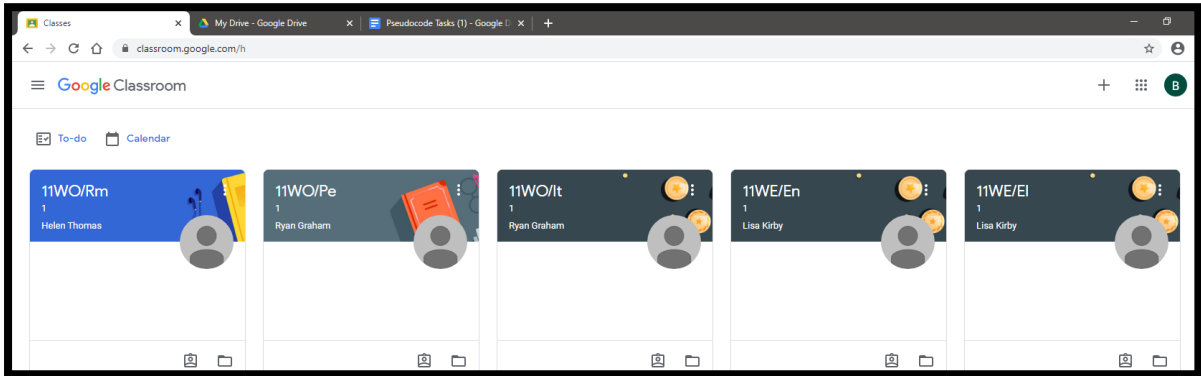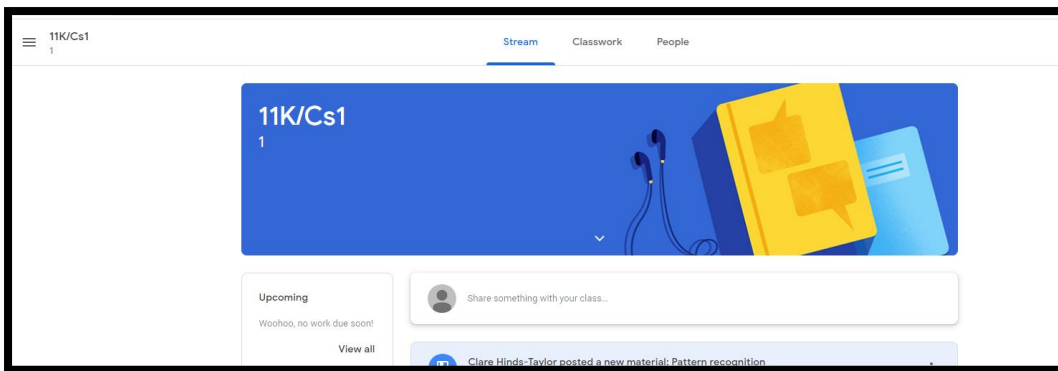# How to up hand in completed work on Google classrooms.
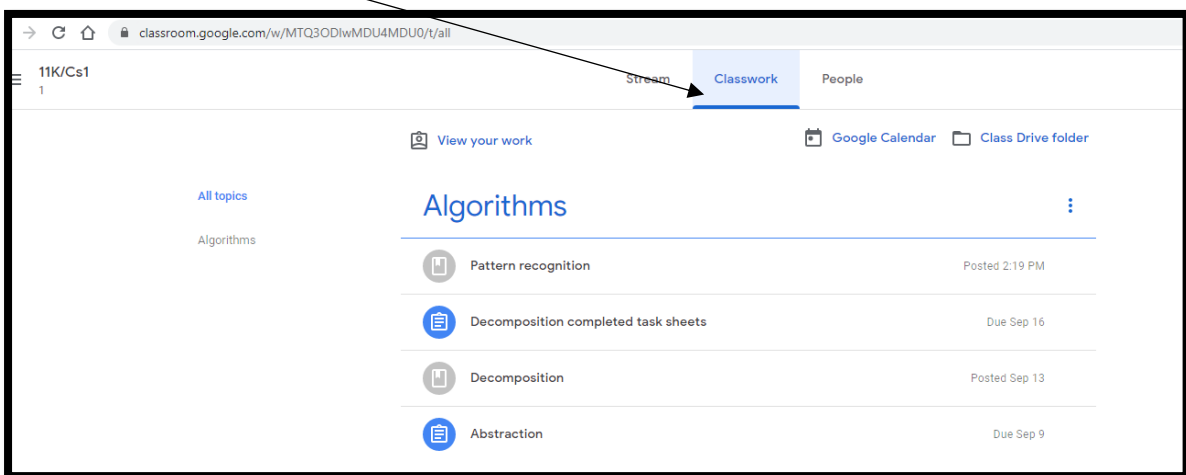
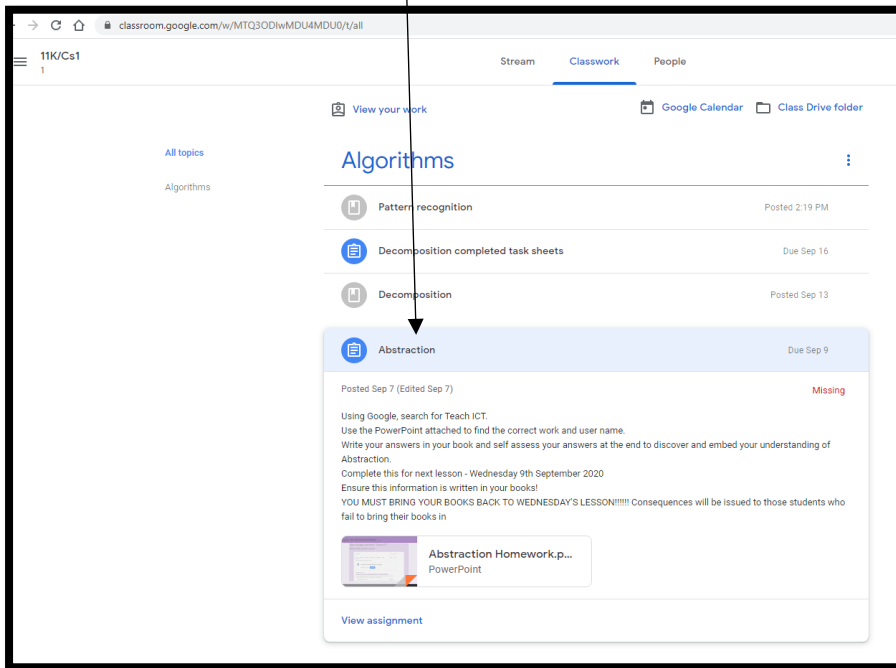Step 1 – Log in and select the class you have work to complete and hand in.

Step 2 – Once you have selected the class this will be the screen displayed.

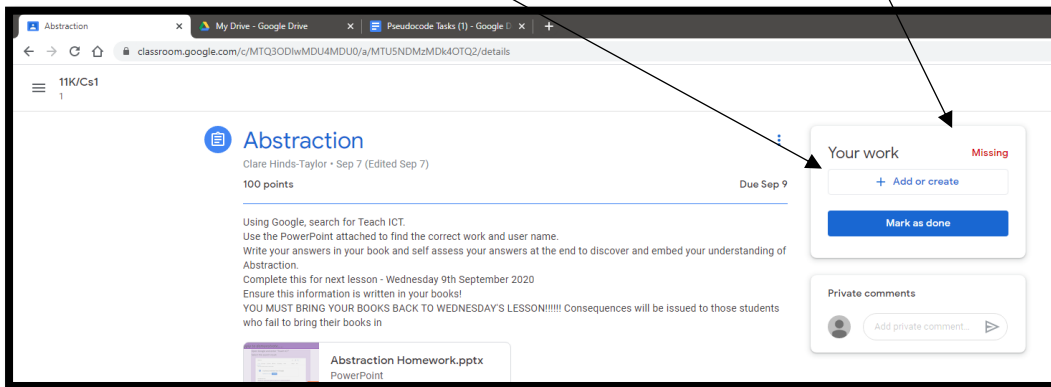Step 3 – Select "Classwork" at the top of the screen

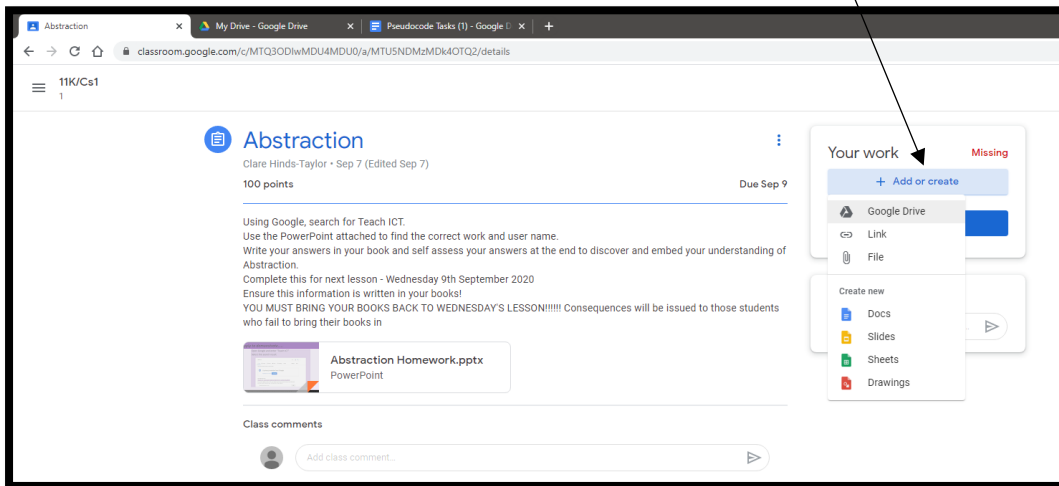Step 4 – Select the piece of work you have been set.

Step 5 – On the right hand side of the screen it will indicate if your work is missing or in you have handed it in.

To hand your work in select "+ Add or Create"

Step 6 – a drop down box will appear, you can select where you have saved the work you have created. For this example the work has been saved in the students Google Drive


Step 7 – If you select "Recent", a list of documents you have recently been working on will be displayed to show which ones you have saved. Select the document you wish to hand in.
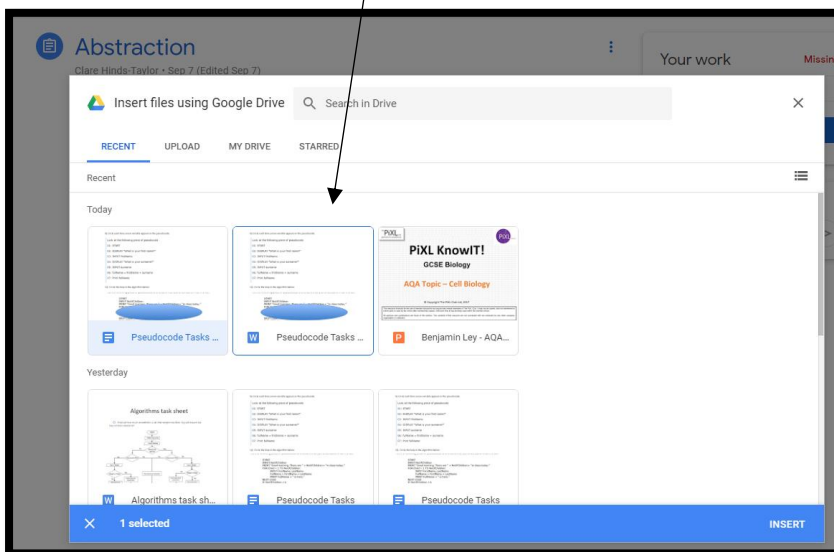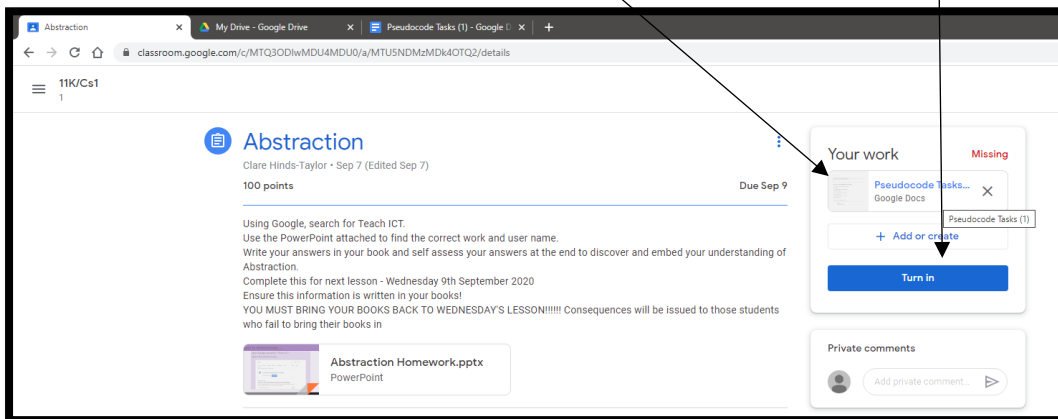

Step 8 – Alternatively you can search for the document you have saved by selecting "Upload". This will display a "Browse" button. Select this button.
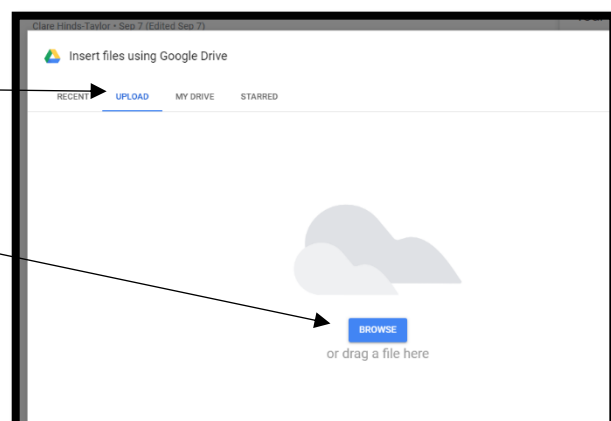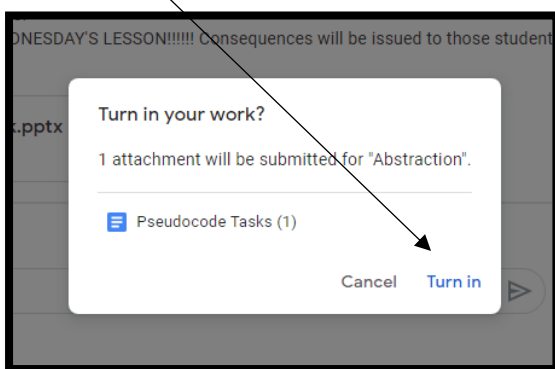
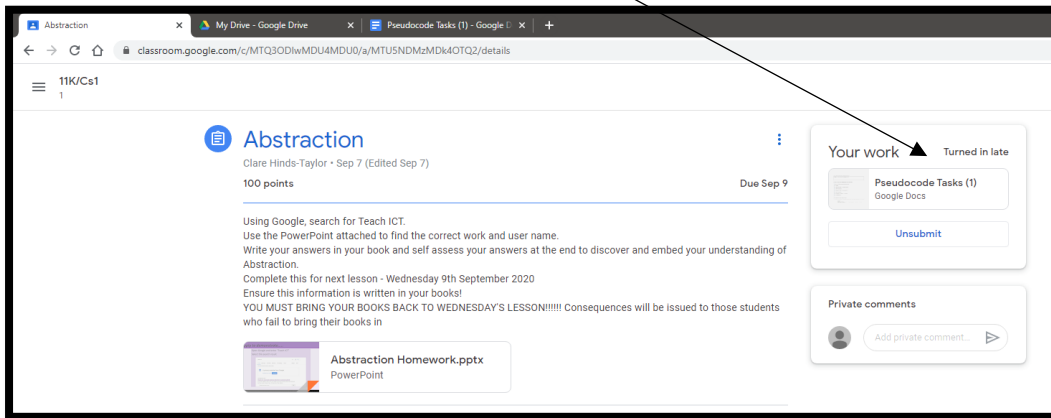This option allows you to search through your saved files.
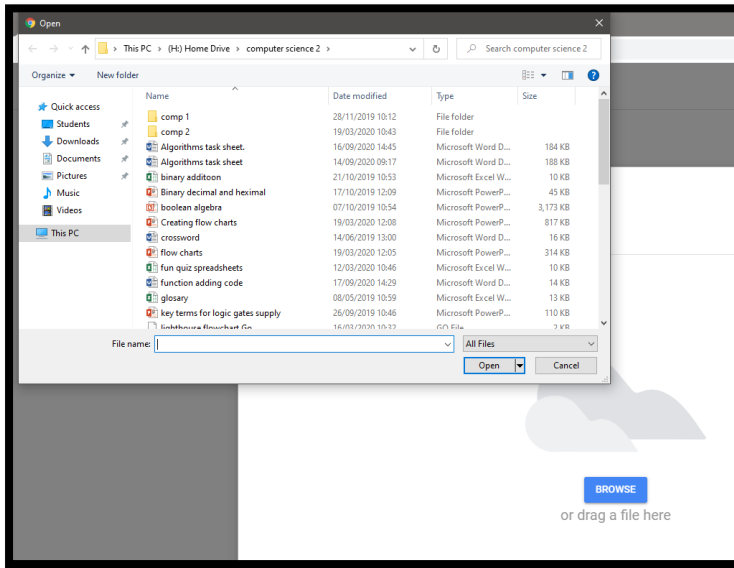
Step 9 – Once you have selected the file, it will be displayed here. Select "Turn In"

Step 10 – You will be asked if this is correct document and are you sure you are ready to hand in. Select "Turn in".

Step 11 – This will show your work has been handed in.

The work you have will be displayed in the same original list in your class but will be able to see which ones you have handed in and those ones you are yet to complete.