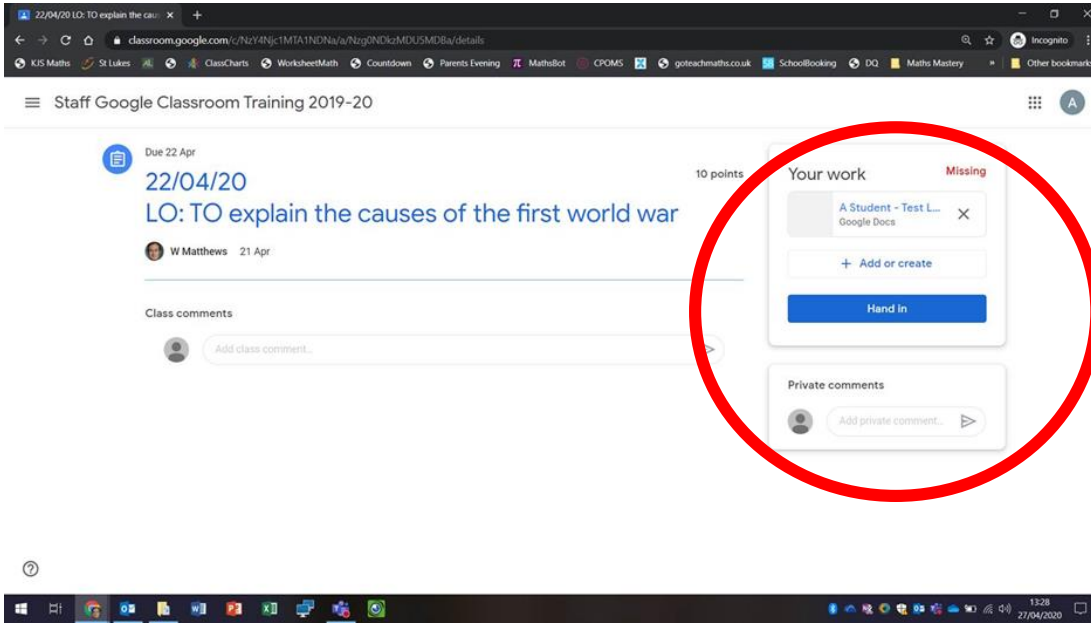


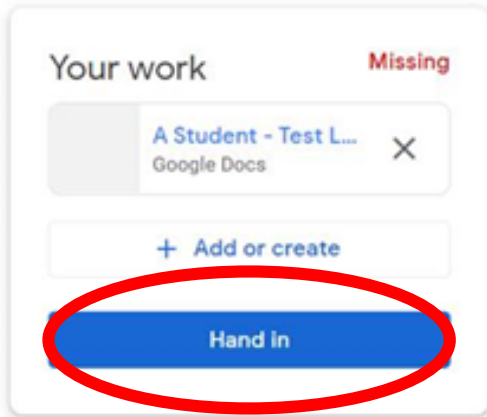
# Handing/turning work in on Google classrooms.

1



This is the key area to look at when you have finished with an assignment and you're ready to hand it in.

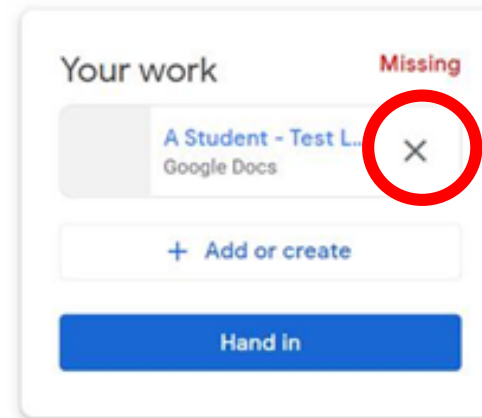
2



Whether this says "hand in" or "turn in" depends on whether you have your computer set to UK or US. It works exactly the same either way.

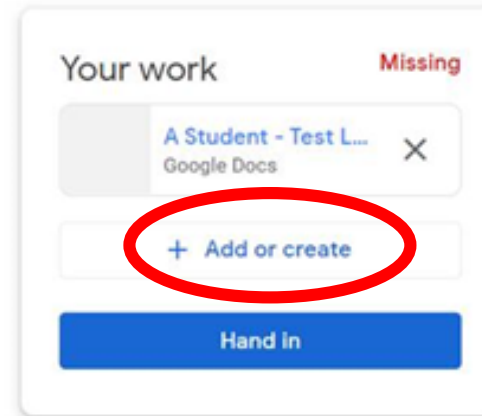
**Top tip:** download and rename your work files on your own google drive when you are sent files that have been requested for handing in, and then add them as per 4 on this sheet.

3



Remove documents that aren't needed. Your teacher doesn't need to see an unedited version of something *they* sent you!

4



Similarly, you can add any document or file (inc. photo of written work) that you have on your Google drive.