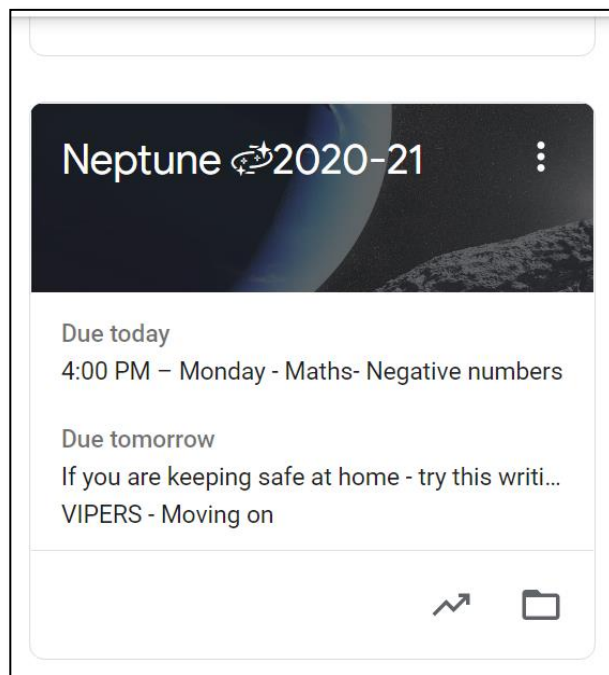


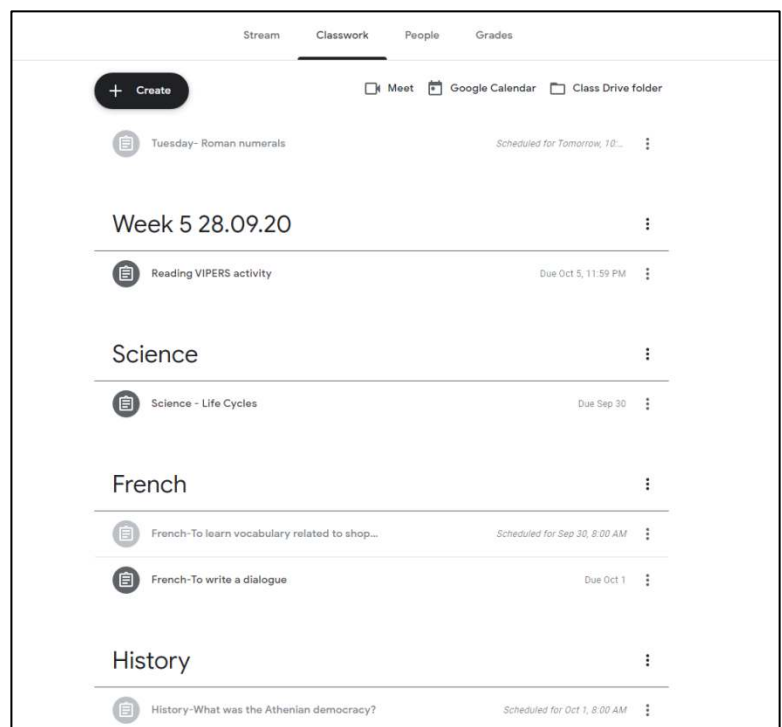
How to hand in work on Google classroom on a tablet/smartphone

- Log into your Google classroom and click on your class. If you need help with how to log into google classroom please refer to our school website for a separate guide on how to do this and get to this point.

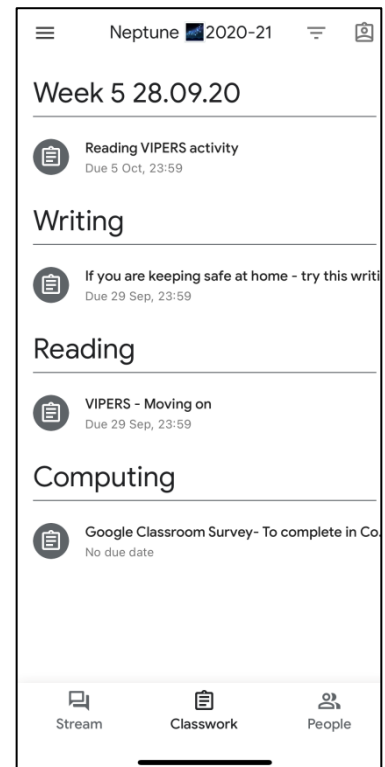
<https://www.william-austin.com/parents/letters-home/>



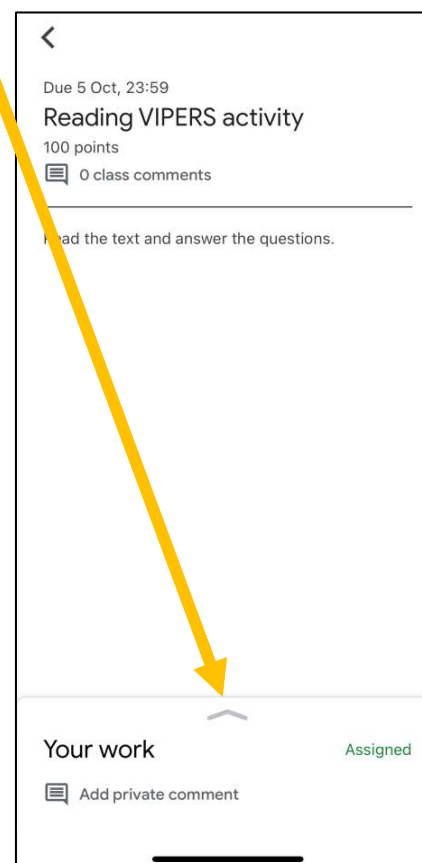
- Once in your class you will need to go to the **Classwork tab**. This lists all your work that has been added by your teacher. When you click on a task, you will see the due date and instructions on how to complete your work and any resources your teacher has attached to help you with your work.



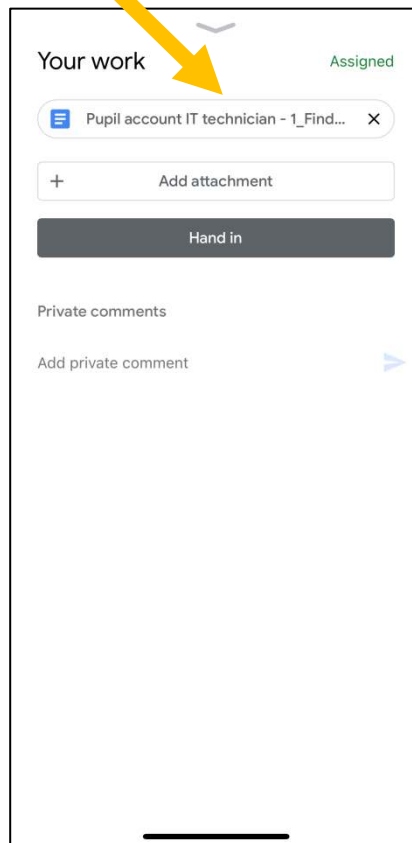
1. First go to the '**Classwork**' tab and you should see a list of all your assignments that have been set.



2. Press on an assignment title and you should now be able to see the assignment instructions that the teacher has left you telling you what you need to do for this piece of work. Under the instructions, at the bottom of the screen it should say '**Your work**' and have an arrow facing upwards. Press on this arrow to see the document you need to complete.



3. You should see a document with your name on it. Depending on the work your teacher has set you, this could be a google docs or a google slides document. Press on the document to open it.

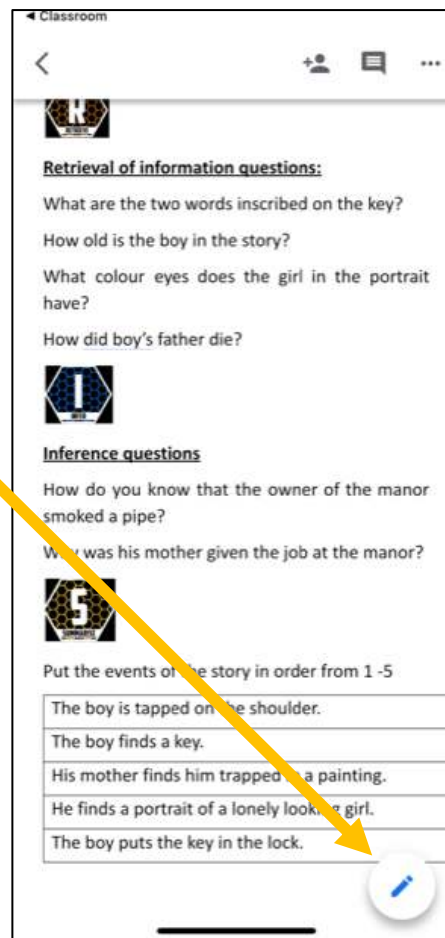
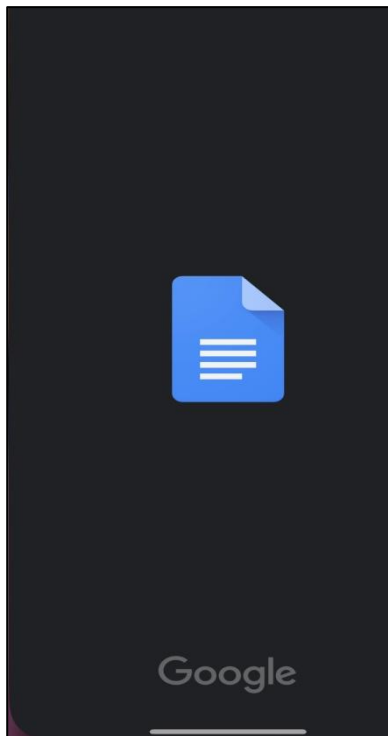


4. The document should now open up. To type on this this document you need to press on the arrow pointing outwards in the top right hand corner.



5. By pressing on the arrow, the page should open in the Google docs app (which you should have downloaded (as mentioned in the previous guide of how to log in to google classroom on a tablet/smartphone)

6. Press on the pencil icon to edit the document.



7. The keyboard should appear and you can now be able to type in the document and complete your work.



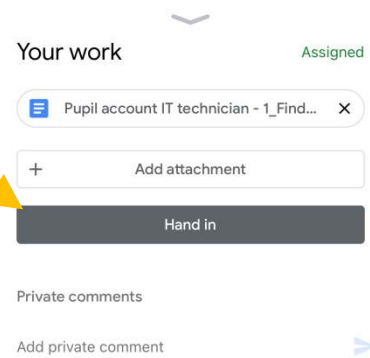
8. Once you have finished your work, click on the blue tick at the top to save your work. **Make sure you do this otherwise; your changes will not be saved.**



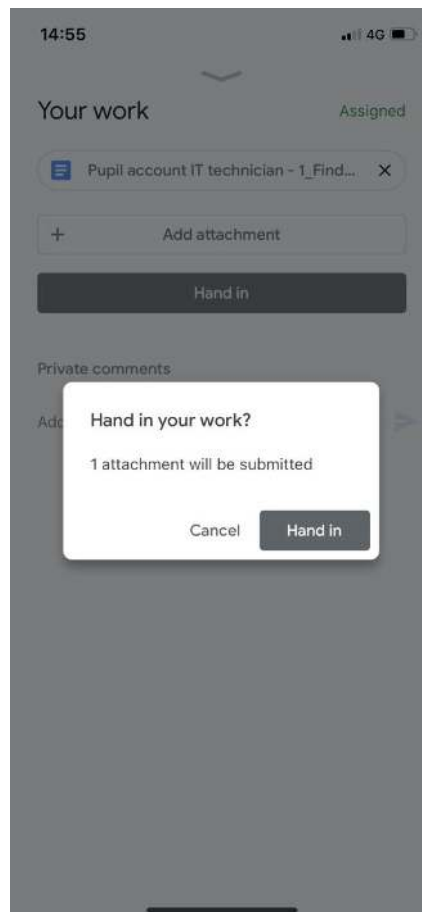
9. Then you need to go back to the Google classroom app, where you should see the document open from before you opened it in google docs. Press the **X** at the top to exit this page and come back to the 'Your work' page.



11. Your document will have the changes you have made and is now ready to submit. Press '**Hand In**' to do this.




12. You will see this message to confirm you are ready to submit this piece of work. Select 'Hand in'.



13. You have handed in your work successfully.


▼

Your work Handed In

 Pupil account IT technician - 1_Find me V...

Unsubmit

Private comments

Add private comment 

Assignment handed in Unsubmit
