## How to 'Turn in' and Private Message on Google classroom

We know how hard you are working on your daily tasks so it is really important that you **'Turn in'** your work correctly on Google Classroom. This is a short guide on how to **'Turn In'** your work once it is completed that we hope you find useful.

By doing this each day your teacher can see all your excellent effort, which they can **Private message** you about and also you can **Private message** them too if you need any help. **Private messaging** them means that only they can see what you are asking and not your friends.

Step 1
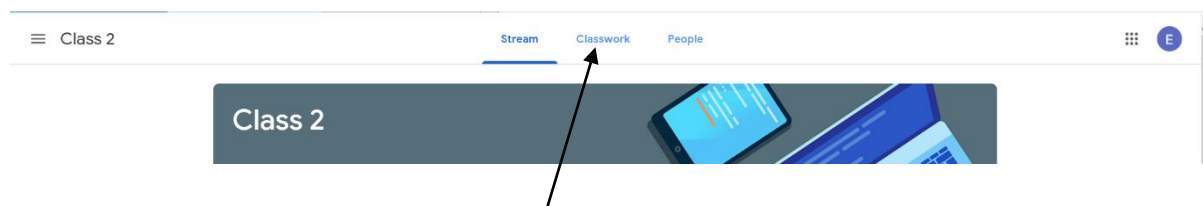
Each morning when you login to Google Classroom you will be taken to your home page. Once you are on your home page you will need to click on the **Classwork** tab highlighted above.
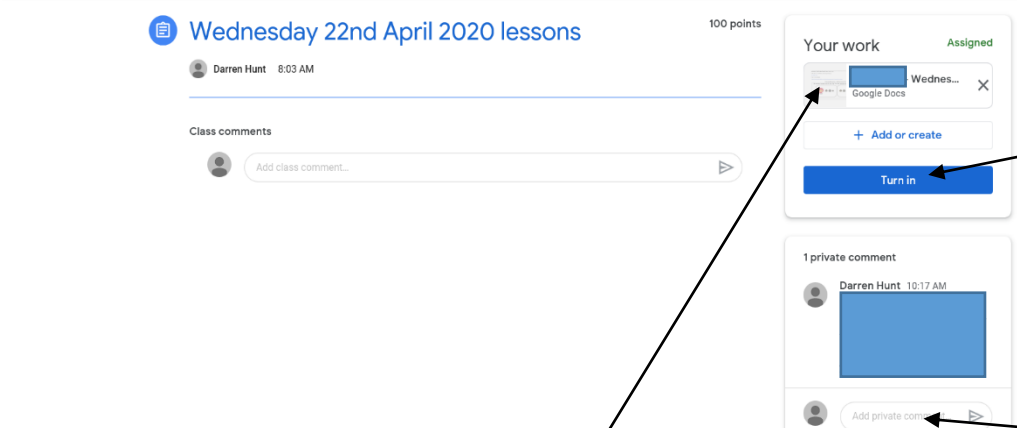
Step 2
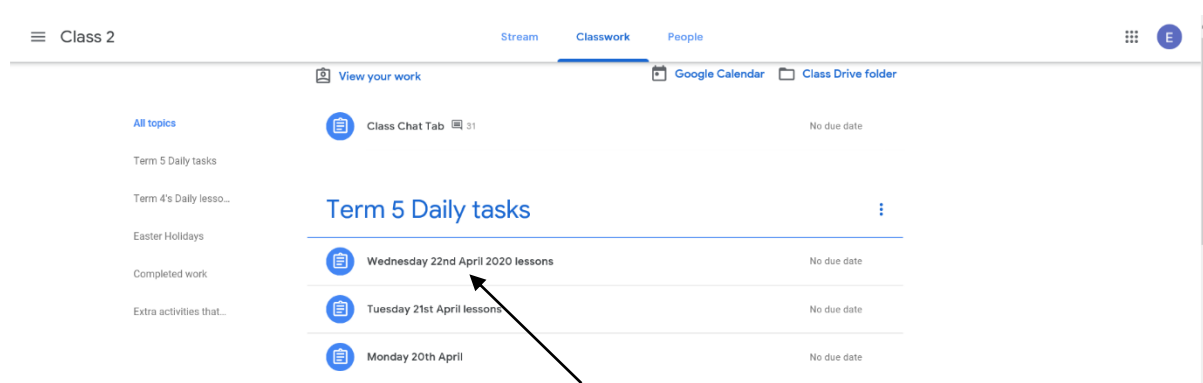
You will then be taken to your **Classwork** page and will be able to see the work your teacher has set. This should be clearly identified by the date. You must the click on the date you need to complete (shown above).

Step 3
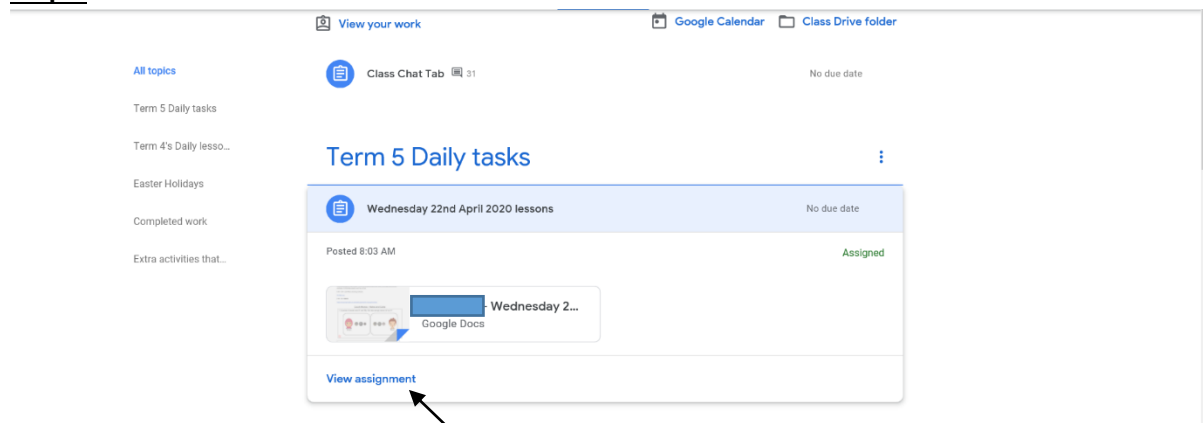
Next you will be taken to this page where you must click on **View assignment**.
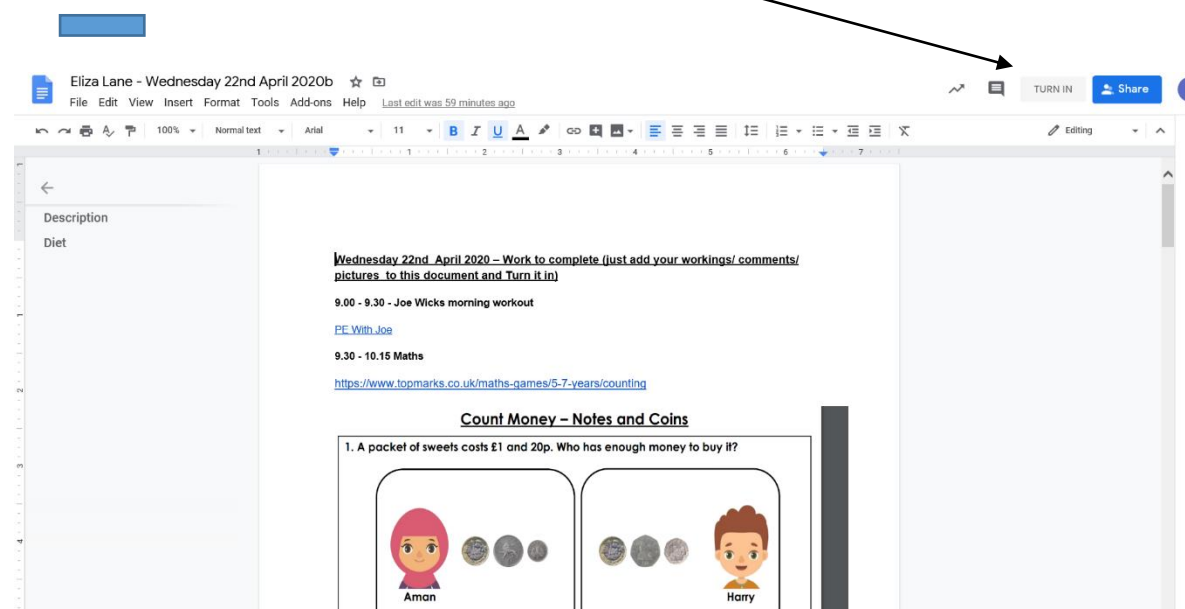
Step 4 – Assignment page

Here you can **'Turn in'** your work and

you can private message your teacher.

You can open '**Your Work'** by clicking on the tab here. This assignment page will remain open even after you have accessed your work.

Step 5

Once you have clicked on **Your work** a document just for you will open. As shown below in Google Docs.

You can also **'Turn in'** your work here once you have edited and completed it. Remember: you must 'turn in' your work each day so your teacher can see what you have done

Your document saves automatically so you don't need to worry about losing it. Even if you accidently close all of the tabs, you can still log back in and follow **steps 1 – 4** above to get back to your work or just log back in to **'Turn in'** your finished document.

Finally, if you have any questions about this process please send a message to your teacher on Google Classroom or email the school office (office@stpetersprimary.co.uk).