Google Classroom - How to 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**.
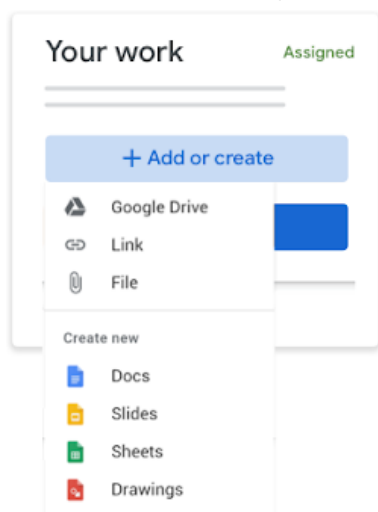
3. Click the assignment ＞ **View assignment**.

4. To attach an item:

   - Under **Your work**, click **Add or create** ＞ select Google Drive ⬡, Link 🔗, or File 📎.
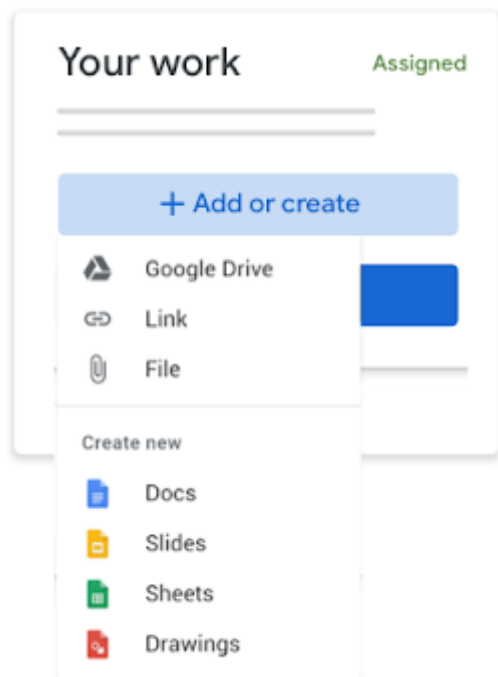

   - Select the attachment or enter the URL for a link and click **Add**.

5. To attach a new document:

   - Under **Your work**, click **Add or create** 📄 Docs 📄, Slides 🟧, Sheets 📊, or Drawings 🟥.
     A new file attaches to your work and opens.

   - Click the file and enter your information

6. (Optional) To remove an attachment, next to the attachment's name, click Remove ✕ .

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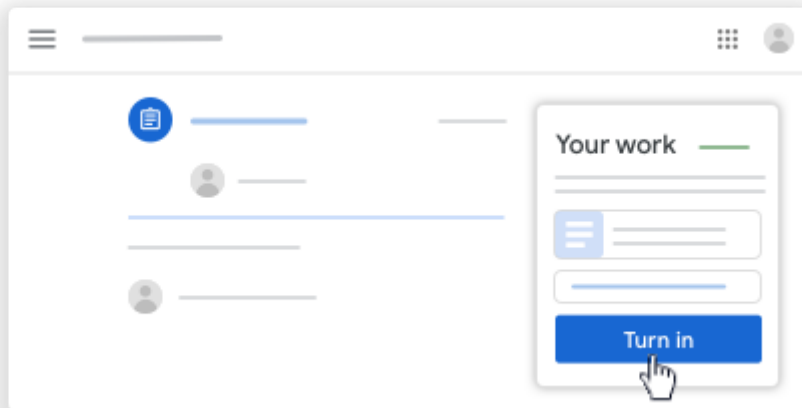
    Important: If you get an error message when you click **Turn in,** let your teacher know.