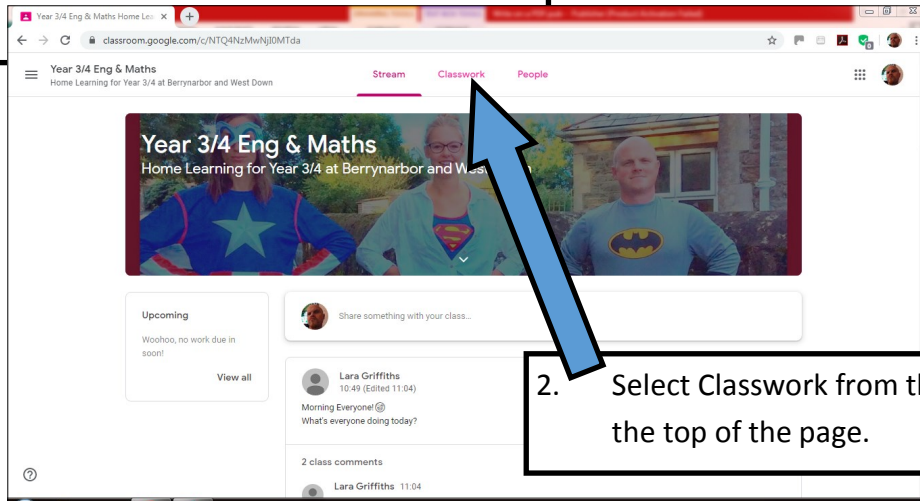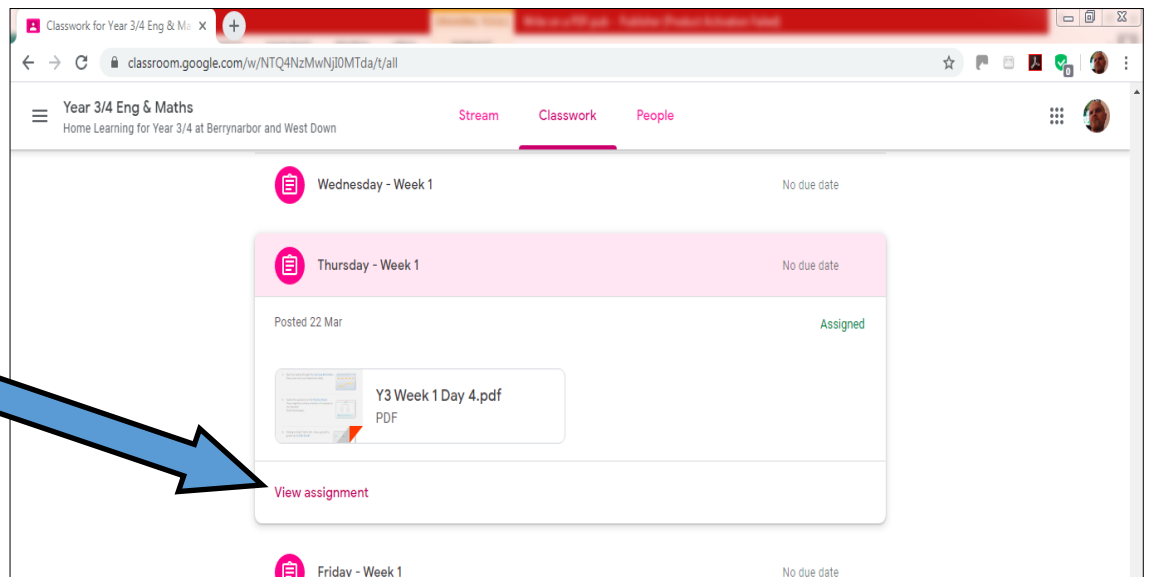# How to "Hand in" work in Google Classroom

When you've completed an assignment you may have a document, photo, video or spreadsheet you want to hand in. This guide will show you how to do that.

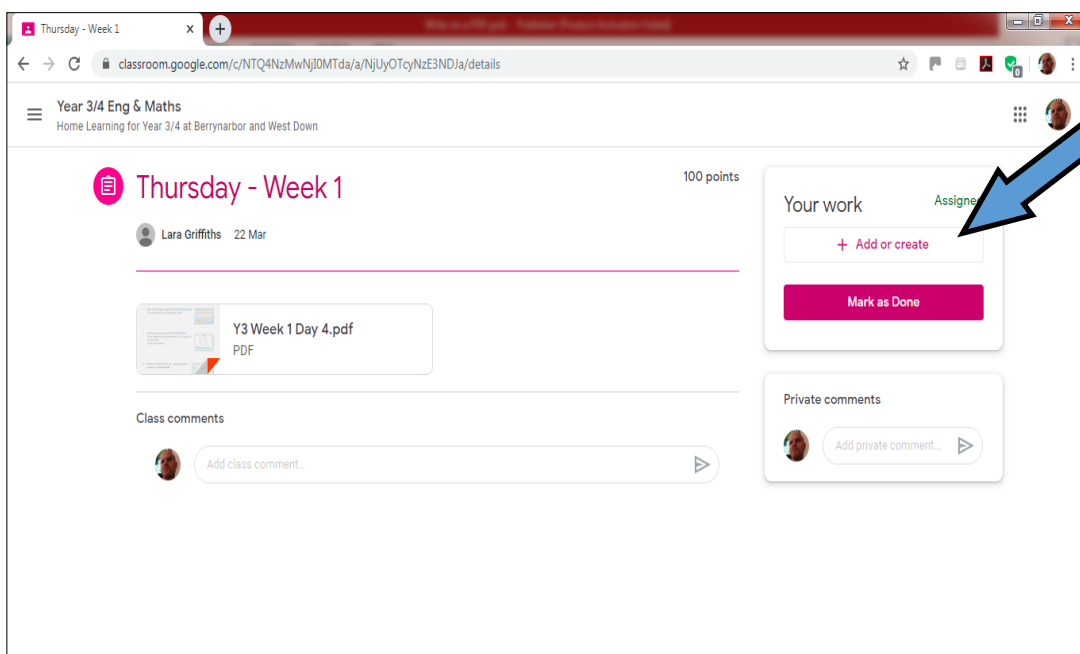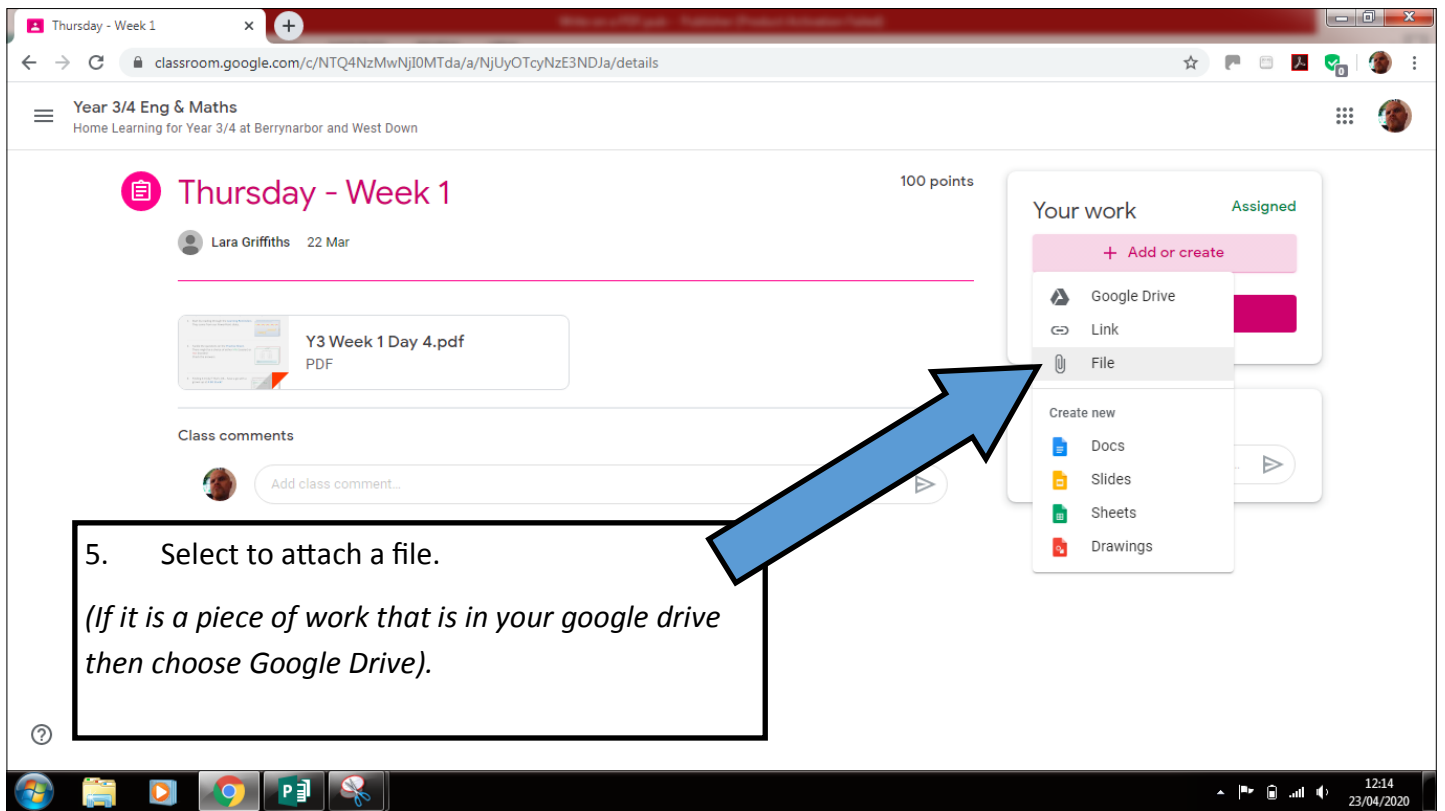1. Sign In to your google account and go to your class.

2. Select Classwork from the three tabs at the top of the page.

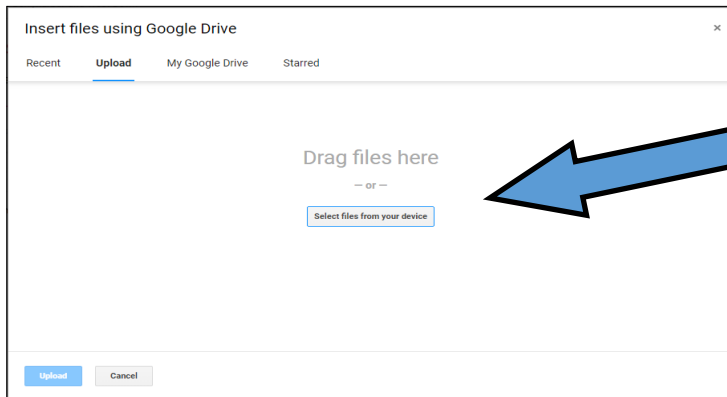3. Scroll down and click on the assignment for the work you want to hand in. Then click on "View Assignment"
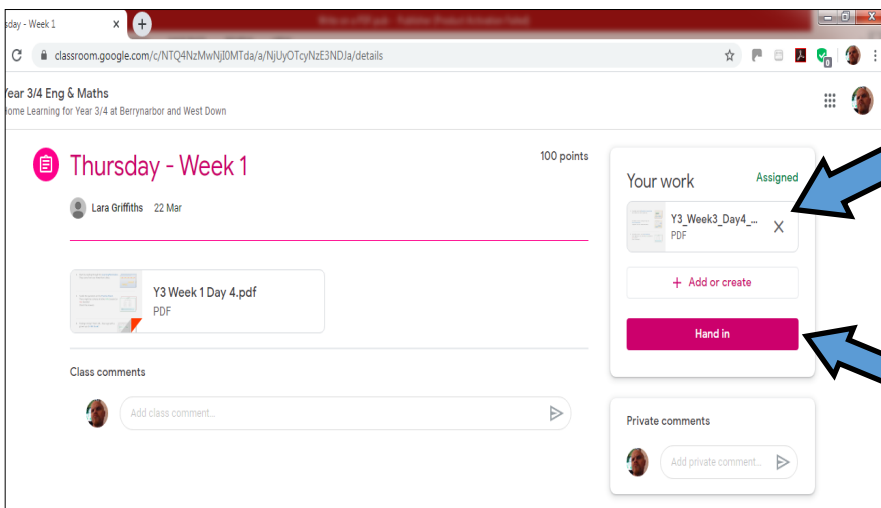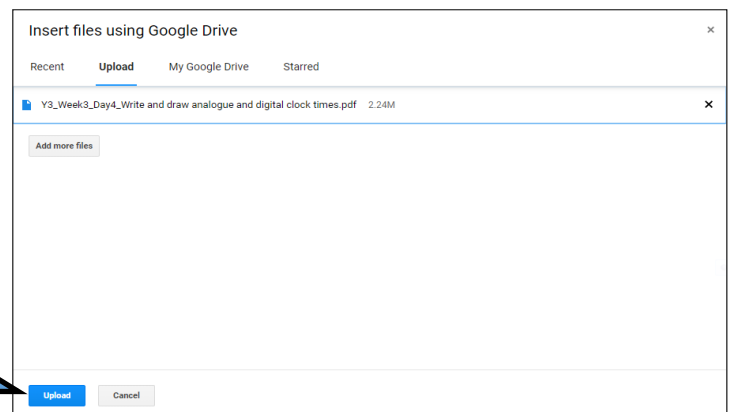
4. Now choose "Add or create".

classroom.google.com/c/NTQ4NzMwNjI0MTda/a/NjUyOTcyNzE3NDJa/details

Year 3/4 Eng & Maths
Home Learning for Year 3/4 at Berrynarbor and West Down

Thursday - Week 1

Lara Griffiths 22 Mar

100 points

Y3 Week 1 Day 4.pdf
PDF

Class comments

Add class comment...

Your work   Assigned

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

Drawings

5.   Select to attach a file.

(If it is a piece of work that is in your google drive then choose Google Drive).

12:14
23/04/2020

Insert files using Google Drive

Recent   **Upload**   My Google Drive   Starred

Drag files here

– or –

Select files from your device

Upload   Cancel

5.   Either drag and drop the files you want to hand in into the box <u>OR</u> click on "select files from your device" and select the appropriate file.

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6.   Once the file is in the box, click "Upload".

Insert files using Google Drive

Recent   **Upload**   My Google Drive   Starred

Y3_Week3_Day4_Write and draw analogue and digital clock times.pdf   2.24M

Add more files

Upload   Cancel

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classroom.google.com/c/NTQ4NzMwNjI0MTda/a/NjUyOTcyNzE3NDJa/details

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Y3 Week 1 Day 4.pdf
PDF

Class comments

Add class comment...

Your work   Assigned

Y3_Week3_Day4_...
PDF

+ Add or create

Hand in

Private comments

Add private comment...

7.   After the file has uploaded you will see it under "Your Work". You can add multiple files this way.

8.   Finally click "Hand in" and your work will be sent to your teacher.

Well Done!