title to see any instructions or feedback. 6. To see work you already submitted, tap **Done**. If work is graded, the grade is listed.	4. To filter your work by class, tap Filter ≡ > select a class. 5. To see a complete list of any group, tap **More**. Tap a title to see any instructions or feedback. 6. To see work you already submitted, tap **Done**. If work is graded, the grade is listed.
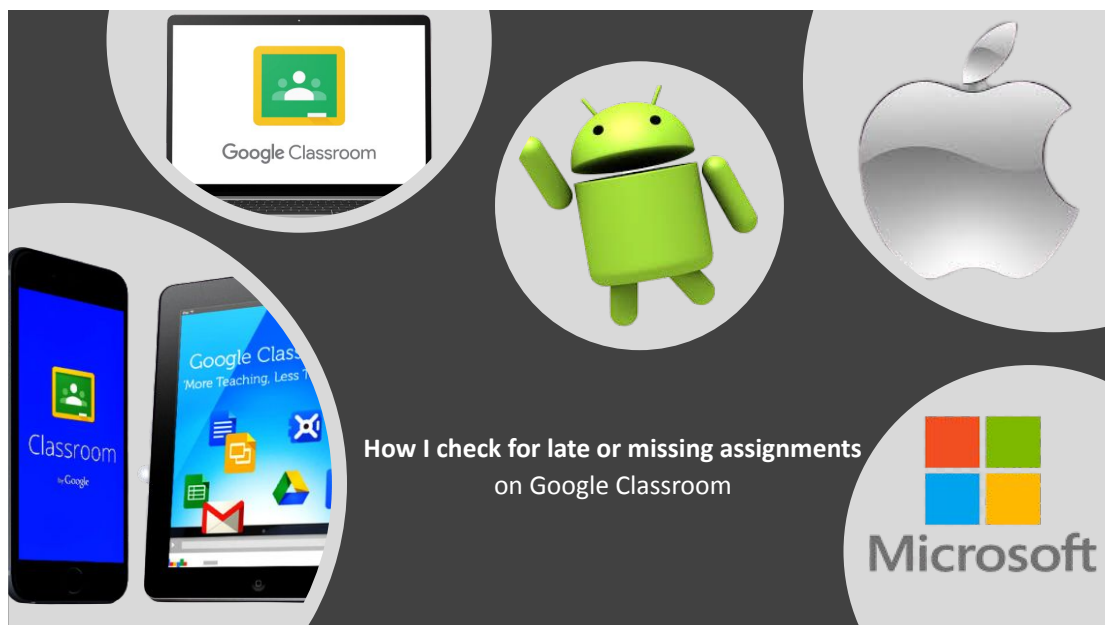
Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked **Assigned**. If you don't turn in your work on time, it's marked **Missing** or **Done late** as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late**.**

1. Go to classroom.google.com	1. Tap Classroom.	1. Tap Classroom.
2. On a class card, click Your work	2. Tap a class > Classwork.	2. Tap a class Classwork.
3. At the right, you see the work status of each item:	3. At the top, tap Your work.	3. At the top, tap Your work.
	4. Next to each item, you see the work status:	4. Next to each item, you see the work status:
▢ **Assigned** — Work assigned by your teacher. Check the due date.	▢ **Assigned** — Work assigned by your teacher. Check the due date.	▢ Assigned — Work assigned by your teacher. Check the due date.
▢ **Turned in**—Work you turned in on time.	▢ **Turned in** — Work you turned in on time.	▢ Turned in — Work you turned in on time.

|		
▢ **Graded** — For graded work that your teacher returned, you see your grade.	▢ **Graded** — For graded work that your teacher returned, you see your grade.	3. Graded — For graded work that your teacher returned, you see your grade.
▢ **Returned** — For ungraded work that your teacher returned, you see a check ✔.	▢ **Returned** — For ungraded work that your teacher returned, you see a check ✔.	▢ **Returned** — For ungraded work that your teacher returned, you see a check ✔.
▢ **Missing** — Work you didn't turn in.	▢ **Missing** — Work you didn't turn in.	▢ **Missing** — Work you didn't turn in.
▢ **Turned in**: **Done late** — Work you turned in late.	▢ **Turned in**: **Done late** — Work you turned in late.	▢ **Turned in**: **Done late**— Work you turned in late.
4. For more details, click an item to expand it > click **View details**.		

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to re-submit it before the due date.

1. Go to classroom.google.com.
2. Click the class > **Classwork** > and on the assignment.
3. Click **Unsubmit** and confirm.
Note: This assignment is now unsubmitted. Resubmit it before the due date.
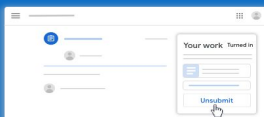
| |
|---|
| 1. Tap Classroom . |
| 2. Tap the class > **Classwork** > and on the assignment. |
| 3. On the **Your work** card, tap Expand ∧. |
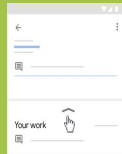
4. Tap **Unsubmit** and confirm. The assignment is unsubmitted. Resubmit it before the due date.

1. Tap Classroom .
2. Tap the class > **Classwork** and on the assignment.
3. On the Your work card, tap **Expand** ∧.

4. Tap **Unsubmit** and confirm. This assignment is now unsubmitted. Resubmit it before the due date.
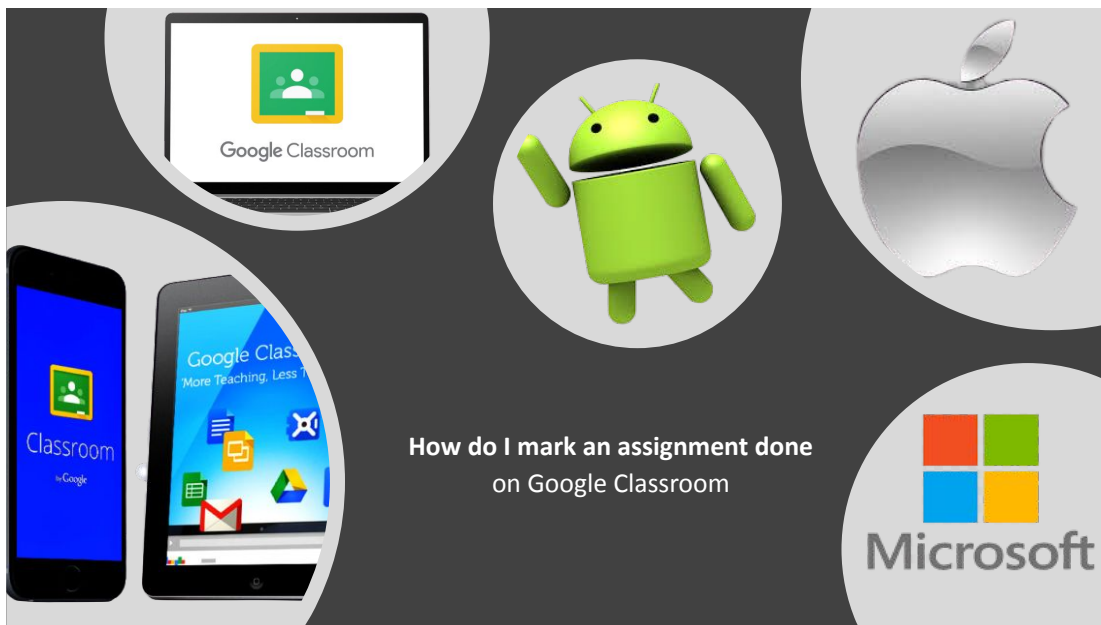
Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date

1. Go to classroom.google.com
2. Click the class > **Classwork** > click on the assignment.

1. Tap Classroom .
2. Tap the class > **Classwork** > click on the assignment.

1. Tap Classroom .
2. Tap the class > **Classwork** > click on the assignment.

3. Under **Private comments**, add a private comment for your teacher and click **Post** .
4. Click **Mark as done** and confirm.
The status of the assignment changes as **Turned in**.

3. On the **Your work** card, tap Expand .
4. Add a private comment to your teacher and tap Post .
5. Tap **Mark as done** and confirm.
6. The assignment status changes to **Turned in**.

3. On the Your work card, tap Expand .
4. Add a private comment to your teacher and tap **Post** .
5. Tap **Mark as done** and confirm.
6. The assignment status changes to **Turned in**.