

Submitting work

Go to classwork

Find and click on the document

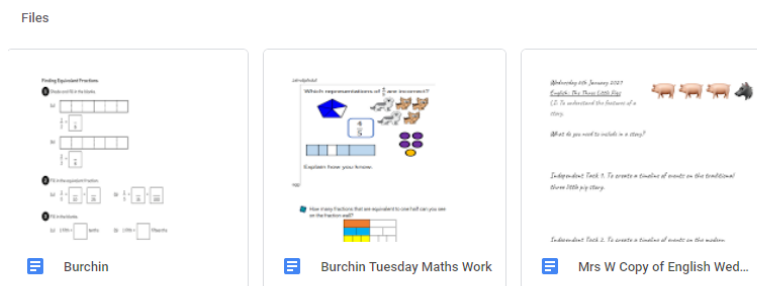
If the google document already has your name on it that's great you can type in and get going. When you are finished close the document and then go to view assignment and it will allow you to turn it in. A copy is saved in your Drive.

If your name is not part of the document title must click on file in the top left corner and then click on make a copy



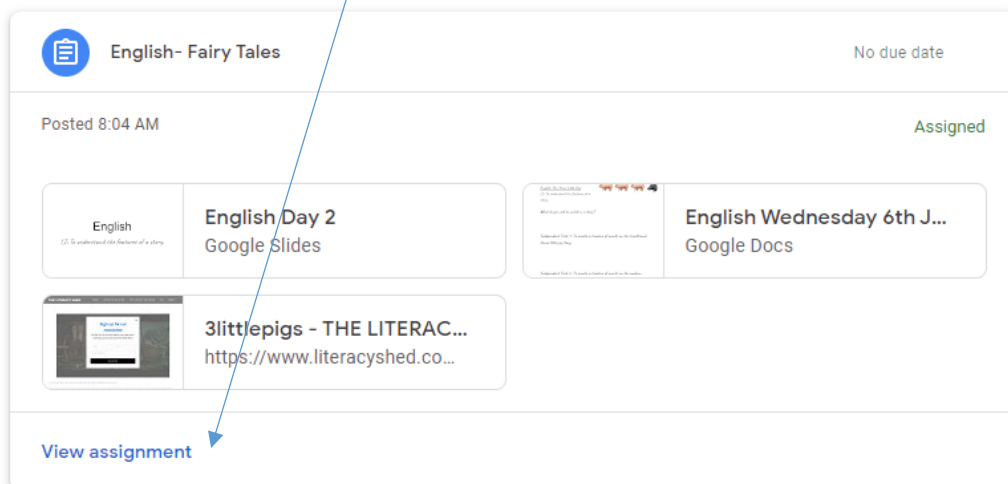
This copy will be saved in your drive. I re-named my copy Mrs W copy of English....

Click on the 9 dots in a square (top right of screen) and go to my drive... you can see the documents you have saved. You can continue to edit this document for as long as you need. It will always save automatically when you close it

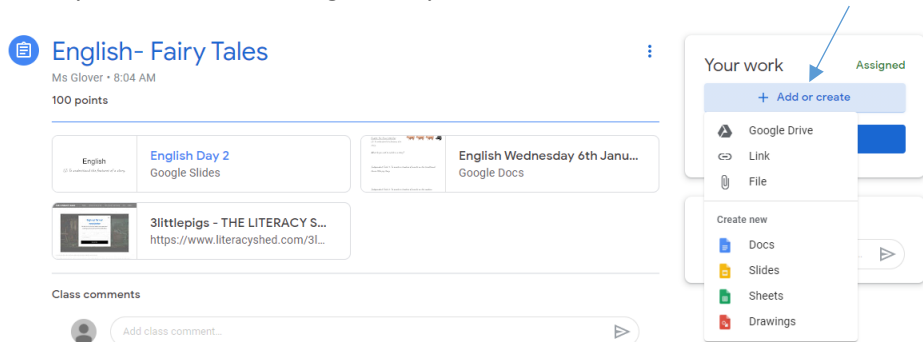


down.

When you are happy you have finished your work, go back to your classwork and again click on the work folder. At the bottom it says View assignment

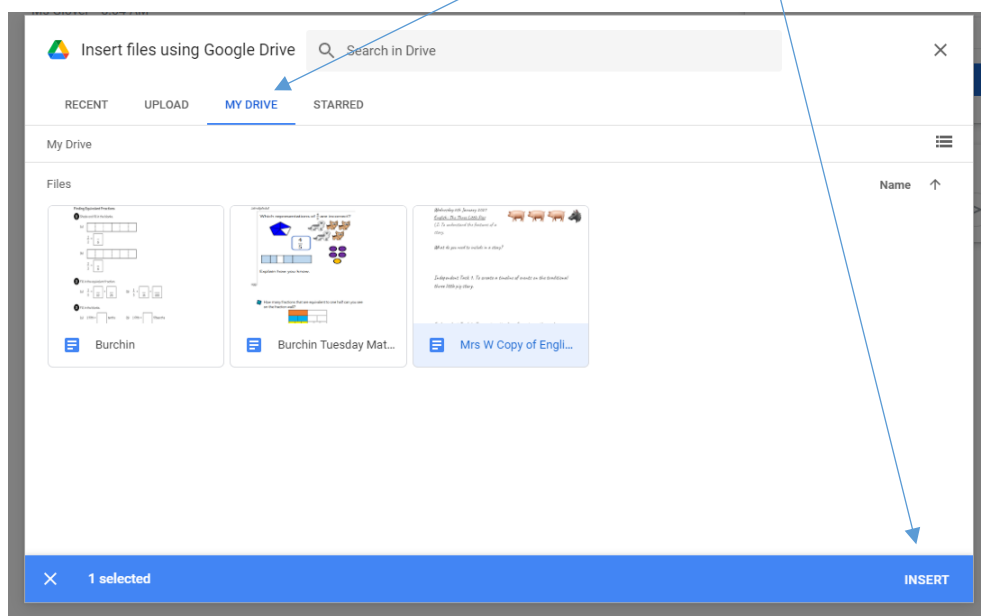


When you click on view assignment you then need to click on + add or create. You then select Google Drive

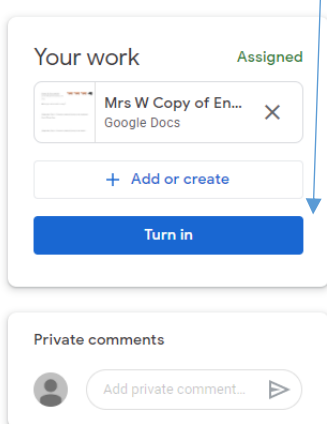


It will take you to your drive. Make sure you click on MY DRIVE – (RECENT tab shows all the documents you have ever opened!)

Click on the document you wish to submit and the click on INSERT at the bottom.



You're now ready to turn it in



You can even add a private comment to your teacher