Step-by-step guide to completing and submitting work on Google Classroom

1. Log in to your Google Classroom account.
2. Select the assignment you wish to work on and open the document attached.
3. Once the document is open, click ‘open with Google Docs’ at the top of the page. This will open an editable version of the document for you to work on.



1. Once you have finished the work, go to ‘file’ and from the drop down menu select ‘make a copy’.



1. In the highlighted box that will appear, rename your edited document then click ‘OK’. Your document has now been saved.
2. You can now close the editing document page, and return to the Google Classroom assignment page.
3. Click on the ‘+ add or create’ button in the top right of the page and select ‘Google Drive’ because this is where your document has been saved.
4. Select the required document from the list and click ‘insert’ down in the bottom right.
5. Your document will now be uploaded and to finish the process you have to click on the ‘turn in’ button.
6. Your completed work has now been submitted and the class teacher will be able to see the work from their teacher account.