# Student Guide - Submitting work to your teachers using Google Classroom

There are two ways to submit your work to your teachers:

1. Responding to a formal **assignment** that has been set
2. Responding to another task/project that has been set using the classroom **stream**

Read on for full instructions for both methods…

1a. If your teacher has set up the work on Google Classroom as an **'Assignment'** and has **included a file** (e.g. a template) for you to add to;
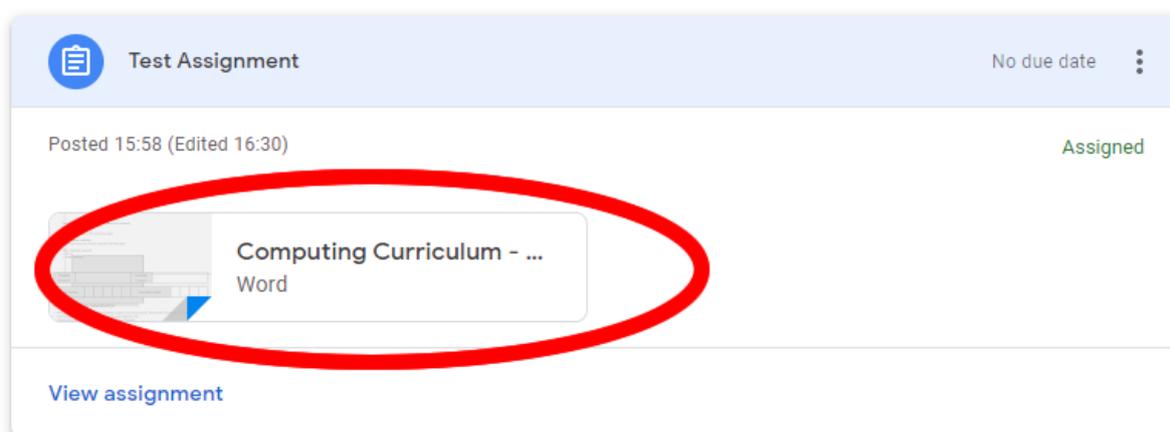

Click on the file, then click on the 3 dots that are on the top right-hand side and choose 'Open in new window'. In the middle of the window, there will now be an option that says 'Open in Google Docs', click on this.
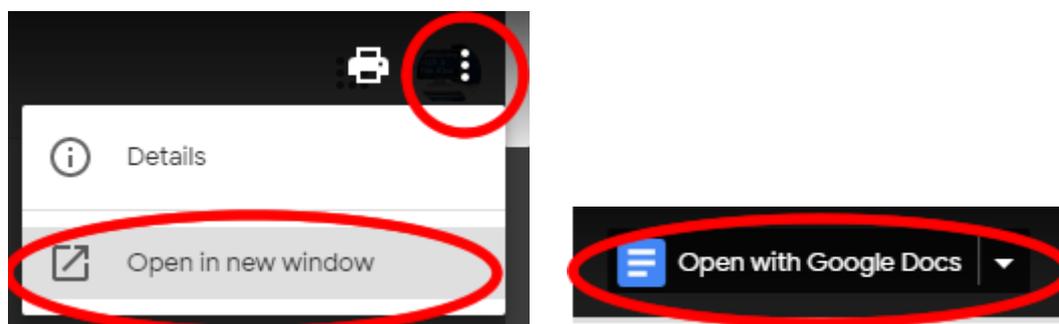

This will now create a copy of the document in your own Google Drive account that you can work on. This will automatically save your progress and your teacher will also be able to see whatever you add to this file.

1b. If there was **no file to work on**, and you need to add your own document (or multiple if needed), click on the 'View assignment' option
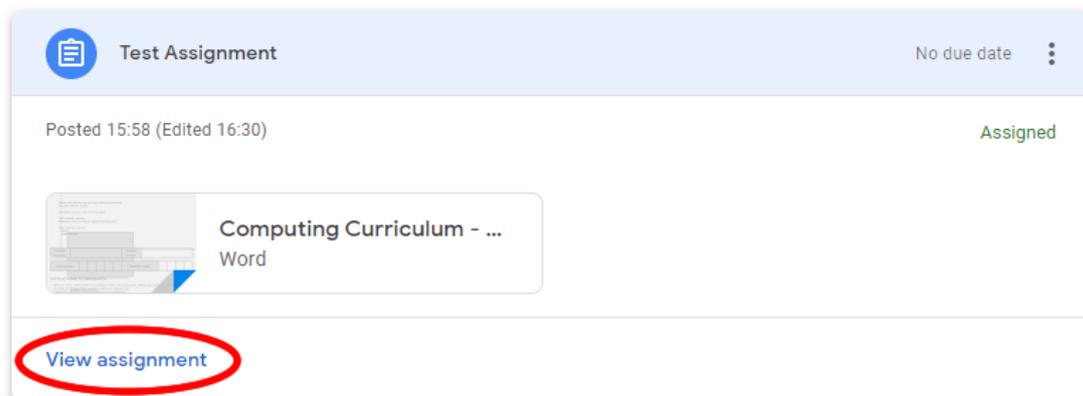

Then in the right hand-side panel, click on the '+ Add or create' button and then choose where the work is stored that you want to submit (if it's on your Google Drive or as a file on your computer).
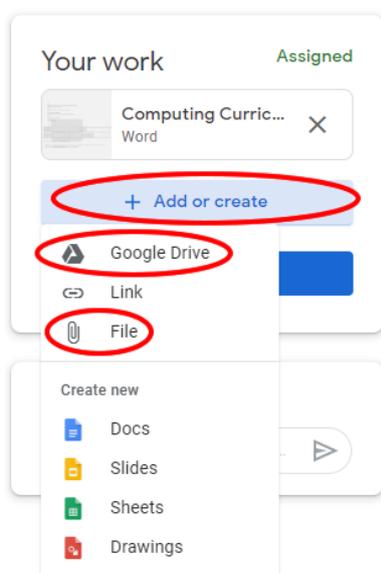
Once you've uploaded the file(s), click on the 'Hand in' button.

2. If your teacher did not set the work as an 'Assignment', then you can submit it directly to the Classroom's 'Stream'. Click to add a message, then click on the 'Add' button to choose where the work is stored that you want to submit (if it's on your Google Drive or as a file on your computer).
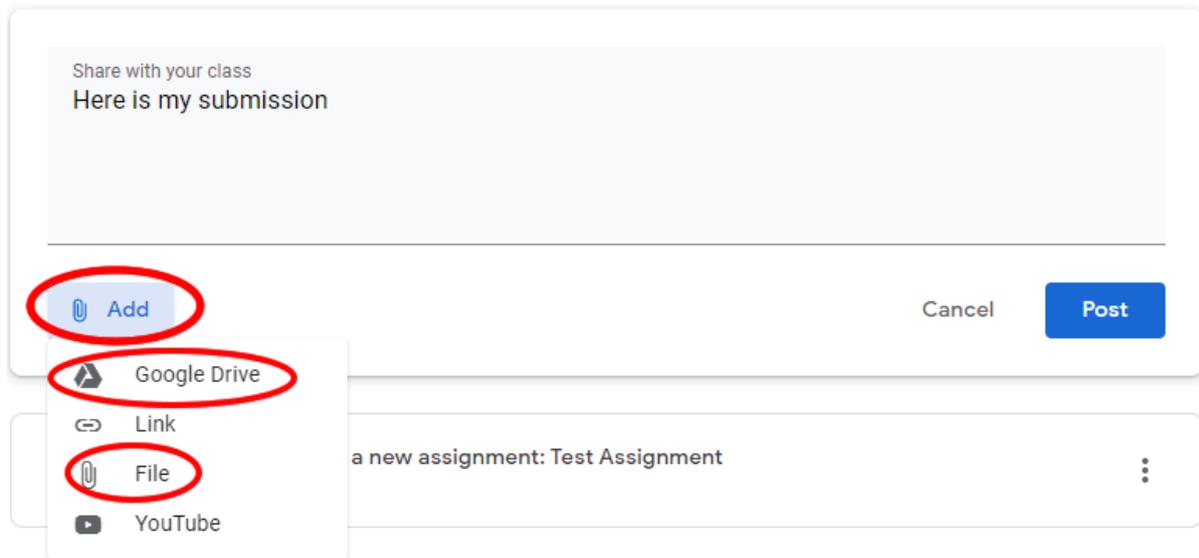
Once you've uploaded the file(s), click on the 'Post' button.

If you're having trouble uploading or submitting work to your teacher, ask them a question on the classroom stream or send them an email using your school gmail account.

Good luck!