

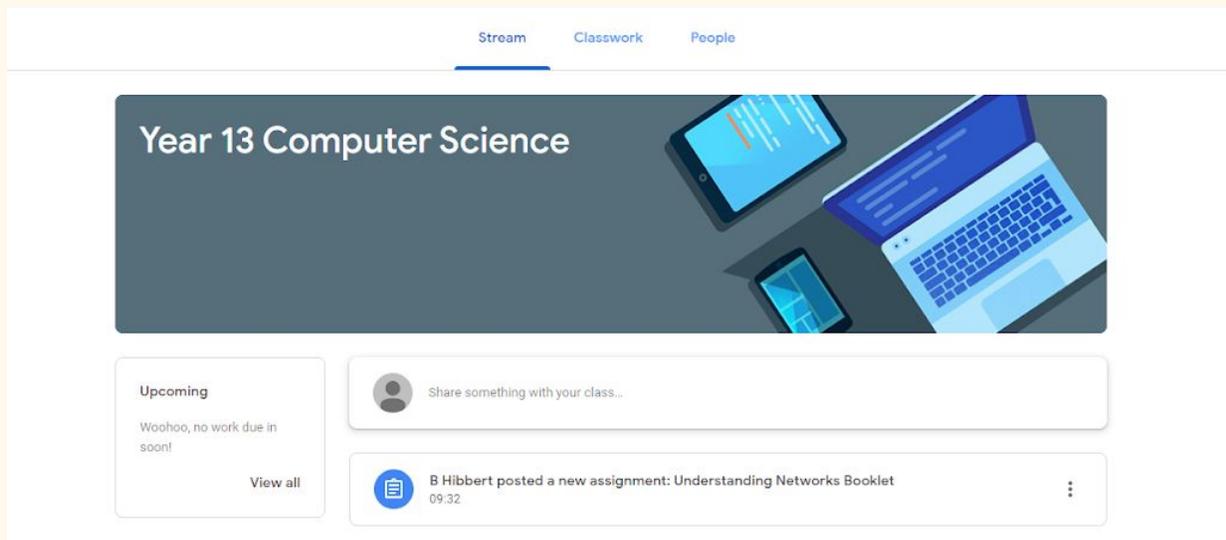
# A Guide to Completing & Handing In Work

## Google Classroom

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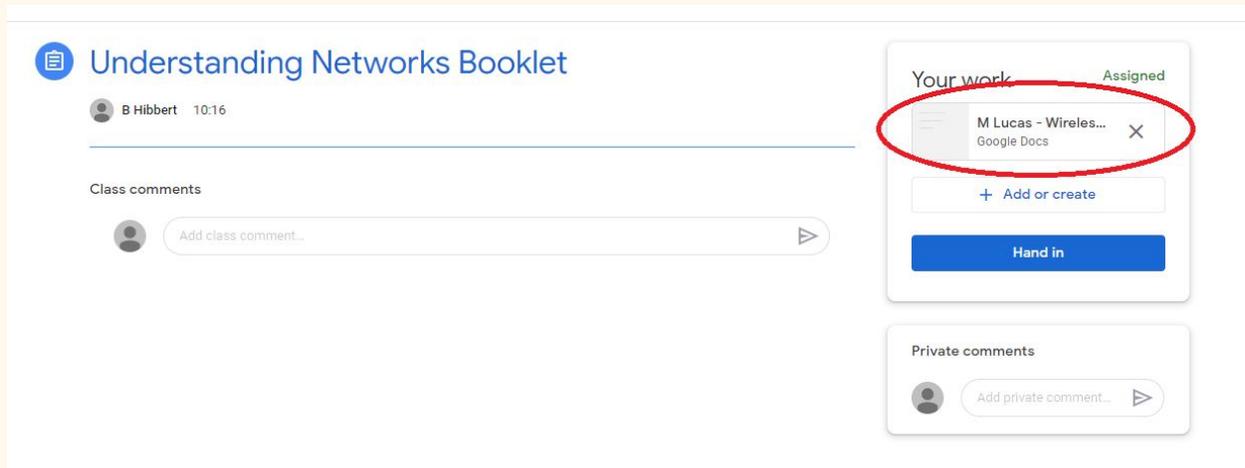
### Accessing Work

Any work that teachers set for you will appear in the 'Stream' of their individual Google Classroom. The 'Stream' is in chronological order - the most recent work set will be at the top of the stream.



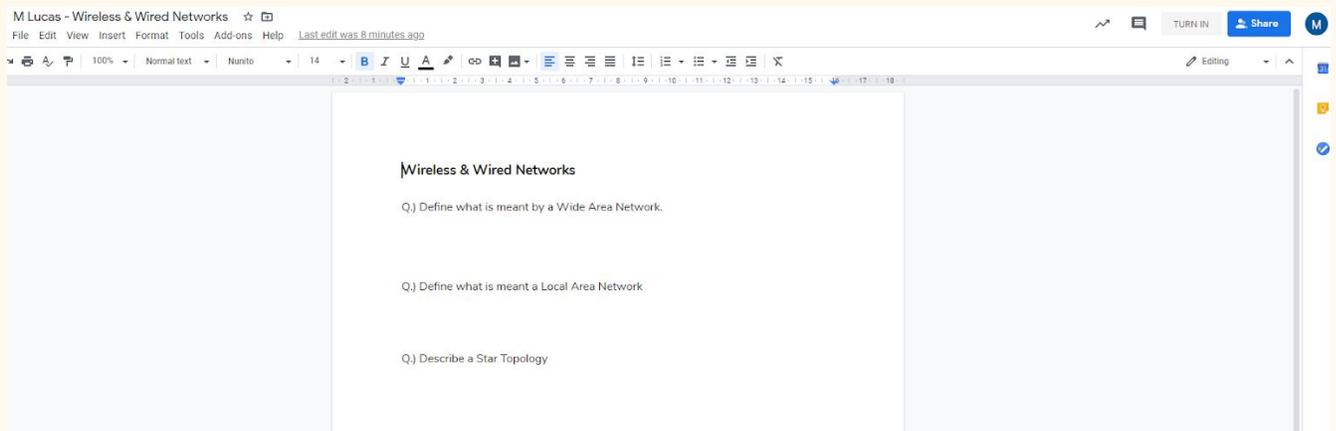
To access this work you will need to:

1. Click on the 'post' within the stream. You should then see the screen below.



2. You will need to click the attachment to the work your teacher has posted. This is in the upper-right corner (circled in the image above)

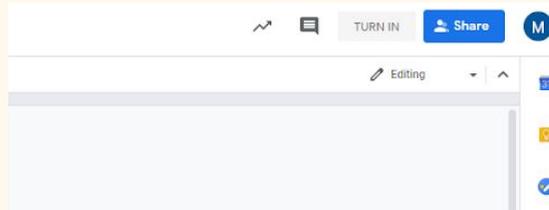
3. You should then see the work that your teacher has set you. An example is below.



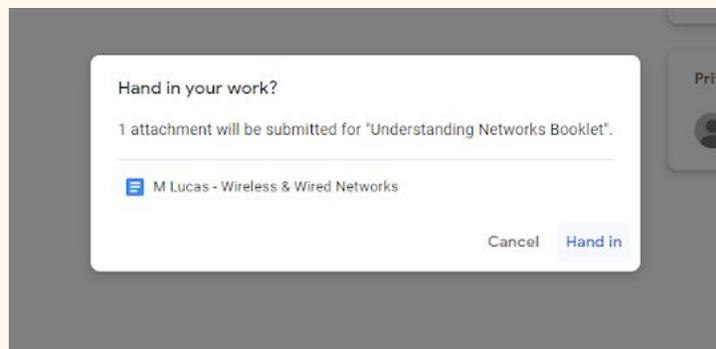
4. You will now be able to type directly onto this document. Work through and complete all of the work your teacher has set.

## Handing In Work

5. Once you have completed your work, click 'Turn In' in the upper right corner.



6. The window below should now appear. Click 'Hand in' to hand your work in to your teacher.



7. If you have successfully handed your work in you should see the screen below. You will notice that on the right-hand side it now says 'Handed in'.

