

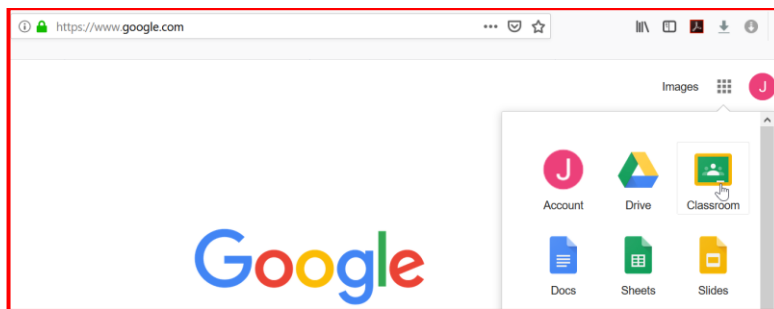
Google Classroom – Assignments & Feedback

This help sheet will show you how to find Google Classroom assignments, submit work for teachers to mark, view teacher feedback and then resubmit or re-upload work if necessary.

Part 1 – Finding Your Assignments

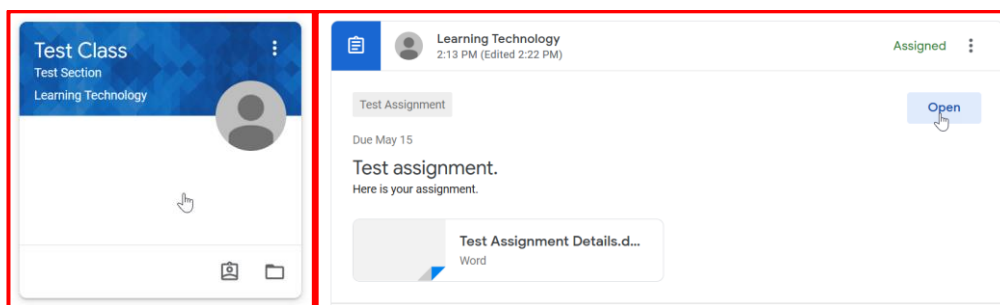
1. Log in to your **OAC Google Classroom account** and go to <https://classroom.google.com/>, or click on the dots next to the letter in the top right and select **Classroom**

*Note: If you do not know your OAC Google Classroom login details, please see the **Google Apps Basics** help sheet available at <https://www.openaccess.edu.au/help-desk>, or contact Learning Technology*



2. Select your class, locate your assignment under the **Stream** tab at the top and click **Open** to see the Assignment details

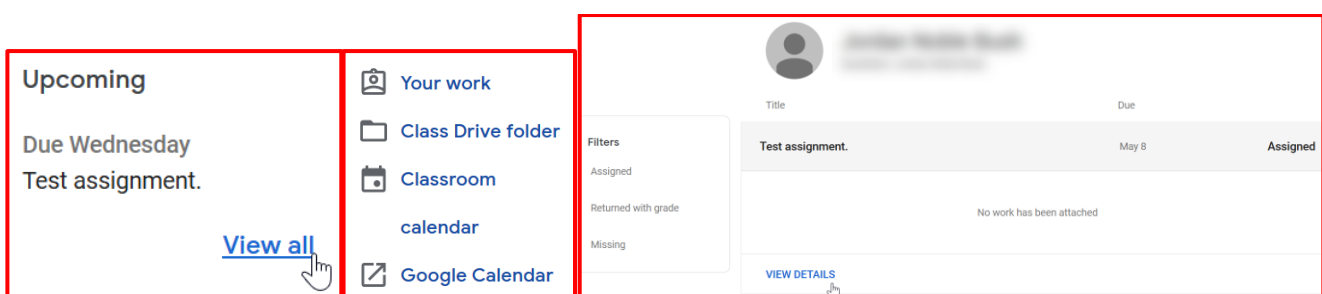
*Note: You can also find assignments for specific topics under the **Topics** section in the bottom left. Any current assignments will be marked as **Assigned***



3. Another way to find upcoming assignments is to view the **Upcoming** section of the Classroom, or click the **Your Work** link underneath, as both of these options will take you to a list of your current work

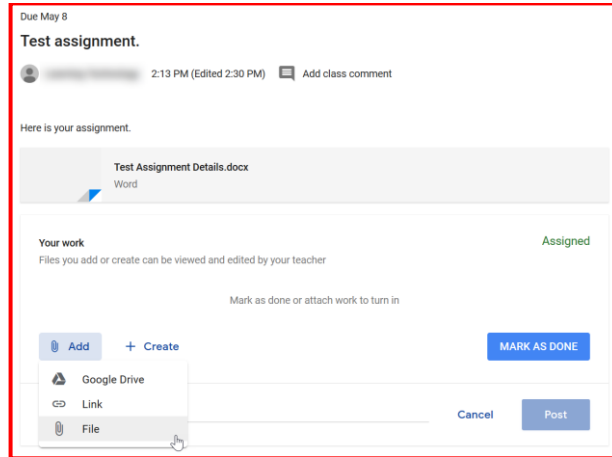
*Note: **The Classroom Calendar** link will show you the upcoming due dates of all work assigned to you*

4. Click **View Details** to see the Assignment details, including due dates, comments and work



Part 2 – Uploading Work

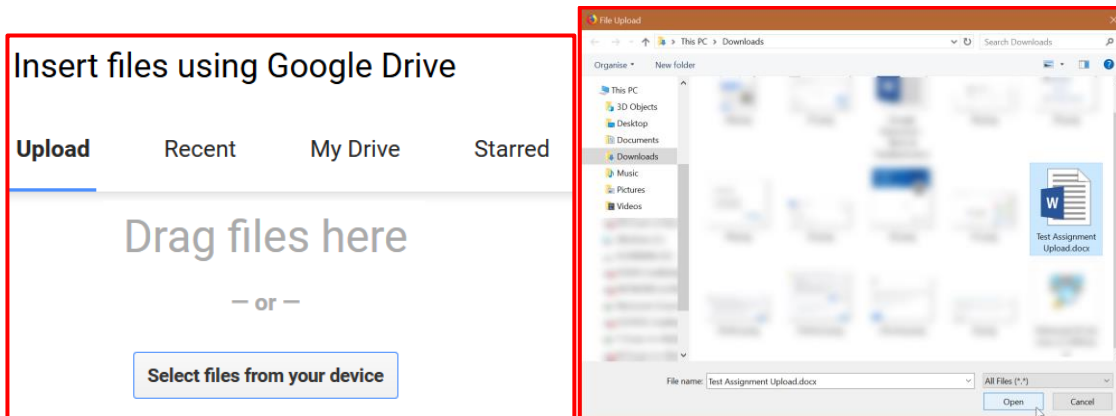
1. After following the steps in **Part 1** to find and open your assignment, click **Add**



2. Select the **File** option and drag and drop your work into the window

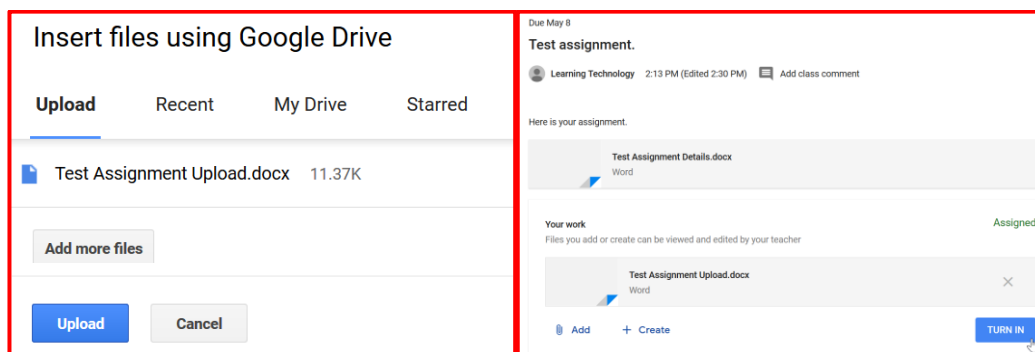
Alternatively, click **Select files from your device**, navigate to the file that you want to upload on your computer, select it and click **Open**, as you do when uploading work to Daymap

*Note: You can select the **Google Drive** option or click the **Recent** and **My Drive** tabs to upload work directly from your online OAC Google account*



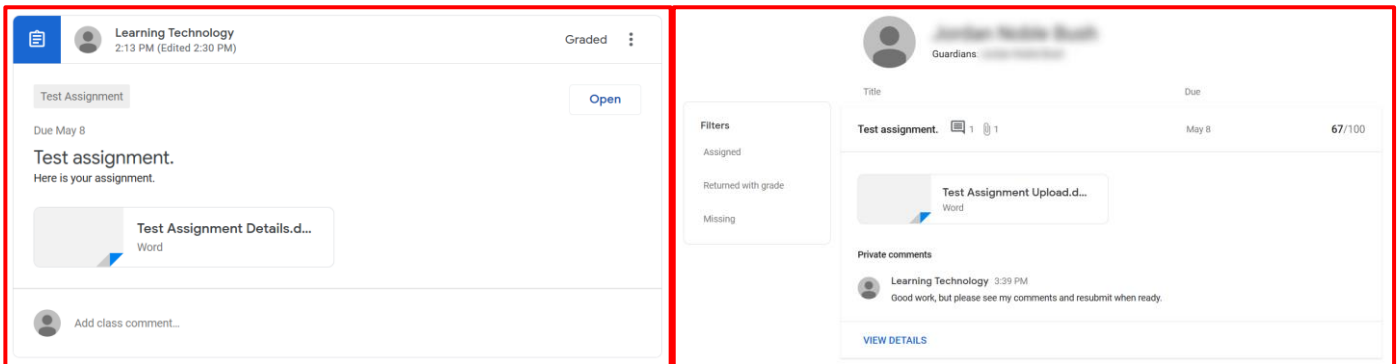
3. Once you have added all of your files, click **Upload**, wait for it to finish uploading, and then hit **Turn In** to submit the assignment

*Note: Click the **+ Create** option to start a new online document in Google Docs using your OAC Google account. Your new online document will be accessible at any time from inside of your Google Drive*

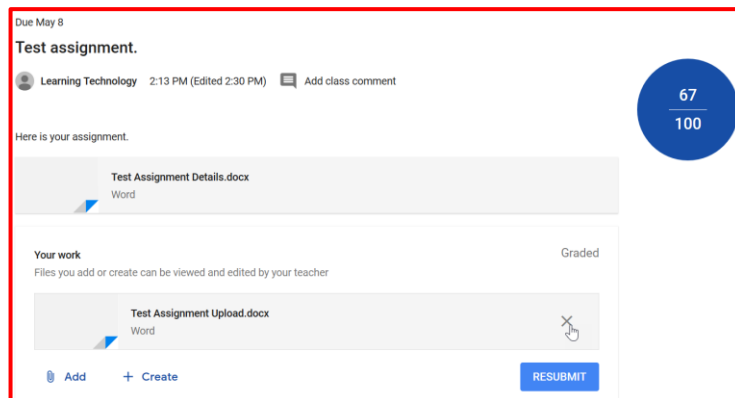


Part 3 – Viewing Feedback & Resubmitting Work

1. Login to your **OAC Google account**, go to your **Google Classroom** and find your work using **Part 1** of this guide.
2. Any assignments viewed and returned by your teacher will be marked as **Graded** in your **Stream**
 When you view the assignment, you may see a grading score and some comments from your teacher.
 You can view the included score and click your submitted work for more details and feedback.
 You can also post private comments to your teacher at the bottom of the page.



3. To remove work from an assignment in preparation for resubmission, click the **small X** to the right of any files that you want to delete



4. When you are ready to resubmit your edited work, navigate back to your assignment, **Add** your new or changed files, **Upload** them, click **Resubmit** and then **Turn In**

*Note: If you need to make changes to your work before the due date or before your teacher has marked the assignment, click **Unsubmit** and follow the steps above to **Turn In** your work again*

