Posting Assignments on Google Classroom for Students (and Parents)

You can use our Google Classroom in lots of ways. You can view files, click on links, download files, and read posts. You have probably already tried to do most of these!

You can also use our Google Classroom to work on files that are shared between yourself (student) and the teacher. These are called "assignments" and they have this image next to them.

Most of the files in our Google Classroom are not shared, instead you get one copy and the teacher gets a separate copy. These are called "materials" and they have this image next to them.

Whether you are working on "materials" or "assignments", there are ways to share your work with your teacher. Below, is a list of ways that you can share your work with your teacher. Many people have sent work through email attachments, so at this time I am not going to provide directions for how to do that. If you need help with that, just email your teacher directly.

I do want to provide directions for how to share your work on Google Classroom. This will only work for items that are listed as "assignments". The items below with ** after them are options for sharing files on Google Classroom. There are written step-by-step directions for option #1 & option #2 in the rest of this document. If option #1 works, it is the easiest so I would definitely recommend trying it!

(1) Work directly in a file (document, slideshow, etc.) that is part of an "assignment" in Google Classroom **

(2) Take a file (document, picture, etc.) on your computer and upload it (add it) to a Google "assignment" on Google Classroom. (You can do this if you take a picture or scan something that you did by hand on printed paper.) Once it becomes a file on the computer, you can add it to Google Classroom **

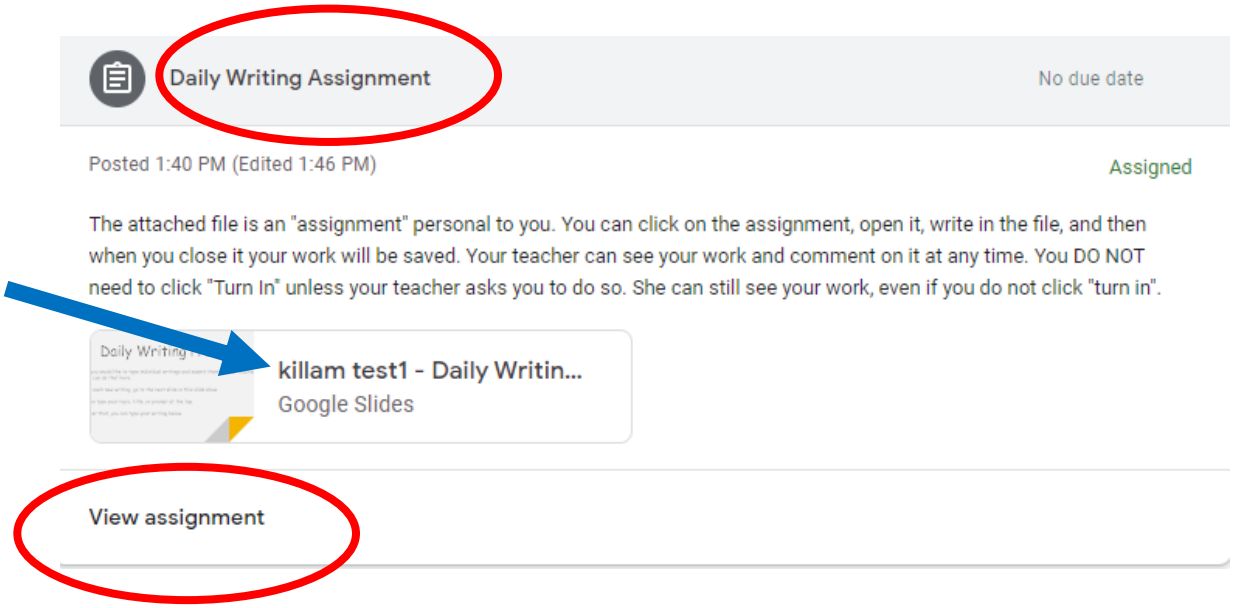
(3) Take a picture of something you did and attach that picture in an email that you send to your teacher (many of you have already done this)

When you are sharing your work, please make sure the files match the "assignment" given. For example, if you choose to upload a file to a "math assignment" please make sure the work you upload is for that math assignment not for a different assignment.

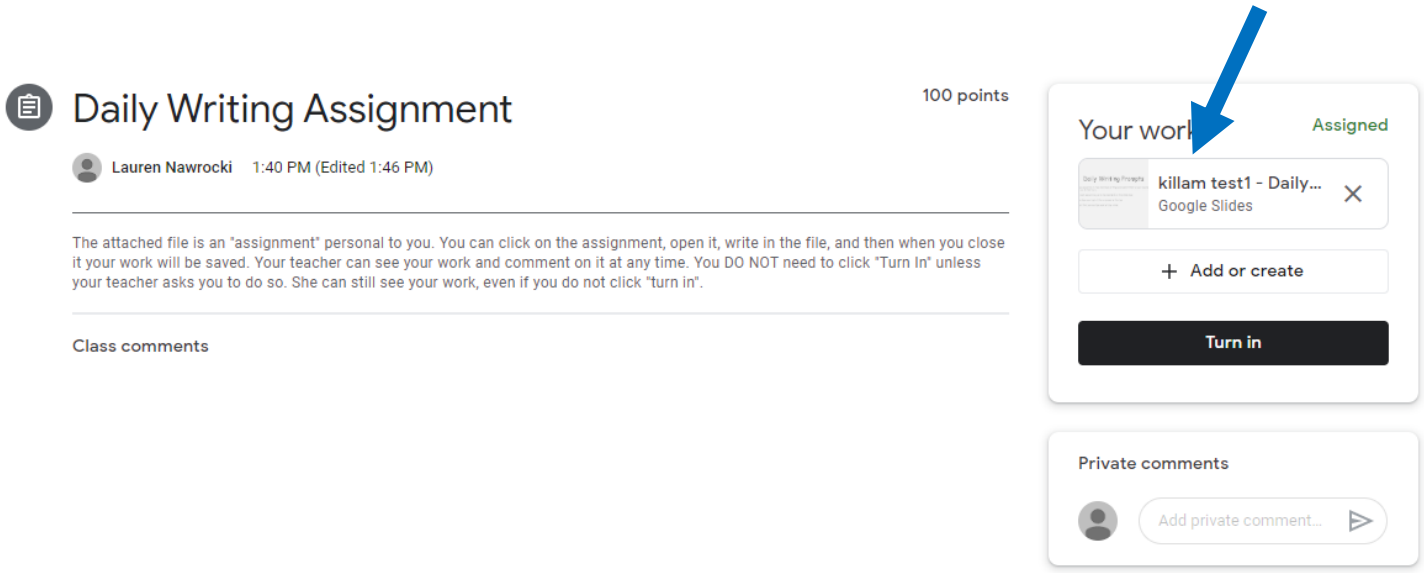
Work Directly in a Google Classroom File (Option 1)

When you see an "assignment" in Google Classroom that has your name at the beginning of it, that means that you can open that file and make changes to that assignment. When you close the file, it will automatically save it and your teacher can see it. Your teacher can also make comments on it. After your teacher comments, you will see them the next time you open that file!

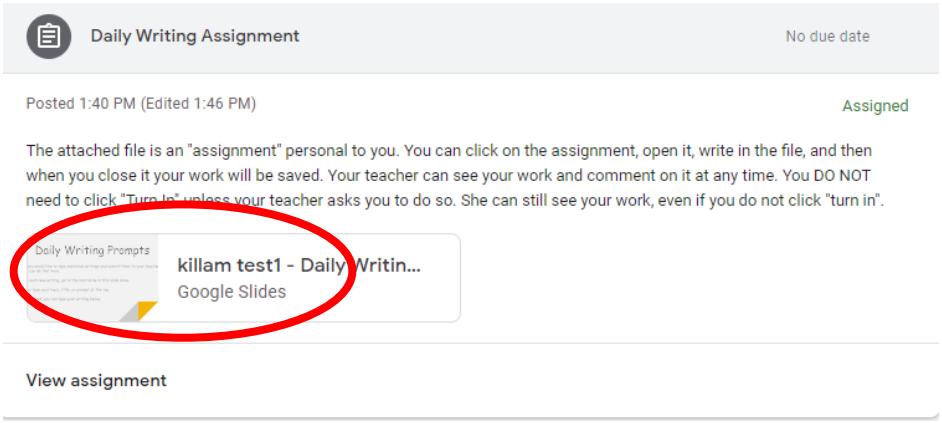
1) Click on the "assignment" you want to open (either red circle spot below will work). It will probably look similar to one of the views below except where it says "killam test 1" you will see your name.



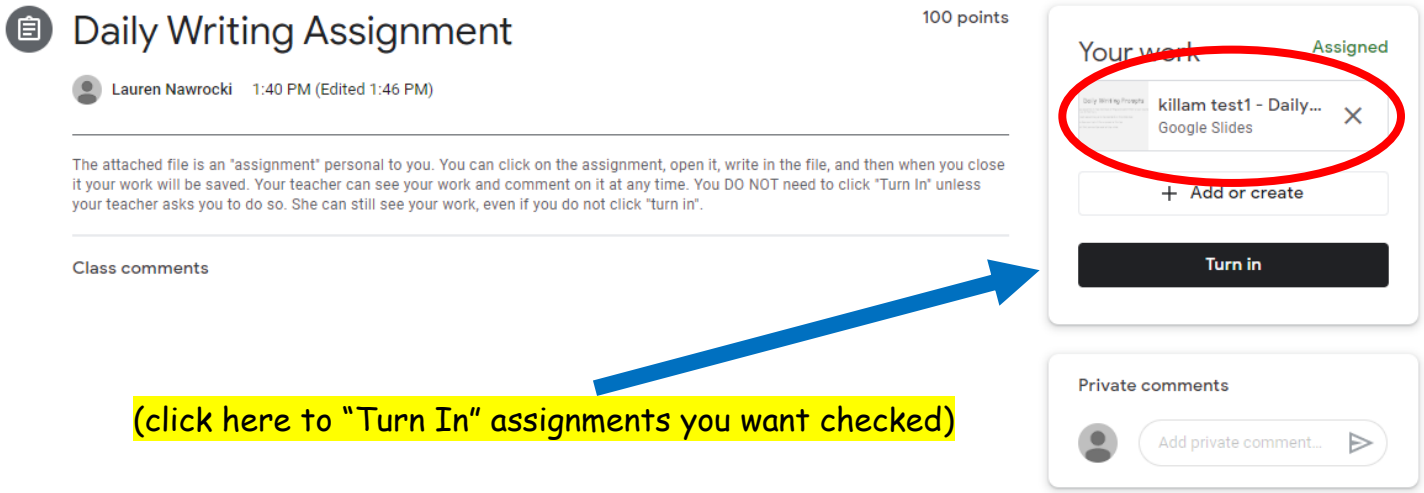
OR



2) Then click on the file that is attached to the "assignment" post to open the file.



OR



(click here to "Turn In" assignments you want checked)

3) Once the file is open, you can change it just like you would any other document or slideshow (it could be a document, spreadsheet, or slideshow file). You should be able to type in it, drag items, add pictures, etc.

4) It will save your work as you go. Your teacher will be able to see your work when they open that file. There is also a place where you can click "Turn In". If you "Turn In" an "assignment", that means that you want the teacher to check your work. Your teacher may comment on your work and send it back to you, so you can see the comment. If you choose to make more changes after that, you will have to click "Turn In" again for your teacher to easily see that you have changed it.

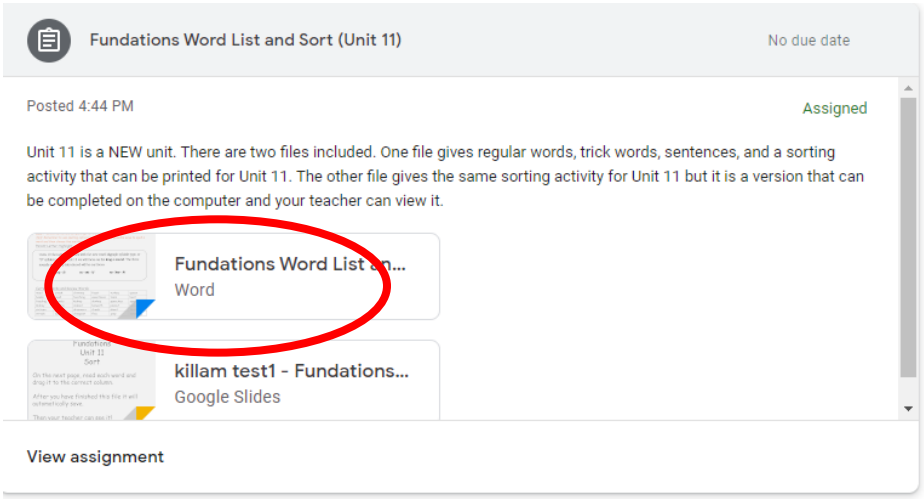
Upload (add) a Computer File to Google Classroom (Option 2)

When you see an "assignment" in Google Classroom that has your name at the beginning of it, that means that you can open that file and make changes to that assignment. However, you may prefer to do that assignment offline. For every "assignment" given, you will ALSO be given a paper version. If you would rather print the paper version and complete it by hand, you are welcome to do so. When you are finished, you may upload (add) that file to your "assignment" on Google Classroom and your teacher can see it. Your teacher can also make comments on it. After your teacher comments, you will see them the next time you open that file!

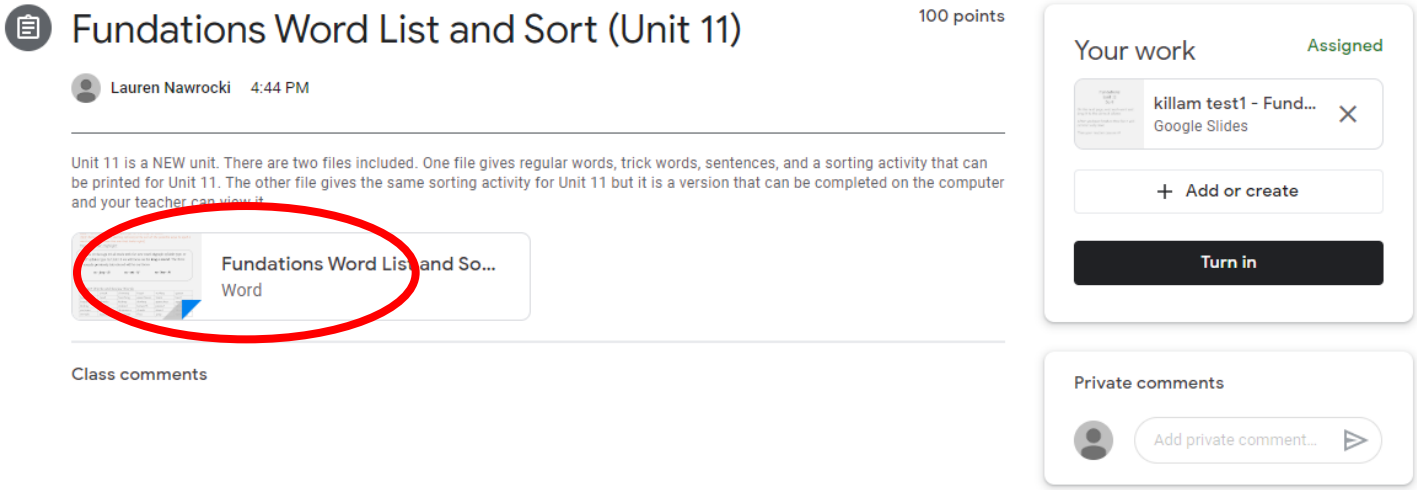
1) Click on the "assignment" you want to open (either red circle spot below will work but the bottom one would work best for this option). It will probably look similar to one of the views below except where it says "killam test 1" you will see your name.

OR

2) You can then click on the file in the "assignment" that you would like to print to work on by hand.



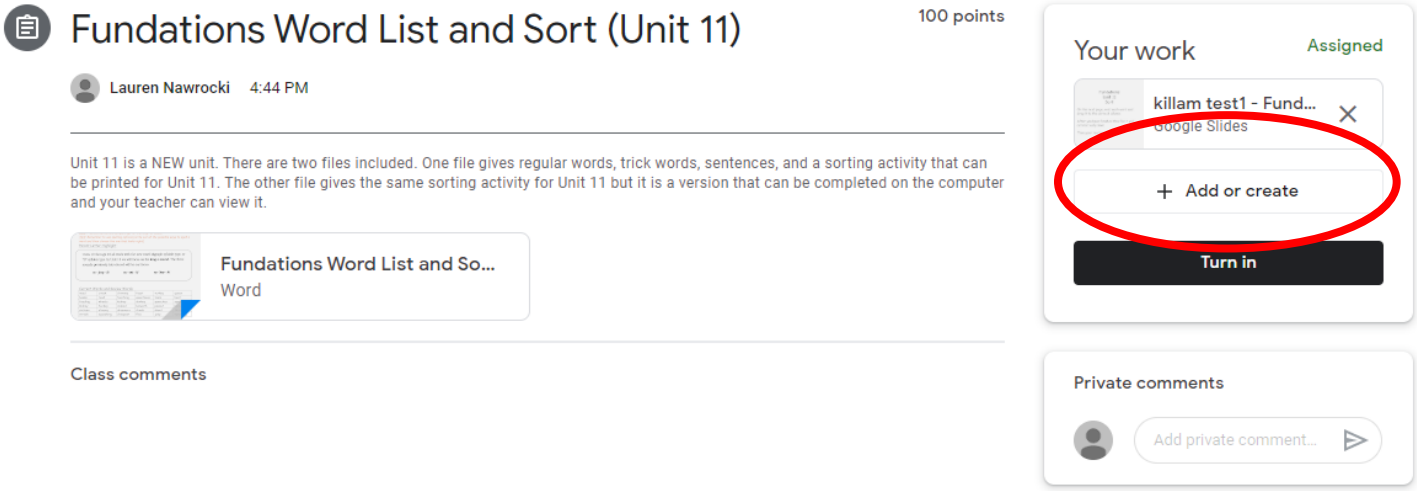
OR



3) After you print the file and complete it by hand, you are going to need to scan it or take a picture of it before you can upload (add) it back to your Google Classroom "assignment".

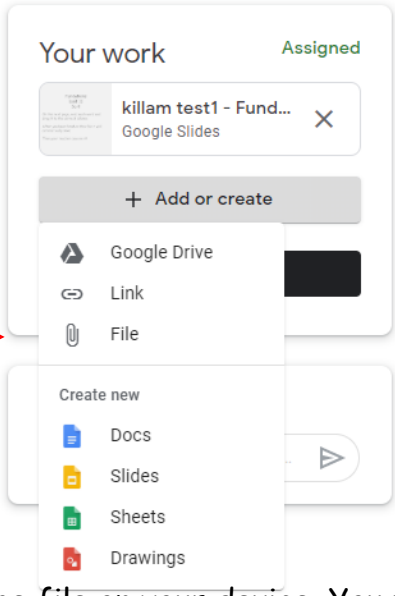
4) I am not going to give directions for how to take a picture or scan the paper. I am also not going to give directions for how to get that picture or scan on your device. Each device is different so there are MANY ways that people could do this. If you need help finding one of these ways that could work for, just email your teacher directly!

5) Once you have your picture or scanned file on your device, you are ready to upload (add) it to your Google Classroom "assignment". You will need to click where it says "Add or create" on the assignment that you are adding it to.



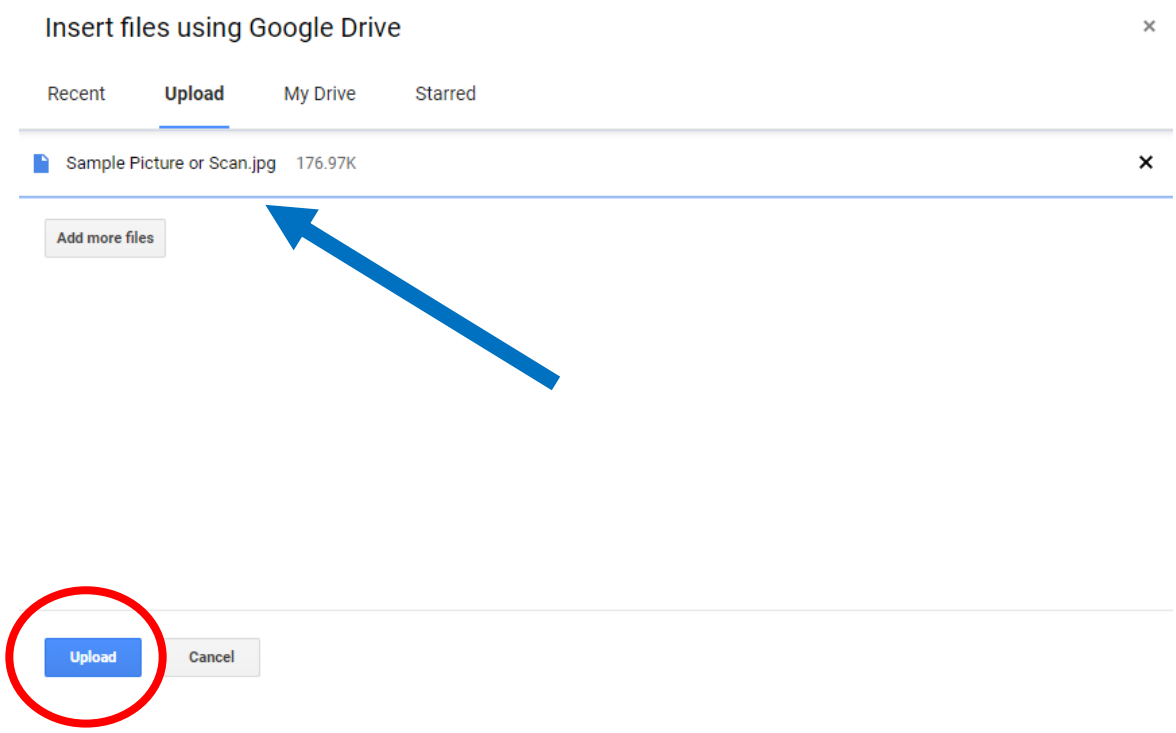
6) You will then have to choose what type of file you are adding.

It will probably be this.

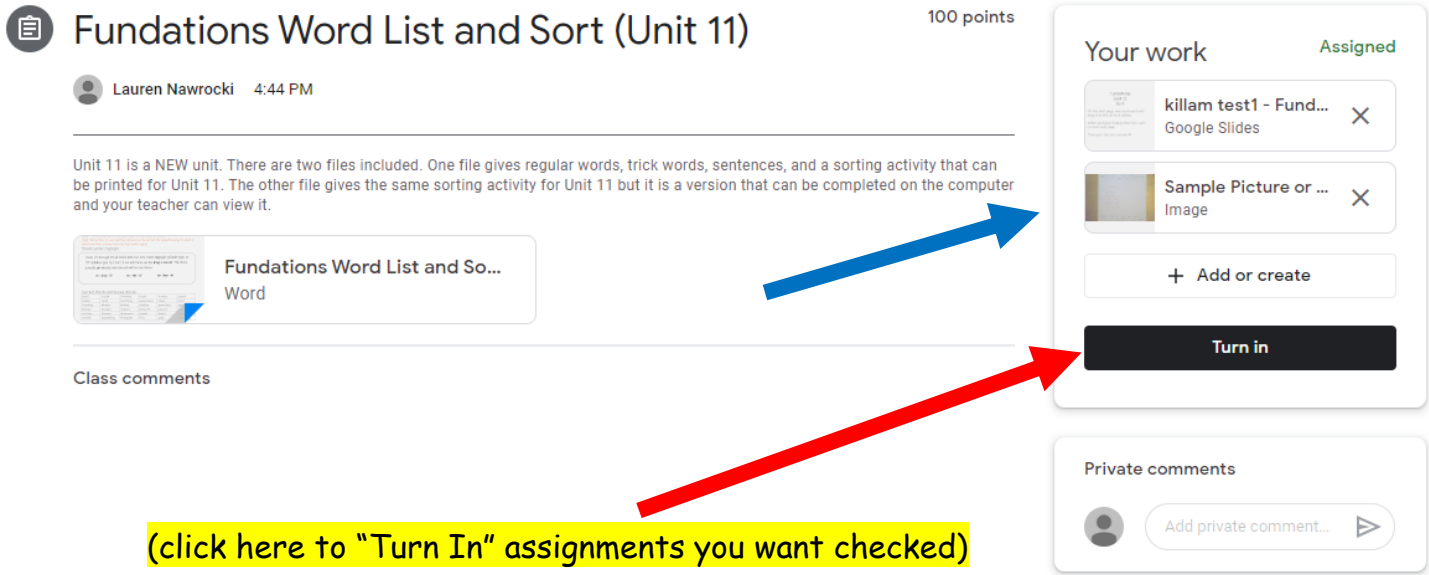


7) You will then search for the file on your device. You will just need to know where you saved it.

8) Once you have selected the file, you can click "Upload".



9) After that, your uploaded (added) file will be part of your "assignment" on your Google Classroom page.



(click here to "Turn In" assignments you want checked)

10) Your teacher will be able to see your uploaded work when they open the "assignment". There is also a place where you can click "Turn In". If you "Turn In" an "assignment", that means that you want the teacher to check your work. Your teacher may comment on your work and send it back to you, so you can see the comment. If you choose to make more changes after that, you will have to click "Turn In" again for your teacher to easily see that you have changed it.