

Google Classroom – Assignments

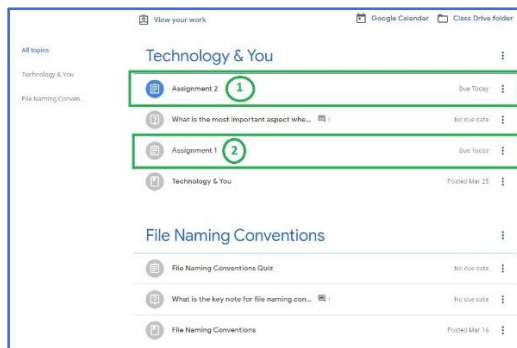
Types of Assignments

There are 3 types of assignments:

- 1) General Assignments – a writing, drawing, or presentation assignment
- 2) Quiz Assignments - a test or quiz
- 3) Questions – general discussion and multiple-choice questions

Working on Assignments

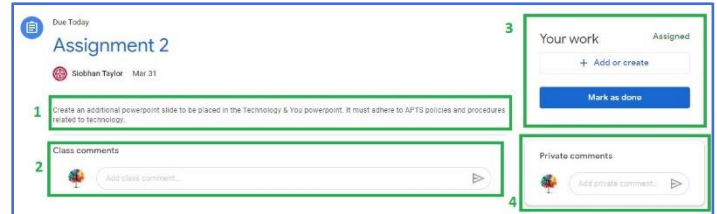
- 1) Click on the assignment from either the ‘Stream’ page assignment post or the ‘Classwork’ page.
- 2) Blue colored assignments are assignments that haven’t been turned in or completed yet (example: #1 in the image below)
- 3) Grey colored assignments are assignments that you have turned in or completed (example: #2 in the image below)



- 4) After clicking an assignment, you can read the assignment’s instructions or click on ‘View assignment’ to go the assignment’s information page.



- 5) From the assignment’s information page, you can work on your assignment using many different tools.

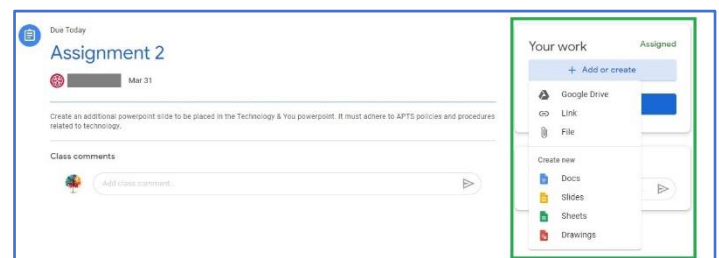


Using the example image above:

- #1: This is where the instructions for the assignment can be found.
- #2: This is where you can leave comments about the assignment for your teacher.
- #3: This is where you can upload a file, Google Doc, Drawing, Presentation, or Spreadsheet. You will also be able to mark your assignment as done.
- #4: This is where you can send a private comments or questions to your teacher about the assignment

How to ‘Add or Create’ your work

- 1) To upload work or create a new file, click on the ‘Add or Create’ button under the ‘Your work’ section (shown in the image below).

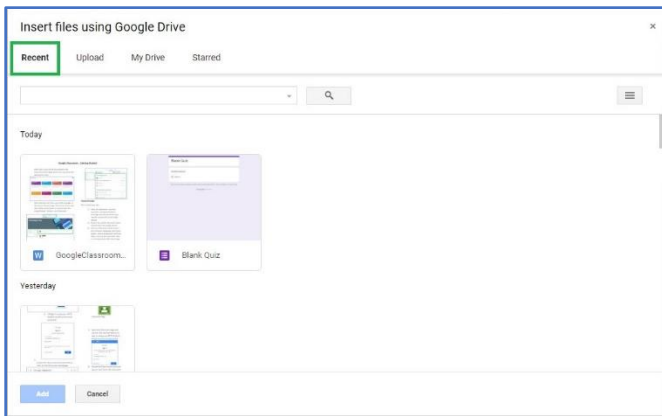


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2) After clicking 'Add or Create' you will see a menu with multiple options:

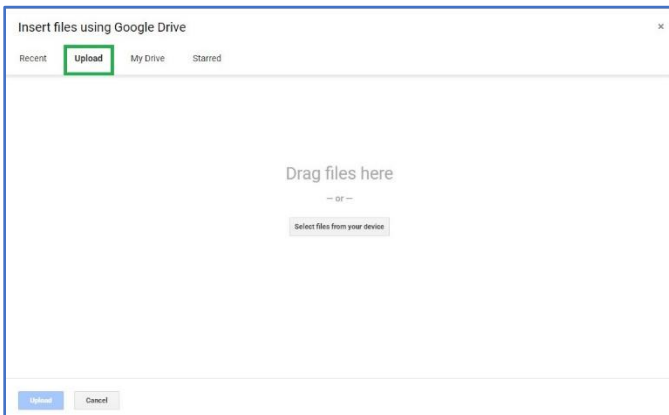
- **Google Drive** – Upload your work straight from Google Drive to the assignment information page.

Under the '**Recent**' tab:



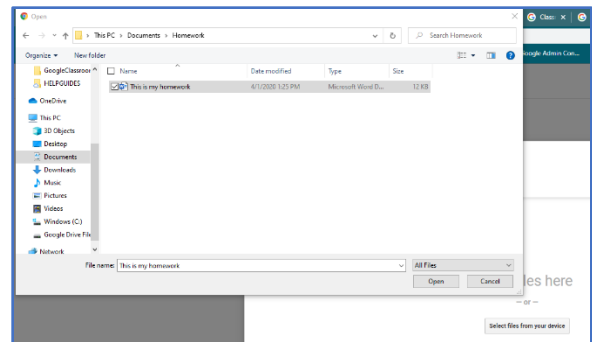
- 1) Use the search box or scroll down to see all your work that has been saved on your Drive.
- 2) Find the file that you want to upload, click on it to select it (or double click to upload it).
- 3) After the file is selected, click 'Add' in the bottom left to upload.

Under the '**Upload**' tab:

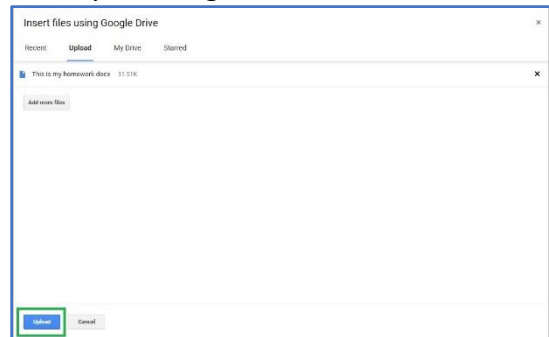


- 1) Click on the 'Select files from your device' button in the middle of the screen.

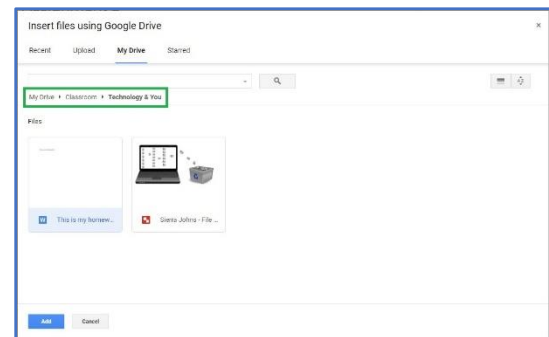
2) On the next screen (shown in the image below), locate and click on the file you want to upload.



- 3) Either double click the file or click 'Open' in the bottom left corner of window.
- 4) On the next screen (shown in the image below), click 'Upload' in the bottom-left corner to upload the file to your assignment.



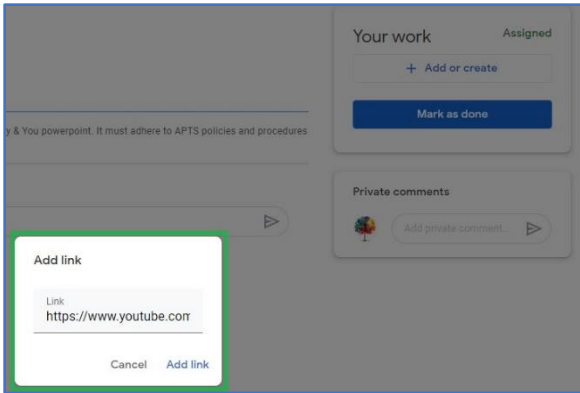
Under the '**My Drive**' tab:



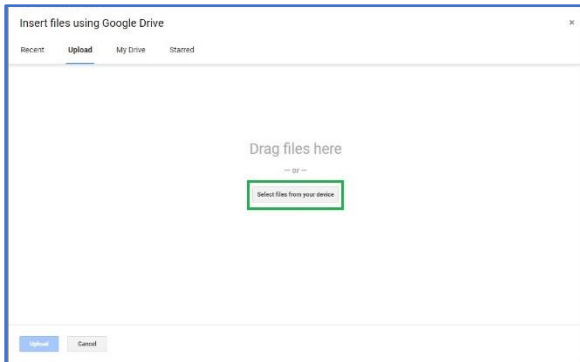
- 1) Click on the 'Classroom' folder and select the folder for your Class. You can view and select any of your work that has been uploaded to past assignments.

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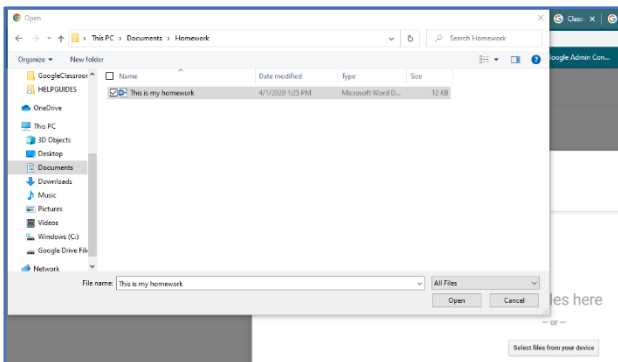
- **Link** – Copy and paste a link to a website or video that you want to upload to the assignment.



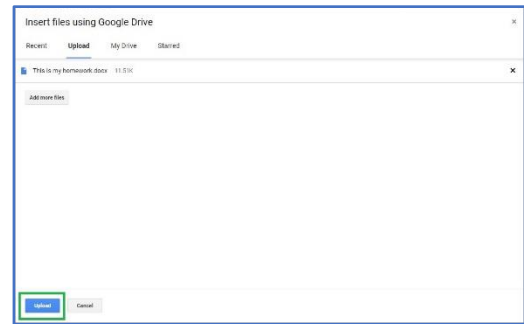
- **File** – Upload a file to the assignment that has been saved on your computer or smart device
 - 1) Click on the 'Select files from your device' button in the middle of the screen.



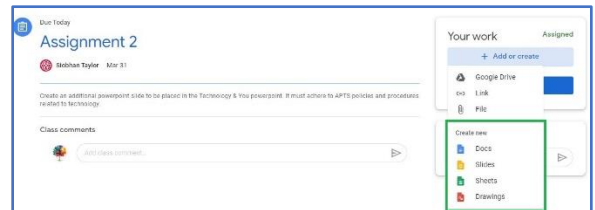
- 2) On the next screen (shown in the image below), locate and click on the file you want to upload.



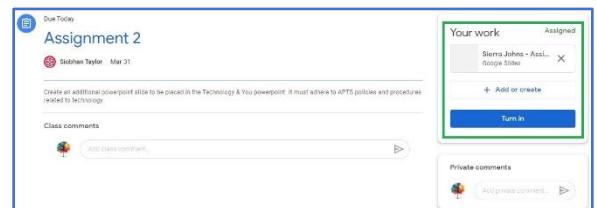
- 3) Either double click the file or click 'Open' in the bottom left corner of window.
- 4) On the next screen (shown in the image below), click 'Upload' in the bottom-left corner to upload the file to your assignment.



- **Create New (Docs, Slides, Sheets, Drawings)** – Use the section to create new classwork using Google Docs, Slides, Sheets, or Drawings
 - 1) Select one of the Google Apps



from the 'Create New' section to upload a file to the assignment.



- 2) Click on the newly added file to open and edit.

'Turn in' Your Work!

Remember to click 'Turn in' after you finish your assignment.

