



How to Turn in an Assignment or Mark as Done

Watch this [screencast](#) first.

After reading through this document...



You will be able to...

- **Turn in** a document through google classroom from the Google Docs page
- **Turn in** a document through Google Classroom from the Assignment page
- **Mark** a task (such as Edpuzzle or community circle) **as Done**

The following series of screenshots and screencasts will guide you through the process of successfully submitting assignments on Google Classroom.

1. Assignments containing attached documents/sheets/slides etc. **MUST BE** turned in.
2. **I CANNOT GRADE** an assignment that has been shared with me.

3. Assignments such as Edpuzzle, Community Circle, Quizizz, or other outside sources must be **MUST BE** marked as done.

There are 2 ways you can turn in an attached document such as a Google Doc/Sheet/Slides
Option A and Option B.

Turning in a Document

Option A

Please watch the [screencast](#) if you'd like to see a walkthrough of the steps or need clarification.

Step 1

When you first open the assignment click the attachment to the right to open the document you will be working on.

The screenshot shows the assignment interface. At the top left, it says 'Due Apr 8, 11:59 PM' and '20 points'. The title is 'April 8 Assignment'. A green arrow points from the text 'Click on the attachment to the right to access your document.' to a Google Docs attachment in the 'Your work' section. The attachment is titled 'Talin Arakelian - C...' and is marked as 'Missing'. Below the attachment is a '+ Add or create' button. To the right of the attachment is an 'Originality reports' section with a 'Run' button. At the bottom right is a large blue 'Turn in' button. The main content area contains an announcement and directions.

Due Apr 8, 11:59 PM

20 points

April 8 Assignment

Click on the attachment to the right to access your document.

ANNOUNCEMENT:
Office hours (optional) today at 11:30 AM-12:30 PM. Ms. D and myself will be available to help you. Click the link when you are ready to attend (only voice, program will not allow camera). If you are using a computer, click on the link. If you are using a phone, download the Zoom cloud meetings app, click join a meeting, enter the meeting ID (below), join meeting and then the password (below).

TOPIC:
Sirenia

DIRECTIONS:
Complete the worksheet attached.

Your work Missing

Talin Arakelian - C...
Google Docs

+ Add or create

Originality reports Run

Text from submissions will be compared to existing text on the web

Turn in

Step 2

Once in the document complete all required work and then select **TURN IN**.

DO NOT click share!

Talin Arakelian - Comparison Chart ☆

File Edit View Insert Format Tools Add-ons Help Last edit was yesterday at 7:51 AM

100% Normal text Comic San... 11 B I U

Look at the image, observe each animal, and compare a manatee to a dugong by describing each trait in your own words. Record your answers in the chart underneath. Answers in blue font please.

Sirenians: dugong and manatee

dugong *Dugong dugon* West Indian manatee *Trichechus manatus*

shown with muzzle flared outward smooth skin rough skin

Step 3

You will be redirected to the assignment page and you will have to click **TURN IN** one more time.

Due Apr 8, 11:59 PM

April 8 Assignment

Michelle Reyes Apr 8 (Edited 9:51 AM)

20 points

Your work **Missing**

Talin Arakelian - C... Google Docs

+ Add or create

Originality reports **Run**

Text from submissions will be compared to existing text on the web

Turn in

Turn in your work?

1 attachment will be submitted to "Assignment".

Talin Arakelian - Comparison Chart

Cancel Turn in

Step 4

When your assignment has been successfully submitted you have turned in the assignment.

Due Apr 8, 11:59 PM

April 8 Assignment

20 points

Michelle Reyes Ap

**Successfully submitted!!!
When you see this you are DONE.**

ANNOUNCEMENT:
Office hours (optional) today at 11:30 AM-12:30 PM. Ms. D and myself will be available to help you. Click the link when you are ready to attend (only voice, program will not allow camera). If you are using a computer, click on the link. If you are using a phone, download the Zoom cloud meetings app, click join a meeting, enter the meeting ID (below), join meeting and then the password (below).

TOPIC:
Sirenia

Your work Turned in late

Talin Arakelian - Compa...
Google Docs

Unsubmit

Private comments

Add private comment...

Turning in a Document

Option B

Please watch the [screencast](#) if you'd like to see a walkthrough of the steps or need clarification.

Step 1

When you first open the assignment click the attachment to the right to open the document you will be working on.

Due Apr 8, 11:59 PM

April 8 Assignment

20 points

Click on the attachment to the right to access your document.

ANNOUNCEMENT:
Office hours (optional) today at 11:30 AM-12:30 PM. Ms. D and myself will be available to help you. Click the link when you are ready to attend (only voice, program will not allow camera). If you are using a computer, click on the link. If you are using a phone, download the Zoom cloud meetings app, click join a meeting, enter the meeting ID (below), join meeting and then the password (below).

TOPIC:
Sirenia

DIRECTIONS:
Complete the worksheet attached.

Your work Missing

Talin Arakelian - C...
Google Docs

+ Add or create

Originality reports Run

Text from submissions will be compared to existing text on the web

Turn in

Step 2

Once in the document complete all work and exit out of the document.
Once you are back on the assignment page click **TURN IN**.

Due Apr 8, 11:59 PM

April 8 Assignment

20 points

You can also choose to turn in from here.

ANNOUNCEMENT:
Office hours (optional) today at 11:30 AM-12:30 PM. Ms. D and myself will be available to help you. Click the link when you are ready to attend (only voice, program will not allow camera). If you are using a computer, click on the link. If you are using a phone, download the Zoom cloud meetings app, click join a meeting, enter the meeting ID (below), join meeting and then the password (below).

DIRECTIONS:
Complete the worksheet attached.

1 class comment

Your work Missing

Talin Arakelian - C...
Google Docs

+ Add or create

Originality reports Run

Text from submissions will be compared to existing text on the web

Turn in

Private comments

Add private comment...

Step 3

You will have to click **TURN IN** one more time.

Due Apr 8, 11:59 PM

April 8 Assignment

20 points

Michelle Reyes Apr 8 (Edited 9:51 AM)

ANNOUNCEMENT:
Office hours (optional) today at 11:30 AM-12:30 PM. Ms. D and myself will be available to help you. Click the link when you are ready to attend (only voice, program will not allow camera). If you are using a computer, click on the link. If you are using a phone, download the Zoom cloud meetings app, click join a meeting, enter the meeting ID (below), join meeting and then the password (below).

TOPIC:
Sirenia

DIRECTIONS:
Complete the worksheet attached.

1 class comment

Michelle Reyes Apr 8
Answers ALWAYS in blue font please

Turn in your work

1 attachment will be submitted with this assignment: "April 8 Assignment".

Talin Arakelian - Comp...

Cancel Turn in

Your work **Missing**

Talin Arakelian - C...
Google Docs

+ Add or create

Originality reports **Run**

Text from submissions will be compared to existing text on the web

Turn in

Private comments

Add private comment...

Step 4

When your assignment has been successfully submitted you have turned in the assignment.

Due Apr 8, 11:59 PM

April 8 Assignment

20 points

Michelle Reyes Apr 8

ANNOUNCEMENT:
Office hours (optional) today at 11:30 AM-12:30 PM. Ms. D and myself will be available to help you. Click the link when you are ready to attend (only voice, program will not allow camera). If you are using a computer, click on the link. If you are using a phone, download the Zoom cloud meetings app, click join a meeting, enter the meeting ID (below), join meeting and then the password (below).

TOPIC:
Sirenia

Your work **Turned in late**

Talin Arakelian - Compa...
Google Docs

Unsubmit

Private comments

Add private comment...

**Successfully submitted!!!
When you see this you are DONE.**

How to Mark as Done

This is for assignments without attached documents.

Please watch the [screencast](#) if you'd like to see a walkthrough of the steps or need clarification.

Step 1

After you complete the assignment (for this example I used an Edpuzzle assignment) click **MARK AS DONE**.

Due Apr 1, 11:59 PM

Edpuzzle | Polar Bears 101 | Nat Geo Wild 30 points

Your work Missing

+ Add or create

Mark as done

Private comments

Add private comment...

Class comments

AFTER you complete Edpuzzle come back and click MARK AS DONE!

Step 2

You will be prompted to click **MARK AS DONE** one more time. **DO NOT** attach anything to the document.

Due Apr 1, 11:59 PM

Edpuzzle | Polar Bears 101 | Nat Geo Wild 30 points

Your work Missing

+ Add or create

Mark as done

Private comments

Class comments

DO NOT attach anything!!! It doesn't matter!

Mark as done?

You didn't attach work for "Edpuzzle | Polar Bears 101 | Nat Geo Wild", so your teacher will just see it's done.

Cancel Mark as done

Click MARK AS DONE!

Step 3

When your assignment has been successfully Marked as Done you are done!



Due Apr 1, 11:59 PM

Edpuzzle | Polar Bears 101 | Nat Geo Wild

30 points

Your work

Turned in late

No work attached

Unsubmit



Successfully Submitted!
When you see this YOU ARE DONE!!!

*ANNOUN

>If you are having trouble with using google classroom, I first recommend you use mozilla firefox or microsoft edge as your internet browser and using classroom through one of those. Google Classroom can be glitchy especially when I assign an outside source on classroom like Ed Puzzle or Newsela.

>I am very proud of all of you! You are doing wonderfully, keep up the great work!!

Complete BOTH Ed Puzzle Assignments today



Edpuzzle - Polar Bears 10...

<https://edpuzzle.com/a...> - vi...

Private comments



Add private comment...

