

# **Google Classroom Help**

Click the links below

Get started with Classroom for students on Computer

How do I sign in to Classroom?



# Get started with Classroom for students

This article is for students.

If you're new to Classroom, this article will show you around and help you complete common tasks.

## Get started

To get started, follow these instructions to sign in and join a class.

- How do I sign in to Classroom on computer?
   How do I sign in to Classroom on Android?
   How do I sign in to Classroom on iphone & iPad?
- Join a class as a student on computer
   Join a class as a student on Android
   Join a class as a student on iPhone & iPad

After you join a class, you're ready to complete common tasks or explore Classroom.

# How do I sign in to Classroom **on computer?**

This article is for students.

Depending on your learning setting, you can sign in to Classroom with one of the following accounts:

School account—Also known as a G Suite for Education account, this account is set up by an accredited school. It looks like *you@yourschool.edu*. If you don't know your G Suite for Education account details, ask your teacher or the school's IT administrator.

Personal Google Account—Set up by you or your parent or guardian. Typically, you use a personal Google Account outside of a school setting, such as in a homeschool or club. It looks like *you@example.com*.

G Suite account-Set up by your organization's admin. It looks like you@yourorganization.com.

**Note**: Due to privacy laws, parents and guardians can't access Classroom or student assignments. They can get email summaries if the teacher allows it.

## Ready to sign in?

You must have an active internet connection to sign in. If you already know how to sign in to Classroom, go to <u>classroom.google.com</u>. Or, follow the detailed steps below.

# Sign in for the first time

1. Go to <u>classroom.google.com</u> and click Go to Classroom.

		_ 🗆 ×
Google		- 8
For Education	K12 Solutions 👻	<u> </u>
-		-
	Ca to Classroom	
	Go to classroom	

2. Enter the email address for your Classroom account and click Next.



3. Enter your password and click **Next**.

Welcor	ne
Θ —	- ~)
Enter your password	2
Forgot password?	Next

4. If there is a welcome message, review it and click Accept.

5. If you're using a G Suite for Education account, click I'm A Student or I'm A Teacher.

Note: Users with personal Google Accounts won't see this option.

Pick y	our role
I'M A STUDENT	I'M A TEACHER

6. Click Get Started.



# Switch to a different account

If you're signed in to multiple accounts and need to switch to the account that you use with Classroom:

- 1. At the top, click your profile image or initial.
- 2. Select the account.

# If you have trouble signing in

Error message	What it means	What you can do
Your administrator hasn't activated Classroom.	Your administrator hasn't turned on Classroom for your account.	Contact your IT administrator.
This service has been disabled by your admin.	Classroom isn't activated for your account.	Contact your IT administrator.
You can't use Classroom with this account.	You signed in to Classroom with the wrong account.	Sign out and sign in again. On the mobile app, you'll be asked to add another account. Sign in with the account that you use with Classroom.
Has your admin activated Classroom? To use Classroom, ask your school's IT or G Suite administrator to activate Classroom for your school.	Your school doesn't use G Suite for Education.	Before you can use Classroom, your school needs to sign up for G Suite for Education.

# Access other areas of Classroom

Go to Menu  $\equiv$  to access:

Classes—Navigate to your classes. Calendar—View due dates and access items. To-do—Review work for your classes. Settings—Change your profile photo, password, and notifications.

# Start using Classroom

If you're a student, you can join a class.

# How do I sign in to Classroom on Android?

This article is for students.

Depending on your learning setting, you can sign in to Classroom with one of the following accounts:

School account—Also known as a G Suite for Education account, this account is set up by an accredited school. It looks like *you@yourschool.edu*. If you don't know your G Suite for Education account details, ask your teacher or the school's IT administrator.

Personal Google Account—Set up by you or your parent or guardian. Typically, you use a personal Google Account outside of a school setting, such as in a homeschool or club. It looks like *you@example.com*.

G Suite account-Set up by your organization's admin. It looks like you@yourorganization.com.

**Note**: Due to privacy laws, parents and guardians can't access Classroom or student assignments. They can get email summaries if the teacher allows it.

## Ready to sign in?

You must have an active internet connection to sign in. If you already know how to sign in to Classroom, go to <u>classroom.google.com</u>. Or, follow the detailed steps below.

# Sign in for the first time

Before you begin: Install the Classroom app on your device. For details, see Get the Classroom app.

- 1. Tap Classroom 🔛
- 2. Tap Get Started.



- 3. Tap Add account > OK.
- 4. Enter the email address for your Classroom account and tap Next.

Sign in	
with your Google Accou	nt. Learn mor
Email or phone	
Forgot email?	

5. Enter your password and tap **Next**.

Google	
Welcome	
Θ	
Enter your password	
Forgot password? Next	

- 6. If there is a welcome message, review it and tap Accept.
- 7. Review the Terms of Service and Privacy Policy and tap I agree.
- 8. If you are using a G Suite for Education account, tap **I'm A Student** or **I'm A Teacher**. **Note**: Users with personal Google Accounts won't see this option.



# Switch to a different account

If you're signed in to multiple accounts and need to switch to the account you use with Classroom:

- 1. At the top, tap your profile image or initial.
- 2. Select or add the account.

# If you have trouble signing in

Error message	What it means	What you can do
Your administrator hasn't activated Classroom.	Your administrator hasn't turned on Classroom for your account.	Contact your IT administrator.
This service has been disabled by your admin.	Classroom isn't activated for your	Contact your IT administrator.
	account.	
You can't use Classroom with this account.	You signed in to Classroom with the wrong account.	Sign out and sign in again. On the mobile app, you'll be asked to add another account. Sign in with the account that you use with Classroom.
Has your admin activated Classroom? To use Classroom, ask your school's IT or G Suite administrator to activate Classroom for your school.	Your school doesn't use G Suite for Education.	Before you can use Classroom, your school needs to sign up for G Suite for Education.

# Access other areas of Classroom

Go to Menu  $\equiv$  to access:

Classes—Navigate to your classes.
Calendar—View due dates and access items.
To-do—Review work for your classes.
Settings—Change your profile photo, password, and notifications.

## Start using Classroom

If you're a student, you can join a class.

# How do I sign in to Classroom on iphone & iPad?

This article is for students.

Depending on your learning setting, you can sign in to Classroom with one of the following accounts:

- School account—Also known as a G Suite for Education account, this account is set up by an accredited school. It looks like *you@yourschool.edu*. If you don't know your G Suite for Education account details, ask your teacher or the school's IT administrator.
- **Personal Google Account**—Set up by you or your parent or guardian. Typically, you use a personal Google Account outside of a school setting, such as in a homeschool or club. It looks like *you@example.com*.
- **G Suite account**—Set up by your organization's admin. It looks like *you@yourorganization.com*.

**Note**: Due to privacy laws, parents and guardians can't access Classroom or student assignments. They can get email summaries if the teacher allows it.

# Ready to sign in?

You must have an active internet connection to sign in. If you already know how to sign in to Classroom, go to classroom.google.com. Or, follow the detailed steps below.

## Sign in for the first time

Before you begin: Install the Classroom app on your device. For details, see Get the Classroom app.

- 1. Tap Classroom 🔼
- 2. Tap Get Started.



3. Tap Add account.

4. Enter the email address for your Classroom account and tap Next.



5. Enter your password and tap Next.

Google	5
Welcom	ne
θ ———	
Enter your password	8

- 6. If there is a welcome message, read it and tap Accept.
- If you are using a G Suite for Education account, tap I'm A Student or I'm A Teacher.
   Note: Users with personal Google Accounts won't see this option.



8. (Optional) To receive Classroom notifications, tap **Allow**.

# Switch to a different account

If you're signed in to multiple accounts and need to switch to the account you use with Classroom:

- 1. At the top, tap your profile image or initial.
- 2. Select or add the account.

# If you have trouble signing in

Error message	What it means	What you can do
Your administrator hasn't activated Classroom.	Your administrator hasn't turned on Classroom for your account.	Contact your IT administrator.
This service has been disabled by your admin.	Classroom isn't activated for your	Contact your IT administrator.
	account.	
You can't use Classroom with this account.	You signed in to Classroom with the wrong account.	Sign out and sign in again. On the mobile app, you'll be asked to add another account. Sign in with the account that you use with Classroom.
Has your admin activated Classroom? To use Classroom, ask your school's IT or G Suite administrator to activate Classroom for your school.	Your school doesn't use G Suite for Education.	Before you can use Classroom, your school needs to sign up for G Suite for Education.

# Access other areas of Classroom

Go to Menu  $\equiv$  to access:

Classes—Navigate to your classes. Calendar—View due dates and access items. To-do—Review work for your classes. Settings—Change your profile photo, password, and notifications.

## Start using Classroom

If you're a student, you can join a class.

# Join a class as a student **on computer**

This article is for students.

To use Classroom, you sign in on your computer or mobile device and join classes. After you join a class, you can get work from your teacher and communicate with your classmates.

You can join a class with:

A class link—Your teacher sends you the link.
A class code—Your teacher sends or tells you the class code.
An email invite—Your teacher sends you the invite.

After you join a class on one device, you're enrolled in that class for all devices.

To join a class, be sure to sign in to Classroom with the correct account. For instructions, go to <u>How do I</u> <u>sign in to Classroom?</u>

#### Join with a class link

- 1. Click the class link your teacher shared.
- 2. Select the account you use for Classroom.

Note: If you need to switch accounts, click Switch accounts before you try to join. Learn more.



3. Click Join.

#### Join with a class code

Your teacher can tell you the class code. After you get the code, follow these steps:

- 1. Go to <u>classroom.google.com</u>.
- 2. Make sure to sign in with the correct account. If you're already signed in and need to

switch accounts, in the top-right corner, click your profile picture > select or add your account.

#### 3. At the top, click **Join class** +.

-+ :: :	Join class	sroom	Class	oogle	≡ 0
				- :	

#### 4. Enter the class code from your teacher and click Join.

×	Join class	Joi	'n
		Switch account	
	Class code		
	Class code —		

**Note**: Class codes are 6-7 characters, and use letters and numbers. Codes can't have spaces or special symbols.

#### Join with an email invite

Your teacher might send you an email invite. You can join the class from the email or in Classroom.

#### Accept the invite in Classroom

- 1. Go to <u>classroom.google.com</u>.
- 2. Make sure to sign in with the correct account. If you're already signed in and need to

switch accounts, in the top-right corner, click your profile picture >> select or add your account.

3. On the class card, click **Join**.



#### Accept the invite in your email

- 1. Open the email program you use for Classroom.
- 2. In the email invite, click **Join**.
- 3. (Optional) If you see **Class not found**, click the Down arrow  $\checkmark$  and sign in with the account you use for Classroom. Learn more.
- 4. Click **Join**.

## Trouble joining a class?

### I forgot or lost the class code

To join a class, you only need to enter the class code once. After you join the class, you don't need the code again.

If you forget, lose, or delete the code before joining the class, ask your teacher to share the code again.

### My class code doesn't work

If the class code doesn't work, check the following:

You're signed in to Classroom with the correct account. Learn more.

The code you enter is 6-7 characters long, and uses letters and numbers. Codes can't have spaces or use special characters.

If you still have trouble, let your teacher know.

### Next: see your work for a class

See your work on computer

# Join a class as a student on Android

This article is for students.

To use Classroom, you sign in on your computer or mobile device and join classes. After you join a class, you can get work from your teacher and communicate with your classmates.

You can join a class with:

A class link—Your teacher sends you the link.
A class code—Your teacher sends or tells you the class code.
An email invite—Your teacher sends you the invite.

After you join a class on one device, you're enrolled in that class for all devices.

To join a class, be sure to sign in to Classroom with the correct account. For instructions, go to <u>How do I</u> <u>sign in to Classroom?</u>

#### Join with a class link

- 1. Tap the class link your teacher shared.
- 2. Make sure you're signed in with the correct account for Classroom. If you need to switch accounts, tap the Down arrow  $\checkmark$  and select or add your account. Learn more.

< ≡	1
Google Class	
Join cla	ISS

3. Tap Join class.

#### Join with a class code

Your teacher can tell you the class code. After you get the code, follow these steps:

1. Tap Classroom 🔼 .

2. Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, tap your profile picture > select or add your account. Learn more.

#### 3. In the lower-right corner, tap Join class +.



4. Enter the class code from your teacher > tap **Join**.



**Note**: Class codes are 6-7 characters, and use letters and numbers. Codes can't have spaces or special symbols. If a code doesn't work, make sure you signed in with the correct account.

#### Join with an email invite

Your teacher might send you an email invite. You can join the class from the email or in Classroom.

#### Accept the invite in Classroom

- 1. Tap Classroom 🔼
- Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, tap your profile picture 
   select or add your account. <u>Learn more</u>.
- 3. On the class card, tap **Join**.



#### Accept the invite in your email

- 1. Open the email program you use for Classroom.
- 2. In the email invite from your teacher, tap Join.
- 3. (Optional) If you're signed in with another account, select or add the account you use for

Classroom > tap Join to confirm. Learn more.

## Trouble joining a class?

### I forgot or lost the class code

To join a class, you only need to enter the class code once. After you join the class, you don't need the code again.

If you forget, lose, or delete the code before joining the class, ask your teacher to share the code again.

## My class code doesn't work

If the class code doesn't work, check the following:

- You're signed in to Classroom with the correct account. Learn more.
- The code you enter is 6-7 characters long, and uses letters and numbers. Codes can't have spaces or use special characters.

If you still have trouble, let your teacher know.

# Next: see your work for a class

See your work on Android

# Join a class as a student on iPhone & iPad

This article is for students.

To use Classroom, you sign in on your computer or mobile device and join classes. After you join a class, you can get work from your teacher and communicate with your classmates.

You can join a class with:

A class link—Your teacher sends you the link.A class code—Your teacher sends or tells you the class code.An email invite—Your teacher sends you the invite.

After you join a class on one device, you're enrolled in that class for all devices.

To join a class, be sure to sign in to Classroom with the correct account. For instructions, go to <u>How do I</u> <u>sign in to Classroom?</u>

#### Join with a class link

- 1. Tap the class link your teacher shared.
- 2. Make sure you're signed in with the correct account for Classroom. If you need to switch

accounts, tap the Down arrow  $\checkmark$  and select or add your account. <u>Learn more</u>.

$\leftarrow$	::::	۲
Google Clas	sroom	
	- *	
Join cl	ass	

#### 3. Tap Join class.

#### Join with a class code

Your teacher can tell you the class code. After you get the code, follow these steps:

- 1. Tap Classroom 🔼 .
- Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, tap your profile picture > select or add your account. <u>Learn more</u>.
- 3. In the lower-right corner, tap **Join class** +.

		12210
≡	Google Classroom	٢
Ξ	=	
$\equiv$		

4. Enter the class code from your teacher and tap **Join**.

× Join class	Join
0	
Class code	

**Note**: Class codes are 6-7 characters, and use letters and numbers. Codes can't have spaces or special symbols. If a code doesn't work, make sure you signed in with the correct account.

#### Join with an email invite

Your teacher might send you an email invite. You can join the class from the email or in Classroom.

#### Accept the invite in Classroom

#### Tap Classroom 🔼 . 1.

2. Make sure to sign in with the correct account. If you're already signed in and need to

switch accounts, in the top-right corner, tap your profile picture > select or add your account.

Learn more.

3. On the class card, tap Join.



#### Accept the invite in your email

- 1. Open the email program you use for Classroom.
- 2. In the invite from your teacher, tap Join.
- 3. (Optional) If you're signed in with another account, select or add the account you use for Classroom > tap Join to confirm. Learn more.

## Trouble joining a class?

### I forgot or lost the class code

To join a class, you only need to enter the class code once. After you join the class, you don't need the code again.

If you forget, lose, or delete the code before joining the class, ask your teacher to share the code again.

# My class code doesn't work If the class code doesn't work, check the following:

You're signed in to Classroom with the correct account. Learn more.

The code you enter is 6-7 characters long, and uses letters and numbers. Codes can't have spaces or use special characters.

If you still have trouble, let your teacher know.

# Next: see your work for a class

See your work on iPhone/iPad

# See your work for a class on computer

This article is for students.

For all of your classes, you can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

## Quickly see upcoming work and latest announcements

- Go to classroom.google.com.
   On each class card, you can review up to 3 assignments that are due in the next week.
- 2. (Optional) To see details, click the title of the work.



3. Click a class to see the latest assignments, questions, or announcements.

### See work for all classes

- 1. Go to classroom.google.com.
- 2. At the top, click To-do and choose an option:
  - To see work assigned by your teacher, click Assigned.
  - To see work that you didn't turn in, click Missing.
  - To see work that your teacher graded or returned, click Done.
- 3. Click a title to see details of the work.
- 4. (Optional) To see or hide work for a specific time period, click the Down arrow  $\checkmark$  or Up arrow  $\land$  .

# See all your work for a class

You can see a list of all your work for a class. 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 class.

- 1. Go to classroom.google.com.
- 2. On a class card, click Your work 🚨.

sroom	+ 📰 🕲
	) <u> </u>

You can also click the class > Classwork > View your work.

=	Classwork	_	
=	View your work	ē ——	<b>D</b>
	<b>i</b>		:
			—

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

# 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 work after the due date.

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.
- 2. On a class card, click Your work 🚨 .
- 3. On the left, click Missing.
- 4. (Optional) To review more details, click an item <sup>></sup> View details.

## See work arranged by topic

- 1. Go to classroom.google.com.
- 2. Click the class.
- 3. At the top, click Classwork.
- 4. On the left, click a topic.
- 5. (Optional) To see any instructions or feedback, click the post >> View assignment or View question.

### Next: Turn in an assignment

Turn in on computer

Turn on Android

Turn in on iPhone/iPad

# See your work for a class on Android

This article is for students.

For all of your classes, you can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

## Quickly see upcoming work and latest announcements

- Tap Classroom
   On each class card, you can review up to 3 assignments that are due in the next week.
- 2. (Optional) To see details, tap the title of the work.
- 3. Tap a class to see the latest assignments, questions, or announcements.

### See work for all classes

- 1. Tap Classroom 🛄 .
- 2. At the top, tap View to-do list.



- 3. (Optional) To sort the work, tap Assigned, Missing, or Done.
- 4. Tap a title to see any instructions or feedback.
- 5. (Optional) To see or hide work for a specific time period, tap the Down arrow  $\checkmark$  or Up arrow  $\land$  .

## See all your work for a class

You can see a list of all your work for a class. 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 class.

- 1. Tap Classroom 🔼
- 2. Tap the class > Classwork > .
- 3. At the top right, tap Your work  $\square$ .
- 4. (Optional) To filter your work, tap Filter = > Assigned, Returned, or Missing.
- 5. Tap a title to see any instructions or feedback.

## Check for late or missing work

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

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. Tap Classroom 🔼
- 2. Tap a class > Classwork 💼 .
- 3. At the top, tap Your work 😩 .
- 4. Tap Filter = > Missing.

## See work arranged by topic

- 1. Tap Classroom 🔛.
- 2. Tap a class > Classwork 🗐 .
- 3. At the top, tap Filter = and select a topic.
- 4. (Optional) To see any instructions or feedback, tap the post.

## Next: Turn in an assignment

#### Turn on Android

# See your work for a class on iPhone & iPad

This article is for students.

For all of your classes, you can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

## Quickly see upcoming work and latest announcements

- Tap Classroom .
   On each class card, you can review up to 3 assignments that are due in the next week.
- 2. (Optional) To see details, tap the title of the work.



# See work for all classes

- 1. Tap Classroom 🔼
- 2. At the top, tap View to-do list.



- 3. (Optional) To sort the work, tap Assigned, Missing, or Done.
- 4. Tap a title to see any instructions or feedback.
- 5. (Optional) To see or hide work for a specific time period, tap the Down arrow  $\checkmark$  or Up arrow  $\land$  .

### See all your work for a class

You can see a list of all your work for a class. 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 class.

- 1. Tap Classroom 🛄
- 2. Tap the class 🖹 Classwork 📋 .
- 3. At the top right, tap Your work 🚨 .
- 4. (Optional) To filter your work, tap Filter = and choose an option: Assigned, Returned, or Missing.

### 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 work after the due date.

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. Tap Classroom 🔼
- 2. Tap a class 🖹 Classwork 📋 .
- 3. At the top, tap Your work 🚨 .
- 4. Tap Filter = > Missing.

### See work arranged by topic

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

- 1. Tap Classroom 🔼
- 2. Tap the class 🖹 Classwork 📋 .
- 3. Tap Filter = and select a topic.
- 4. (Optional) To see any instructions or feedback, tap the post.

# Next: Turn in an assignment

Turn in on iPhone/iPad

# Turn in an assignment on computer

This article is for students.

You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see Turn in or Mark as Done.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

# Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

- 1. Go to classroom.google.com.
- 2. Click the class > Classwork.
- 3. Click the assignment > View assignment.
- 4. To attach an item:
  - Under Your work, click Add or create > select Google Drive  $\triangle$ , Link , or File  $\emptyset$ .

١	Your work		Assigned
Ì		+ Add or create	-
		Google Drive	
	Ð	Link	
	0	File	
	Creat	e new	
		Docs	
		Slides	
		Sheets	
	4	Drawings	

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

- 5. To attach a new document:
  - Under **Your work**, click **Add or create** Docs , Slides , Slides , Sheets , or Drawings . A new file attaches to your work and opens.

You	Your work	
	+ Add or create	-
Δ	Google Drive	
Ð	Link	
Û	File	
Creat	e new	
	Docs	
	Slides	
	Sheets	
4	Drawings	

- Click the file and enter your information
- ٠
- 6. (Optional) To remove an attachment, next to the attachment's name, click Remove imes .
- 7. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click **Post**
- 8. Click Turn In and confirm.

The status of the assignment changes to **Turned in**.

=	III 🕲
	Your work

Important: If you get an error message when you click **Turn in**, let your instructor know.

# Turn in a quiz assignment

- 1. Go to classroom.google.com.
- 2. Click the class > Classwork.
- 3. Click the assignment > View assignment.
- 4. Click the form and answer the questions.
- 5. Click Submit.

If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.

6. If there's more work to do for the assignment, click **Open assignment**.

## 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.
- 3. Click the assignment > View assignment.
- 4. Click the image with your name to open the assigned file.
- 5. Enter your work.
- 6. On the document or in Classroom, click **Turn in** and confirm.

=	III (2)
<ul> <li></li></ul>	Your work

The status of the assignment changes to Turned in.

Important: If you get an error message when you click **Turn** in, let your instructor know.

# 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.
- 3. Click the assignment > View assignment.
- 4. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post ▶.

5. Click **Mark as done** and confirm.

The status of the assignment changes to **Turned in**.

## Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

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

- 1. Go to classroom.google.com.
- 2. Click the class > Classwork.
- 3. Click the assignment > View assignment.
- 4. Click **Unsubmit** and confirm.

Note: This assignment is now unsubmitted. Turn it in again before the due date.

≡	III (B)
	Your work Turned in
_	Unsubmit

# Turn in an assignment on Android

This article is for students.

You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see **Turn in** or **Mark as Done**.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

# Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.



- 2. Tap the class > Classwork > the assignment.
- 3. On the Your work card, tap Expand  $\uparrow$  .

÷	:
E	_
Your work	

- 4. To attach an item:
  - a. Tap Add attachment.
  - b. Tap Drive , Link , File , Take photo , or Record video .
     Don't see the Drive icon? Go to About Drive files with earlier versions of Android.
  - c. 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.

- 5. To attach a new doc:
  - a. Tap Add attachment.
  - b. Tap New Docs, New Slides, New Sheets, or New PDF.

    - 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.

- 6. (Optional) To remove an attachment, tap **Remove**  $\times$  and confirm.
- 7. (Optional) 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.

~	-
Your work	
8	×
+	
	ware and

Important: If you get an error message when you tap Turn in, let your instructor know.

# Turn in a quiz assignment

- 1. Tap Classroom 🔼
- 2. Tap the class  $\rightarrow$  Classwork  $\rightarrow$  the assignment.
- 3. Tap the quiz file and answer the questions.
- 4. In the quiz, tap **Submit**.
- 5. In Classroom, on the Your work card, tap Expand ^.

÷	:
	_
Your work (	

- 6. (Optional) To add a private comment to your teacher, tap Add private comment → enter your comment → tap Post ▷.
- 7. Tap Mark as done and confirm.

The assignment status changes to **Turned in**.

	:
Your work	<b>~</b>
	×
+	
Mark	as done
5	lm)

# Mark an assignment done

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

- 1. Tap Classroom 🔼
- 2. Tap the class > Classwork > the assignment.
- 3. On the **Your work** card, tap **Expand** ^ .

$\leftarrow$	
	_
Your work	
▤	

- 4. (Optional) To add a private comment to your teacher, tap Add private comment → enter your comment → tap Post ▷.
- 5. Tap Mark as done and confirm.

The assignment status changes to **Turned in**.

	1
Your work	
8	×
+	
Mark as	done

# Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

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

- 1. Tap Classroom 🛄.
- 2. Tap the class > Classwork > the assignment.
- 3. On the Your work card, tap Expand ^ .

<i>←</i>	:
Your work	

4. Tap **Unsubmit** and confirm.

The assignment is unsubmitted. Resubmit it before the due date.

## About Drive files with earlier versions of Android

Attaching files from Drive on your Android device depends on which version you're running. To check which version of Android your device uses, go to Check your Android version.

If you use **Android 4.4 Kit Kat**, you won't see the Drive icon \_\_\_\_\_, but you can still attach Drive files:

```
Tap File \uparrow > select a file to attach.
```

If you use **Android 4.3 Jelly Bean**, when you tap the Drive icon (A), you'll be asked to update your device. For instructions, go to Update your Android version. The update might not work on some older devices, but you can choose another option:

Copy the file link from your mobile browser > tap Add link  $\bigcirc$  to attach it.

Use a computer rather than a mobile device.

# Turn in an assignment on iPhone & iPad

#### This article is for students.

You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see **Turn in** or **Mark as Done**.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

## Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

- 1. Tap Classroom 🔼
- 2. Tap the class > Classwork > the assignment.
- 3. On the Your work card, tap Expand ^.

<i>←</i>	
Your work	

- 4. To attach an item:
  - a. Tap Add attachment.
  - b. Tap Drive 🙆 , Link 🖙 , File 单 , Pick photo 🗖 , or Use camera 🧰 .
  - c. Select the attachment or enter the URL and tap Add.

- 5. To attach a new doc:
  - a. Tap Add attachment.
  - b. 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.

- 6. (Optional) To remove an attachment, tap Remove  $\times$ .
- 7. (Optional) 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**.

<	
Your work	
E	
+	
TURN	IIN
	)

Important: If you get an error message when you tap Turn in, let your instructor know.

# Turn in a quiz assignment

- 1. Tap Classroom 🔼 .
- 2. Tap the class > Classwork > the assignment.
- 3. Tap the quiz file and answer the questions.
- 4. In the form, tap **Submit**.
- In Classroom, tap Mark as done and confirm.
   The status of the assignment changes to Turned in.

	:
Your work	
8	×
+	
Mark as don	e

# Mark an assignment done

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

- 1. Tap Classroom 🔼 .
- 2. Tap the class > Classwork > the assignment.
- 3. On the Your work card, tap Expand ^.

←	
Voursuarle	- lh

- 4. (Optional) To add a private comment to your teacher, tap Add private comment > enter your comment > tap Post ▷.
- 5. Tap Mark as done and confirm.

The assignment status changes to **Turned in**.

<	
Your work	
+	
MARK AS DO	DNE
40	

### Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

**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. Tap Classroom 🔼 .
- 2. Tap the class  $\rightarrow$  **Classwork**  $\rightarrow$  the assignment.
- 3. On the Your work card, tap Expand ^.

÷	:
<b></b>	_
Your work (h)	
▣	-

4. Tap **Unsubmit** and confirm.

This assignment is now unsubmitted. Resubmit it before the due date.