Logo, icon

Description automatically generatedHow to submit your work Via Google Classroom

1. Open the Google Classroom link you have accepted the invitation to, and click the heading ‘classwork’

Graphical user interface, application

Description automatically generated

1. You should then be able to see your topics. Click on the topic you wish to send work under, in this case ‘session 2’. You should then see a view assignment tab at the bottom of the box, like this. Click ‘view assignment’.

Graphical user interface, text, application, email

Description automatically generated

1. After clicking ‘view assignment’, you should be able to see something like this. Here, you will find the instructions of the assignment, and all of the sources and documents needed for that assignment. To upload any work you have created on a word document OR to create a google docs sheet for you to complete your work on, you need to click ‘add or create’ to the right hand side of the page.

Graphical user interface, text, application

Description automatically generated

1. After clicking the ‘add or create’ button, this will appear. To add a word document, just click ‘file’. To create a submission on a word type document, click ‘docs’.

Graphical user interface

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Now you should be able to either upload a file, or create your first piece of work!