

Turn it in help! - For turning in work on Google docs

The screenshot shows a Google Classroom assignment page. At the top left, it says 'English lesson' by Caitlin Curry, dated Jan 15. A 'Due Jan 15' label is on the right. The main content area lists four instructions for a documentary project. Below the instructions, there are three assignment cards: 'Friday's English lesson input...' (Video), 'Lesson presentation for Frid...' (PowerPoint), and 'English task - Writing and re...' (Word). On the right side, there are two panels: 'Your work' with a 'Mark as done' button, and 'Private comments' with an 'Add private comment...' field.

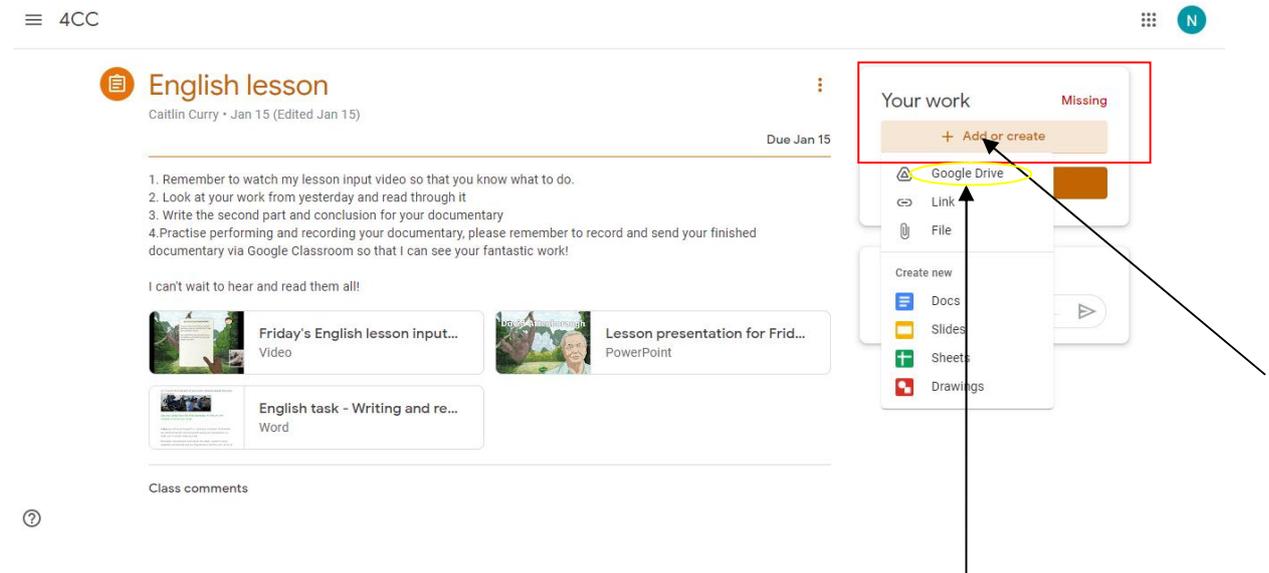
1. Click on an assignment you want to complete and read the instructions.
2. Watch the lesson video by clicking on to the video.
3. Complete the task by clicking on 'English task'.

This screenshot shows a Google Docs document. The title bar at the top reads 'English task - Writing and researching a documentary 2.docx'. A red box highlights the 'Open with Google Docs' button in the top right corner. The document content includes instructions for finishing a documentary script, a line drawing of a documentary crew on a rocky shore, and a green instruction: 'Use your animal fact file from yesterday to help you and continue to write your script.' At the bottom, it says 'Today you will be writing part 2, 3 and your conclusion. Afterwards you will practise and record yourself saying your documentary, so'.

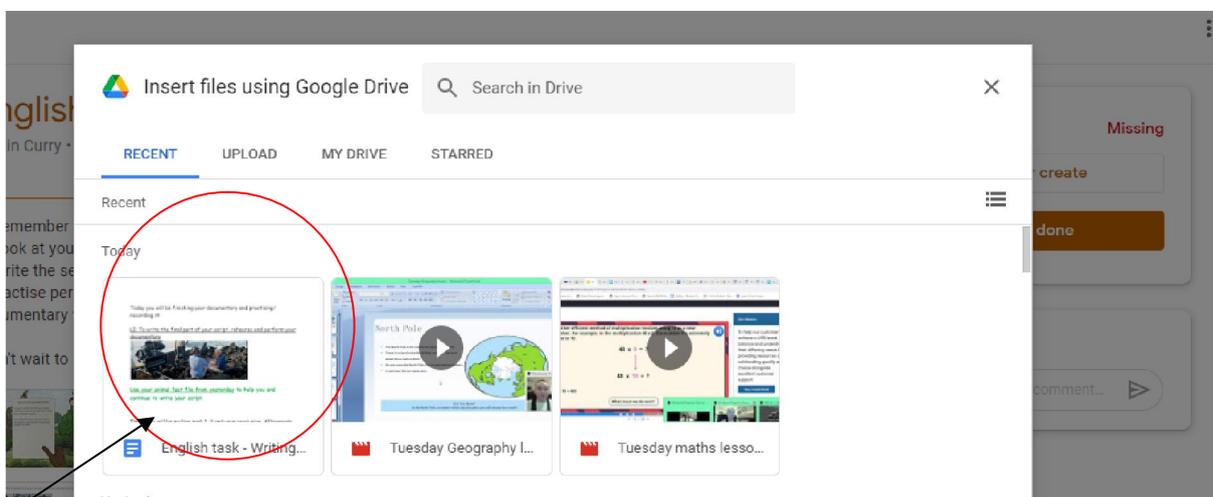
4. Once you have clicked on English task - your task will come up and you need to click 'OPEN WITH GOOGLE DOCS'

This screenshot shows the Google Docs interface. The title bar says 'English task - Writing and researching a documentary 2' and 'Saved to Drive'. The menu bar includes File, Edit, View, Insert, Format, Tools, Add-ons, and Help. The document content is the same as in the previous screenshot, showing the instructions and the green text: 'Use your animal fact file from yesterday to help you and continue to write your script.'

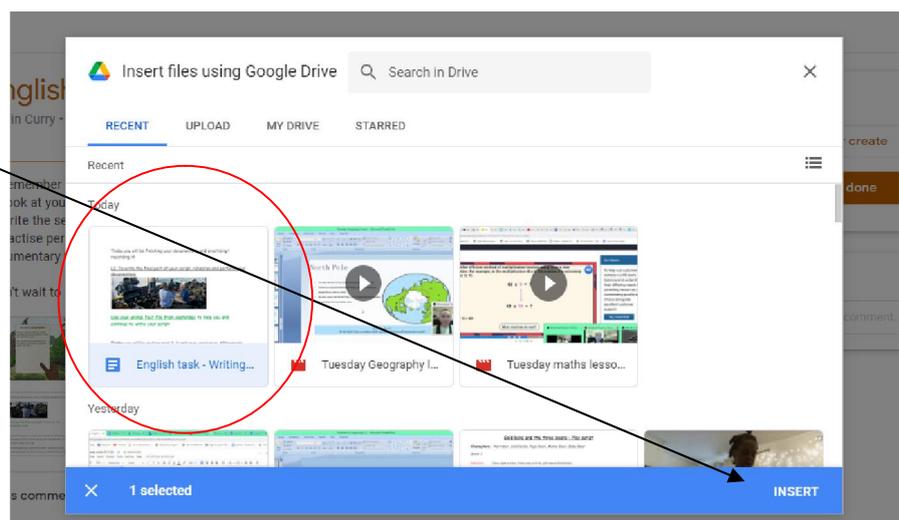
5. Once opened you can complete the assignment and edit the document by typing onto it.



6. After you have finished the assignment, it will save automatically to Google drive. Now you need to send it back to your class teacher. Click 'ADD OR CREATE', a drop down menu will appear for you to choose from. Click on 'GOOGLE DRIVE' from the options.



7. Once you have clicked on Google Drive - this will come up and you need to click on the assignment you have completed to attach it.



8. Once you have clicked '**INSERT**' you are ready to turn in your work.

The screenshot shows a Google Classroom assignment page titled "English lesson" by Caitlin Curry, due on Jan 15. The assignment instructions are:

1. Remember to watch my lesson input video so that you know what to do.
2. Look at your work from yesterday and read through it
3. Write the second part and conclusion for your documentary
4. Practise performing and recording your documentary, please remember to record and send your finished documentary via Google Classroom so that I can see your fantastic work!

The teacher's comment says: "I can't wait to hear and read them all!"

The "Your work" section shows a missing assignment: "English task - Writ... Google Docs". A red box highlights the "Turn in" button in this section. A "Turn it in" dialog box is open, with the text: "When you're ready to submit all of your files for this assignment, remember to turn it in." and a "got it" button.

9. Click the orange '**TURN IN**' button and your work will be sent to your class teacher.

10. Remember to check for any private comments on your work.