How to return an assignment in Classroom
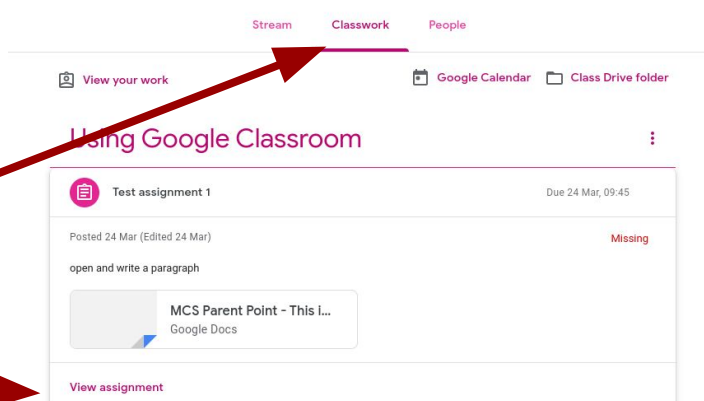
1. Open Classroom at classroom.google.com
2. Make sure you are signed into your student email account

3. Click on the class group that you want and open it.

4. Once open, click on the 'Classwork' tab at the top of the screen.
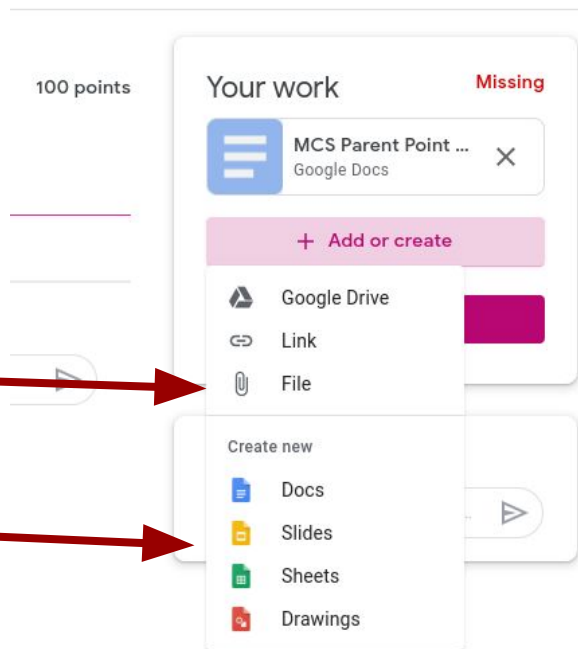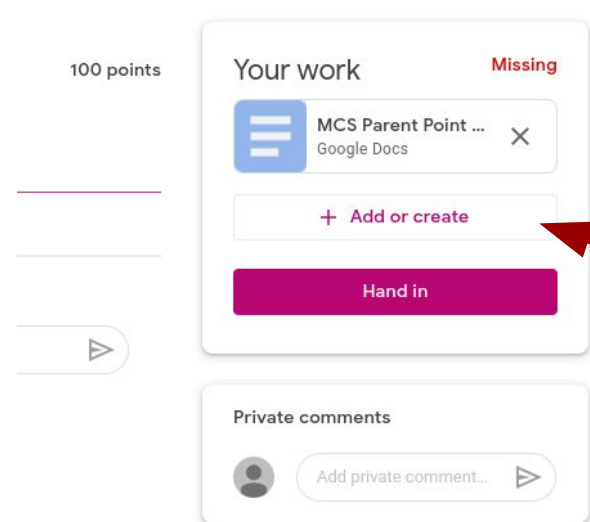
5. Click on the 'View assignment' button at the bottom of that screen.

6. At the right hand side of the screen there is a 'Your work' tab.
Below that you can click on the work you need to fill in, or you can add/create new work.

7. Click on the add/create new work for this example.

8. You now have a number of options:
You can add a document that is stored in your Drive folder, you can add a web link, or you can upload a file from your computer.

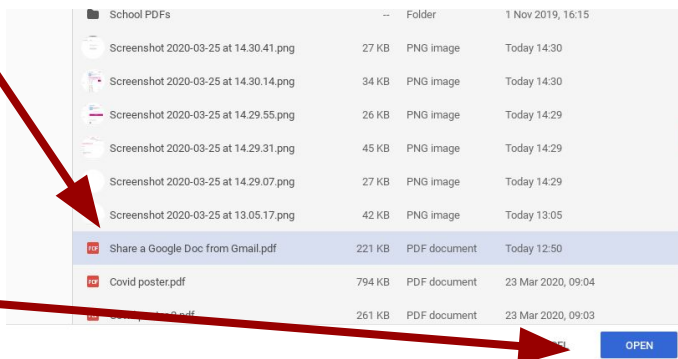9. You can create new files using either of the four options shown.

For our example, click on the 'File' link to upload from your computer
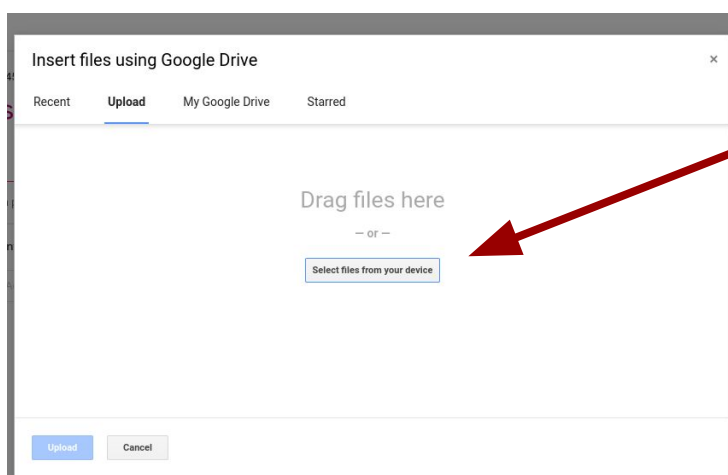
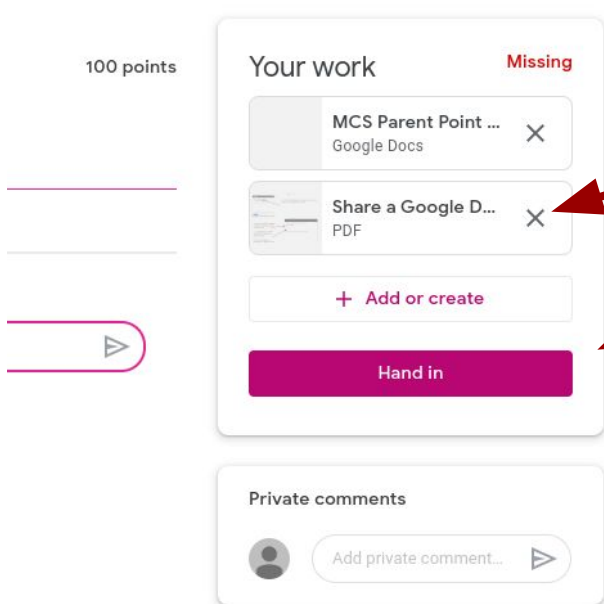10. Click on the 'Select files from your device' button.

11. Find the file that you want to upload.

Once you have it, click on it and then click the 'Open' button at the bottom of the window.

12. You are now brought back to your class screen, and can see the document loaded into your 'Your work' tab.

At this point you can click the 'Hand in' button

13. If you have any queries about your work, and want to ask your teacher privately, you can use the private comment button just below the 'Your work' tab.