


How to hand work into your teacher


How do I hand in my finished work?

If your file is a **Google Docs** (the Google equivalent of Microsoft Word) **and** you are using a laptop or PC, then submit your work by clicking on the grey **TURN IN** button, in the top right corner of the document. Your teacher will then see this in their classroom.

How do I hand in my finished work if I cannot see a grey TURN IN button?

If you cannot see the grey **TURN IN** button for any reason, then save and close that file, a Google file will save automatically- that is why we prefer them and click on this button instead 

How do I hand in my finished work, if I cannot see a grey TURN IN button or the blue Hand in button?

If you see this instead  **STOP**, otherwise if you click it, you will submit nothing to your teacher. It is a bit like telling your teacher in class that you are finished, but not actually handing in the work to the teacher. How do they know you have done what they have asked?

Instead do this: click on the **+ add attachment button** or **+add files** (depending on the device that you are using); it is above the Mark as Done button. Find the files and add them. The button will then change to Hand in, then just click it. Well done you have handed in your work!

What do my teachers see when I click on TURN IN or Hand in work?

Your teacher will get a message in their Google Classroom to say that you handed it in. They can also see the file that you handed in, can give advice about it, mark it and return it back to you.

I can see the word "share", should I hand in my work using that? **NO!**

The word share or clicking on the blue **Share** button is **not to be used to hand in work** to your teacher. Share is used when you want to work on the same file with another student- be careful who you share files with, they can delete your work.

What happens if I do Share my work with my teacher?

- If you Share, then your teacher might get an email telling them that you want to edit the document, but they might not get an email!
- In a typical day a teacher can get 50 or more emails; sometimes some of those emails also end up in the Spam folder, because Google thinks that they are emails that are Spam or junk mail.
- Your teacher cannot see easily what you have completed, they cannot mark it easily and they cannot return it to you as you are sharing the file.

Don't Share with your teacher, unless you have asked your teacher for a specific purpose e.g. you cannot access Google Classroom but you can access Google Drive.

What happens if I handed in my work and I forgot to add something?

In the same place that you clicked on Hand in, you will see the Hand in button has changed to an [unsubmit](#) button. Click on this, the work will be automatically returned to you. When you have finished adding what you need, click again on Hand in.

Remember- if you hand in after the hand in time it will still be marked as late!

The [unsubmit](#) button is also useful to know, if your teacher for any reason has not returned an assignment to you, to continue to work on. Just find the assignment and click on [unsubmit](#).

I have a different question, not on here- what do I do?

Email your class teacher and explain in detail your problem.