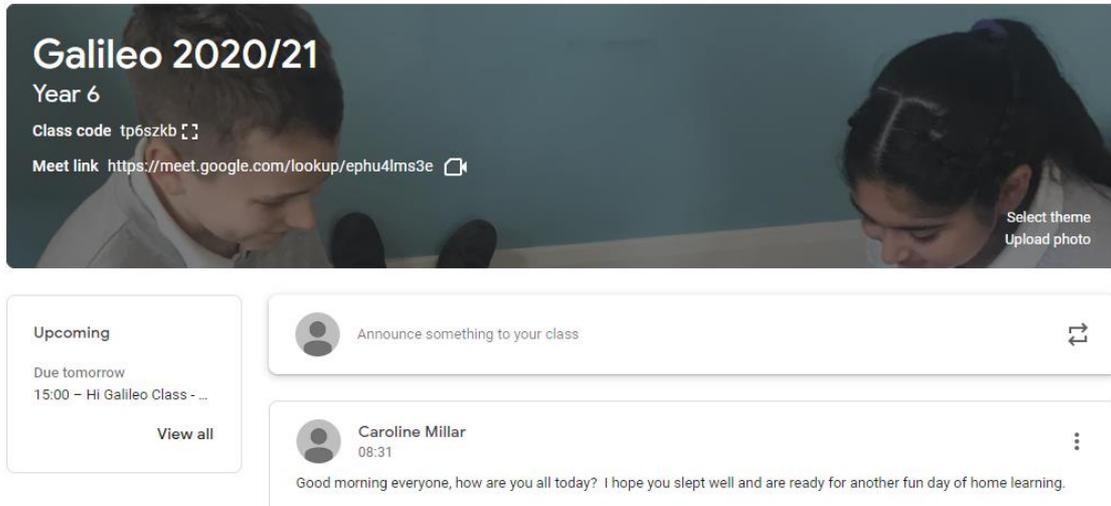## Year 6 - How to submit work on Google Classroom:

1) Make sure you are on the stream tab at the top of the page, in google classroom.
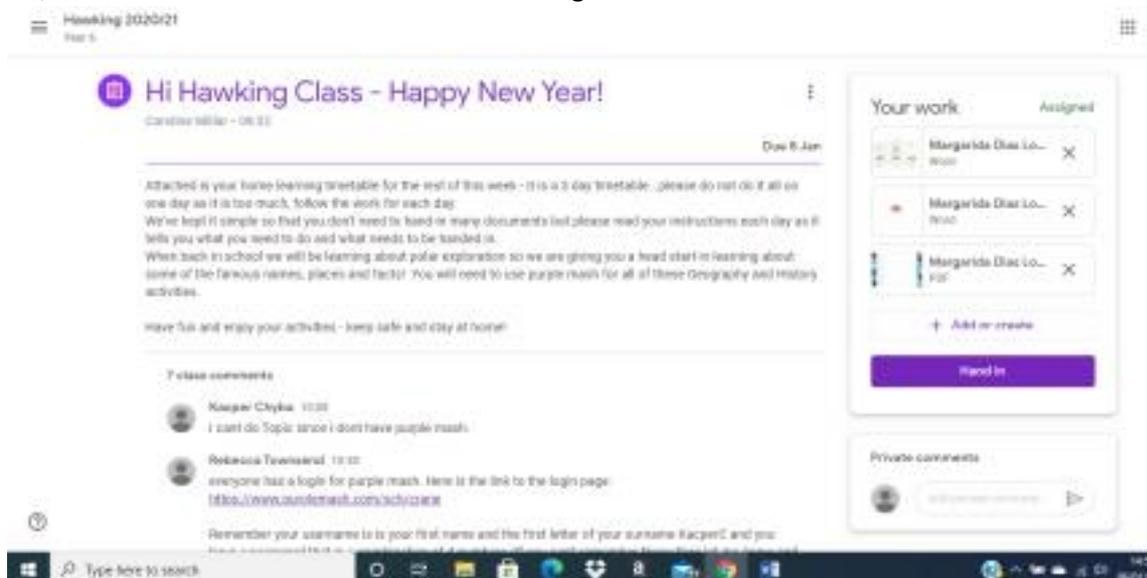

Then, to the left of the page, you will see a box titled 'upcoming'. This contains the work that is due in. Click on the work.

**Or**, you can click on the classwork tab, then click on today's learning:

2) Once you have clicked on the work, you will come to a page that gives you an overview of what you need to do, with the timetable and task sheets to the right hand side.
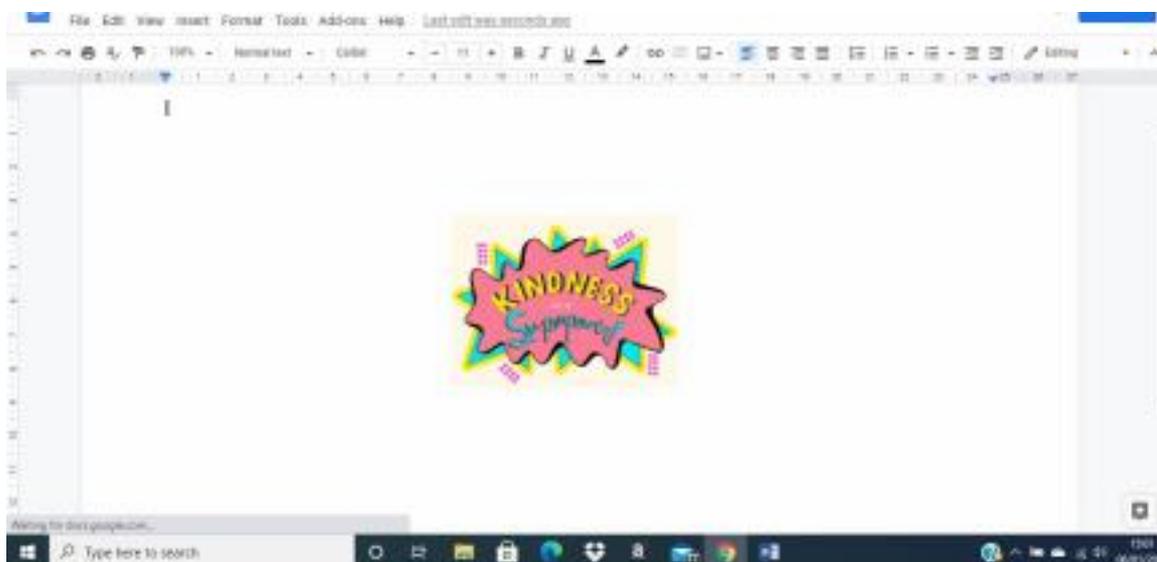

Click on the assignment that you wish to complete.

3) When you have clicked on it, remember to click on the tab at the top that says open in google docs.
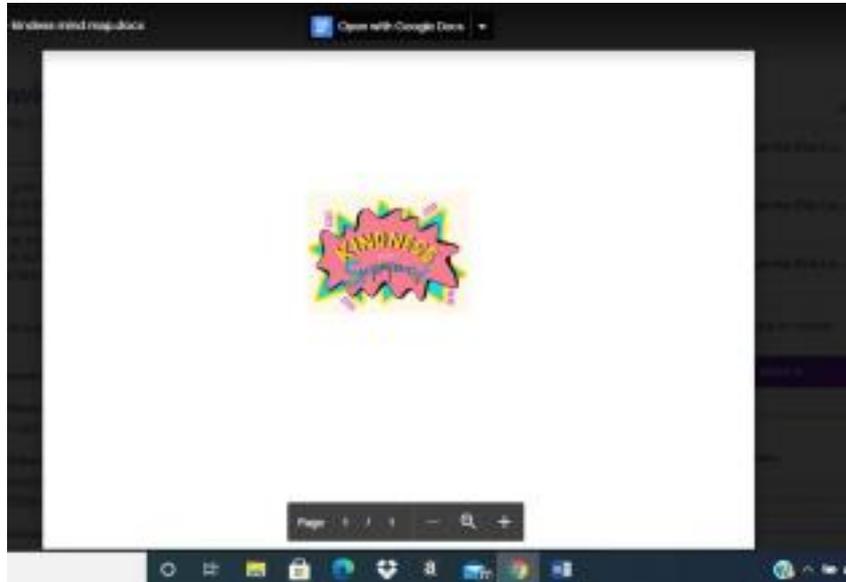
4) Then you can edit your document – Google will automatically save it:

5) When you are done, exit the document and head back to the page where your work is and click the 'hand in' button: