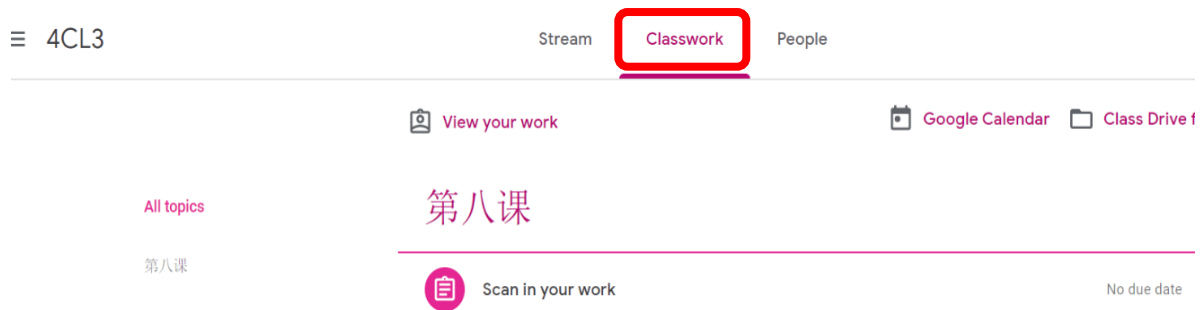# HOW TO CHECK AND SUBMIT ASSIGNMENTS IN GOOGLE CLASSROOM
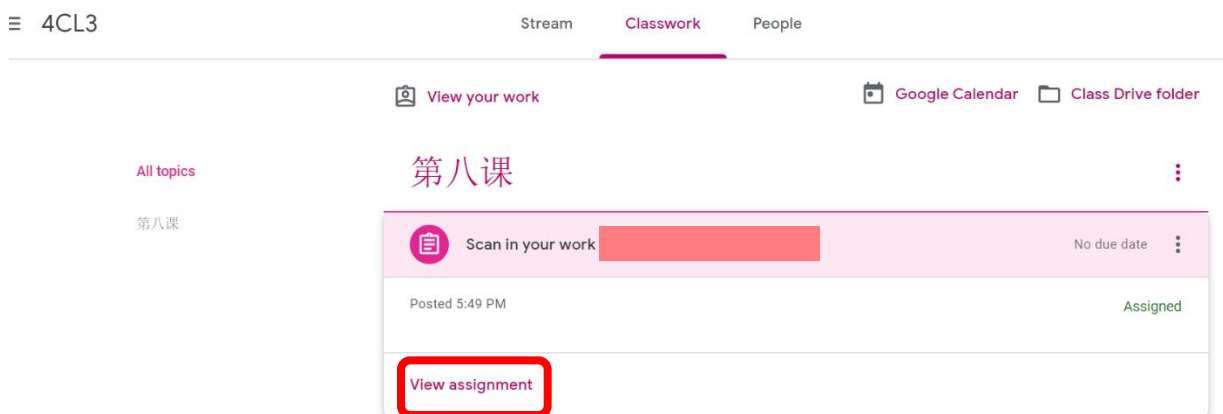## Instructions for Parents/ Students

1. Checking for Assignments

USING GOOGLE CLASSROOM VIA DESKTOP/ LAPTOP

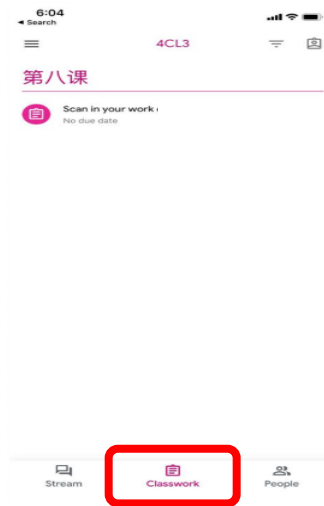1**.** Go to **Classwork** to view your assignments

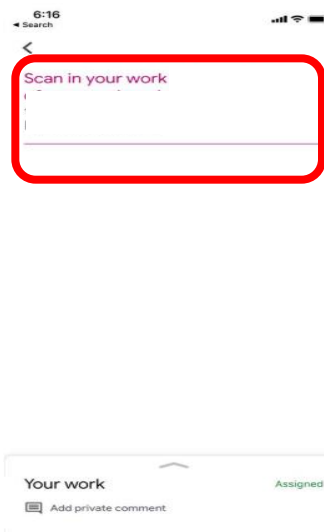2. Click on the **assignment** and **View assignment**

USING GOOGLE CLASSROOM VIA IPAD / TABLET / PHONE

1. Go to **Classwork** to view your assignments

2. Click on the **assignment** to view the details

2. Submitting Assignments

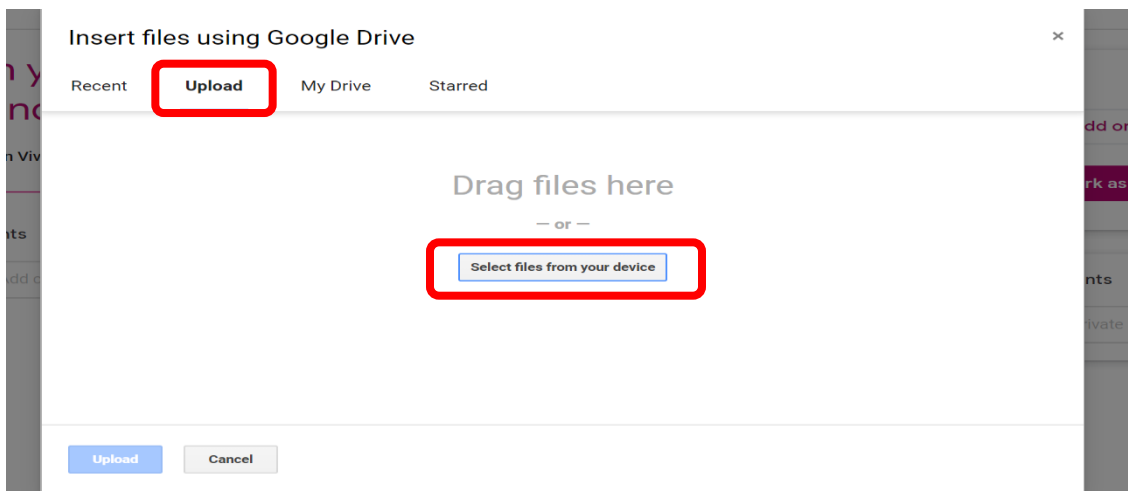**USING GOOGLE CLASSROOM VIA DESKTOP/ LAPTOP**

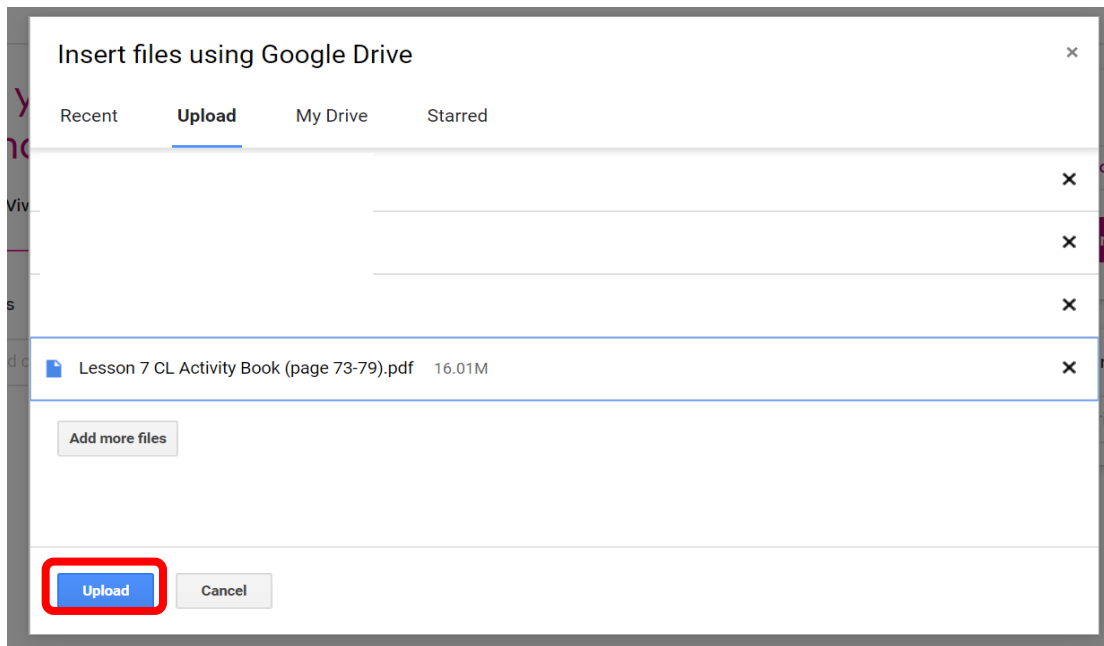1. Go to '**add or create**' to submit your completed work

2. Click on **file** when you are submitting your **pdf work** to your teacher
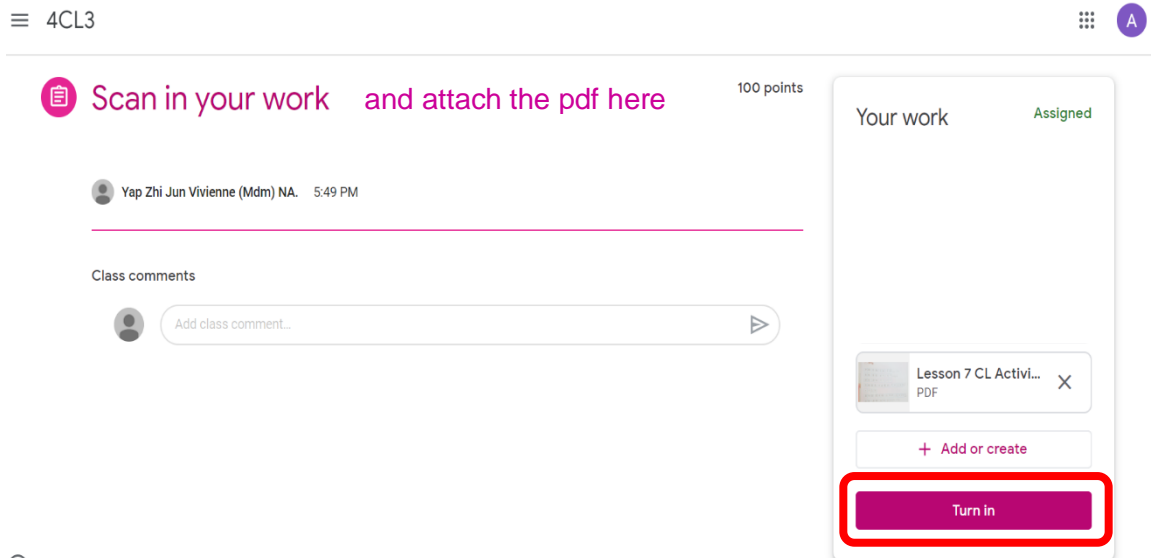

3. Go to **upload** and **select files** from your device.

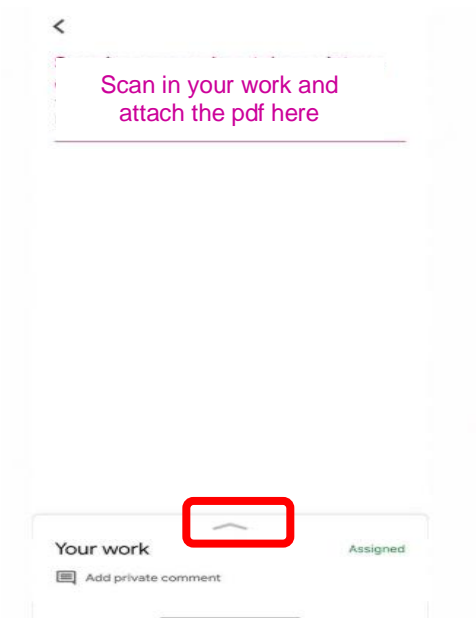4. Click on **upload** after you have selected your files.

Insert files using Google Drive

Recent   **Upload**   My Drive   Starred

📄 Lesson 7 CL Activity Book (page 73-79).pdf   16.01M

Add more files

Upload   Cancel

5. Click on '**Turn in**' to submit.

≡ 4CL3

📋 Scan in your work   and attach the pdf here   100 points

Yap Zhi Jun Vivienne (Mdm) NA.   5:49 PM

Class comments

Add class comment...

Your work   Assigned
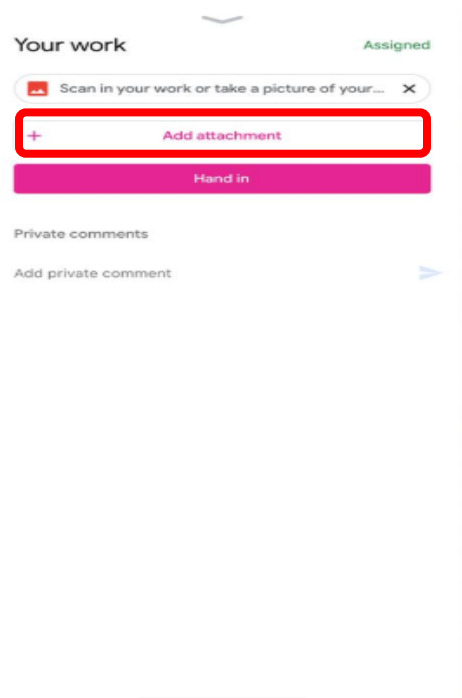
Lesson 7 CL Activi...   ✕
PDF

＋ Add or create

Turn in

Please refer to the guide on how to convert your worksheets to pdf using the **CamScanner** app (Annex D)

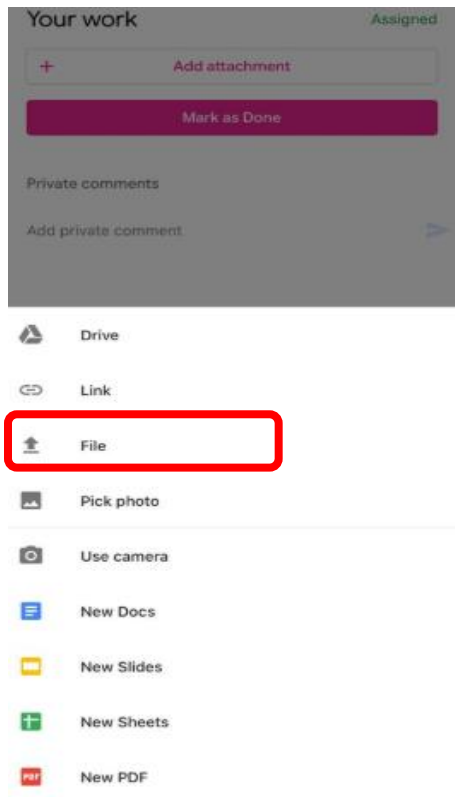**USING GOOGLE CLASSROOM VIA IPAD / TABLET / PHONE**

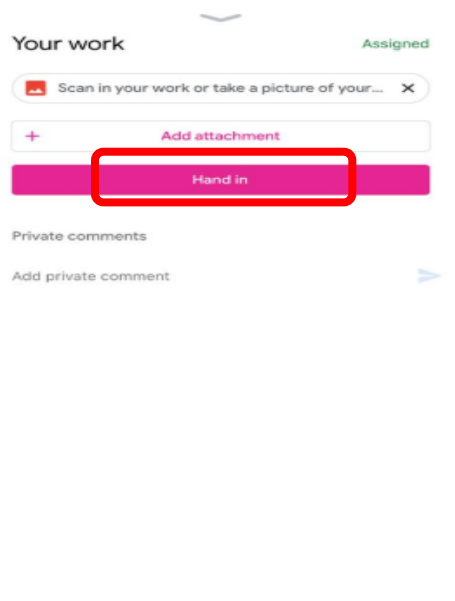1. Tap on the **up arrow** at the bottom of the Classwork page

2. Click on '**add attachment'** to select the **pdf file** to submit to your teacher

3. You can **select the file type** you are submitting (e.g. pdf).

4. Tap on '**hand in**' when you have selected the files to be submitted.

Please refer to the guide on how to convert your worksheets to pdf using the **CamScanner** app (Annex D)