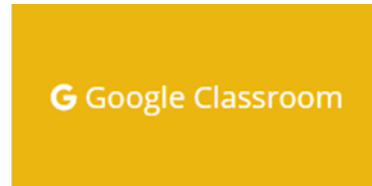


Joining Google Classroom and using it to submit assignments

Joining Google Classroom

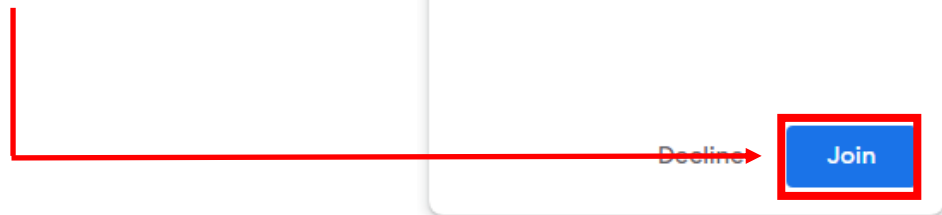
To join a Google Classroom, go to <https://eme.lewisham.ac.uk> and click on:



Log in with your college email address and enter your computer password:

Email or phone

Click on **Join** to access the Google Classroom you have been invited to:



Alternatively, you may have been given a class code. To use this click on the "+" sign in the top right hand corner.



Then enter the class code you have been given and then click on **Join**.

Join class

Ask your teacher for the class code, then enter it here.

Class code
abc123

Cancel

Join

Submitting assignments

You can access all work and resources set by your teacher in Google Classroom by clicking on the **Classwork** tab.

Stream

Classwork

People

You will now see a list of assignments and other resources. Often these will be arranged into different topics. In this example there are two assignments to complete.



Writing assignment

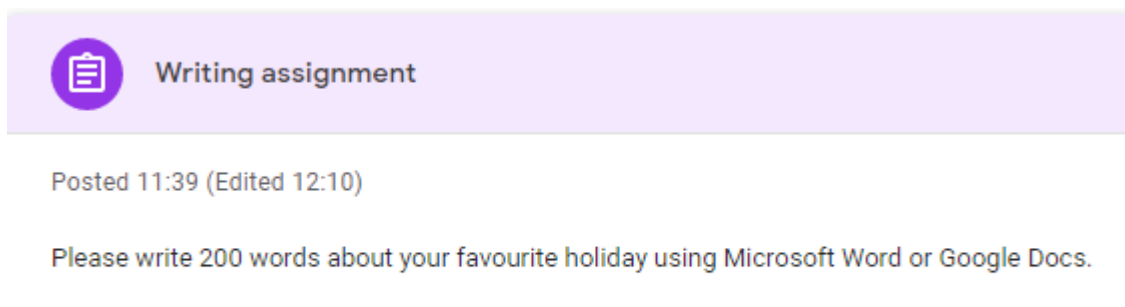
Due 30 Apr



Name that fruit!

Due 30 Apr

Click on an assignment to see more information about it. Here's what the Writing Assignment instructions look like:



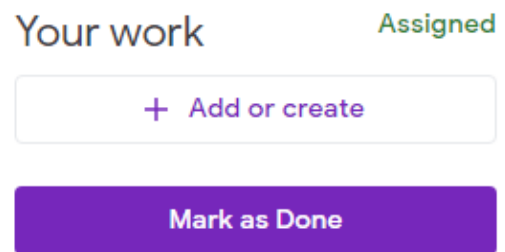
The screenshot shows a purple header bar with a clipboard icon and the text "Writing assignment". Below the header, it says "Posted 11:39 (Edited 12:10)". The main instruction reads: "Please write 200 words about your favourite holiday using Microsoft Word or Google Docs."

[View assignment](#)



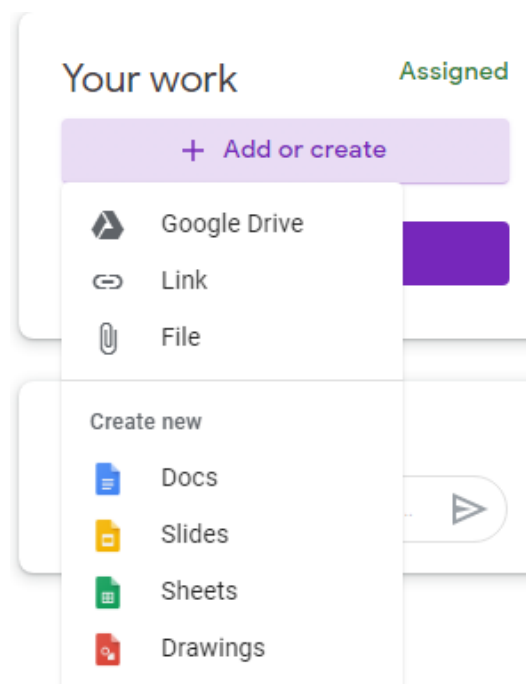
Click on **View Assignment** to start working on it.

In this particular assignment the teacher wants the student to use either Microsoft Word or Google Docs to complete their work. To submit work, head over to the right hand side of the screen:



The screenshot shows the "Your work" section with the status "Assigned". It contains two buttons: a light purple button with a plus sign and the text "Add or create", and a dark purple button with the text "Mark as Done".

If you click on **Add or create** then you have the option to upload a file, insert one from Drive or create one from scratch. In this assignment the Word file would need to be uploaded. If using Google Docs it's best to create it directly from here as it will add your name automatically.



The screenshot shows the "Add or create" dropdown menu. It has a header "Your work" and "Assigned". The menu options are: "Google Drive", "Link", "File", "Create new" (with sub-options: "Docs", "Slides", "Sheets", "Drawings").

If you create a Google Doc, once you have opened it and done your work you will need to look for the **Turn In** button at the top right hand side in order to submit it.




You will be asked if you wish to hand this work in. Click **Hand in** to submit it.

(If you were uploading a Word file then the hand in button will appear on the right hand side underneath the file.)

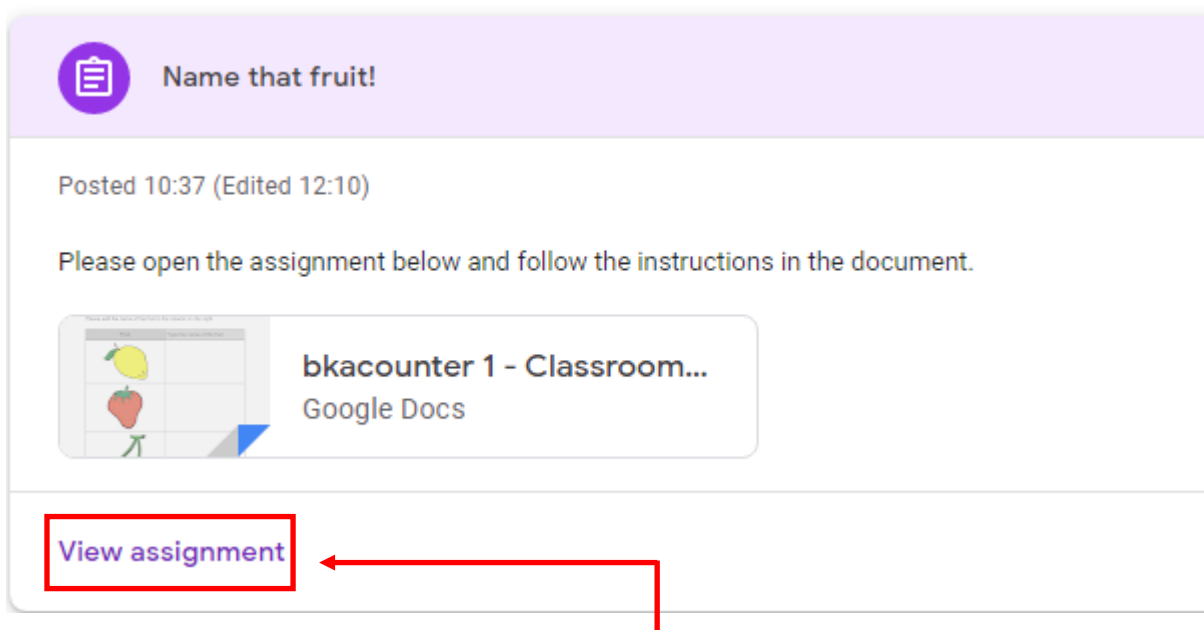
Hand in your work?

1 attachment will be submitted for "Writing assignment".

 bkacounter 1 - Writing assignment

Cancel [Hand in](#)

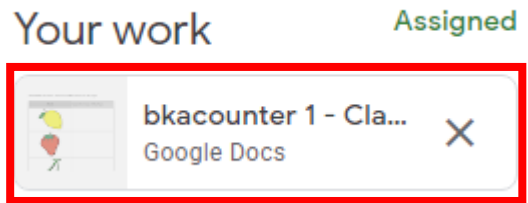
Sometimes teachers will set up assignments where you will be asked to write on a document, like an online worksheet. In this example, called **Name that fruit!**, the answers need to be written in the table and then handed in.



The screenshot shows a classroom assignment card with a purple header. The title is 'Name that fruit!' with a clipboard icon. Below the title, it says 'Posted 10:37 (Edited 12:10)'. The instructions are 'Please open the assignment below and follow the instructions in the document.' There is a preview of a Google Doc titled 'bkacounter 1 - Classroom...' with a thumbnail showing a table with fruit images. At the bottom, there is a 'View assignment' button highlighted with a red box and a red arrow pointing to it from the right.

For an assignment like this, first click on **View Assignment**.

Go to the right hand side and click on the document you need to complete.




When you have completed the task, click on **Turn in** at the top right hand side of the document.



Just as in the previous example, you will then see the screen which enables you to hand in your work so that the teacher can mark it.

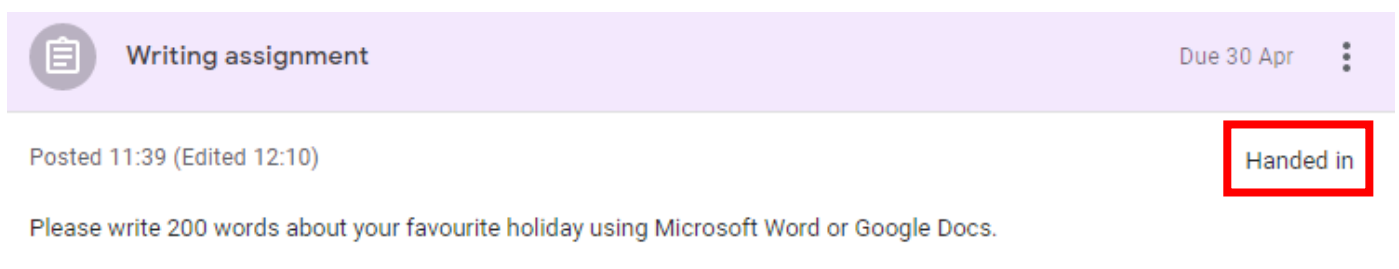
Hand in your work?

1 attachment will be submitted for "Name that fruit!".

 bkacounter 1 - Classroom Fruit assignment

Cancel [Hand in](#)

When you have handed in your work, if you go back to the **Classwork** section of Google Classroom and click on the assignment you will see it now says "Handed in".



When the teacher has marked your work, the status of the assignment will change to "Marked".

