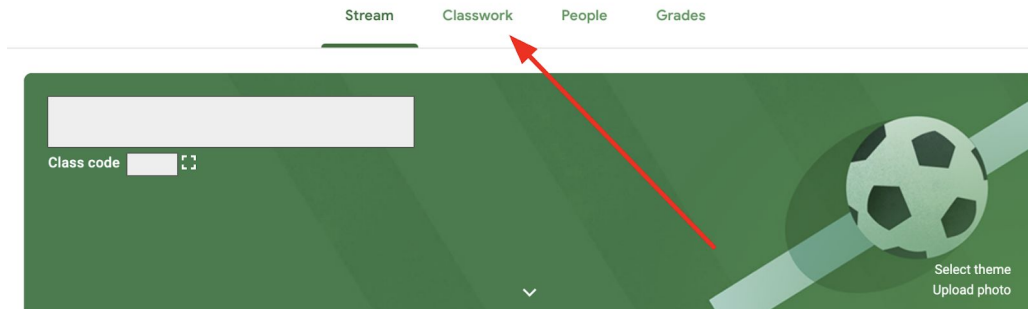
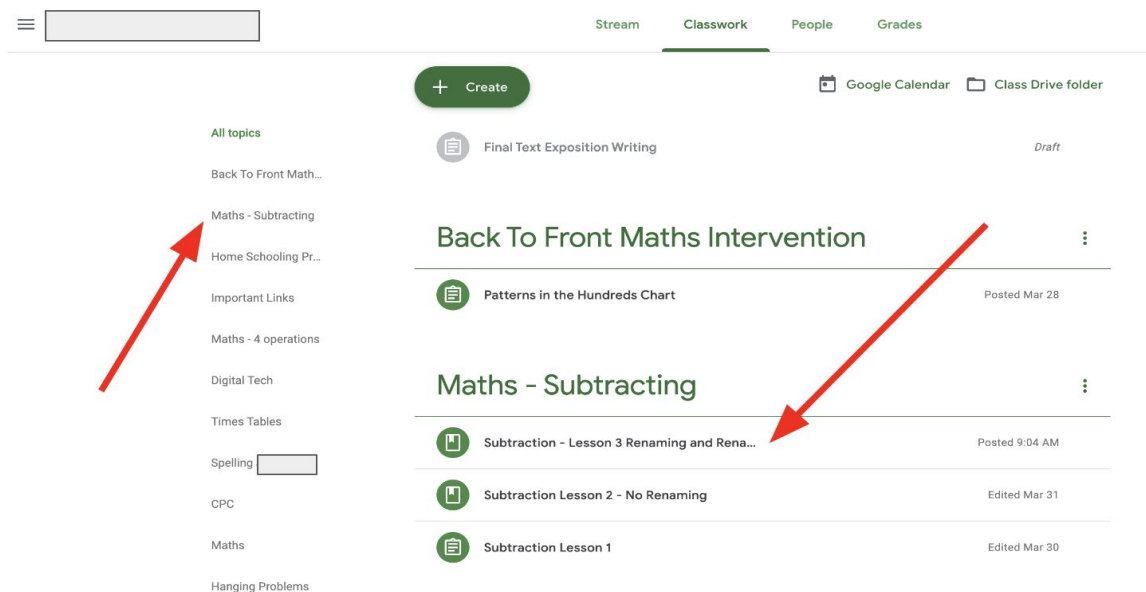


# How to access an assignment in Google Classroom

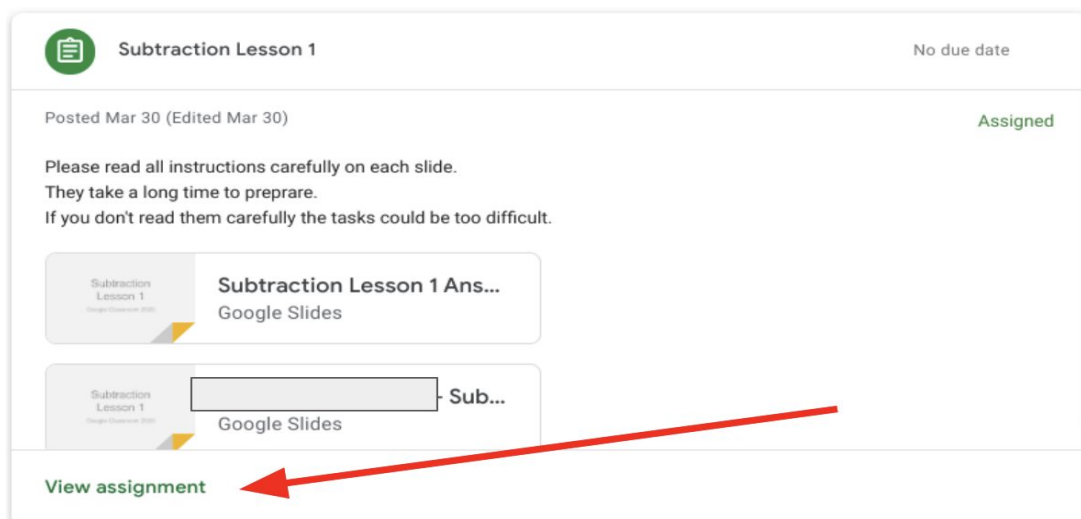
1. Once logged into Google Classroom. Click on the 'Classwork' tab at the top of the page.



2. You can either use the topics bar on the left to find the subject area you are looking for or scroll down the list in the middle of the page to find the assignment you are looking for. (See arrows). Click on the desired assignment.



3. When you click on the assignment you will see a screen like the one below. Click on 'View assignment' to see ALL of the relevant files, including those the student may need to work on.



4. Once the assignment is opened, students will see this view. The red arrow shows where the files are located that students will need to open and work on. The purple arrow shows the instructions for the task. The blue arrow shows any other files that students may need to open to help them complete the task.

The screenshot shows the 'Subtraction Lesson 1' assignment page. At the top left is a clipboard icon and the title 'Subtraction Lesson 1'. Below it is a date 'Mar 30 (Edited Mar 30)'. A horizontal line separates the header from the instructions: 'Please read all instructions carefully on each slide. They take a long time to prepare. If you don't read them carefully the tasks could be too difficult.' A purple arrow points to these instructions. Below the instructions is a file card for 'Subtraction Lesson 1 Answer...' (Google Slides). A blue arrow points to this card. To the right is a 'Your work' panel with the status 'Assigned'. It contains a file card for 'Subtraction Lesson 1' (Google Slides), a '+ Add or create' button, and a green 'Turn in' button. A red arrow points to the 'Turn in' button. Below the main content are 'Class comments' and 'Private comments' sections, each with an 'Add...' button and a submit arrow.

5. Once students have completed their work, they can let their teacher know by 'Turning in' the file. This is done by clicking the box as shown by the arrow below. When a student 'Turns in' a file, they no longer have ownership of the file. This means, if they would like to make any changes they need to 'Submit' their work, This can be done by clicking the same button they used to turn it in.

This screenshot is identical to the one above, showing the 'Subtraction Lesson 1' assignment page. The only difference is that the purple and blue arrows are absent. A red arrow points to the green 'Turn in' button in the 'Your work' panel.