

# Submitting work on Google Classroom



Use this quick guide for submitting work on Google Classroom.

Firstly, log into Google Classroom at this web address

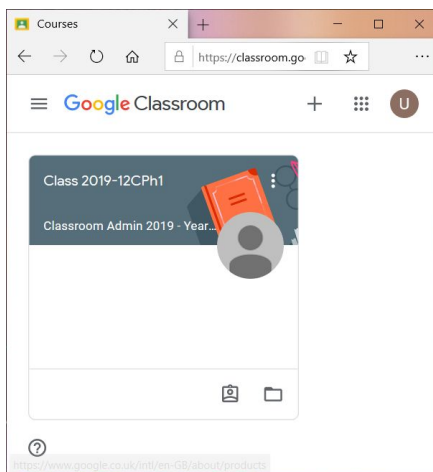
<https://classroom.google.com>

Use your username which should be in the following format:

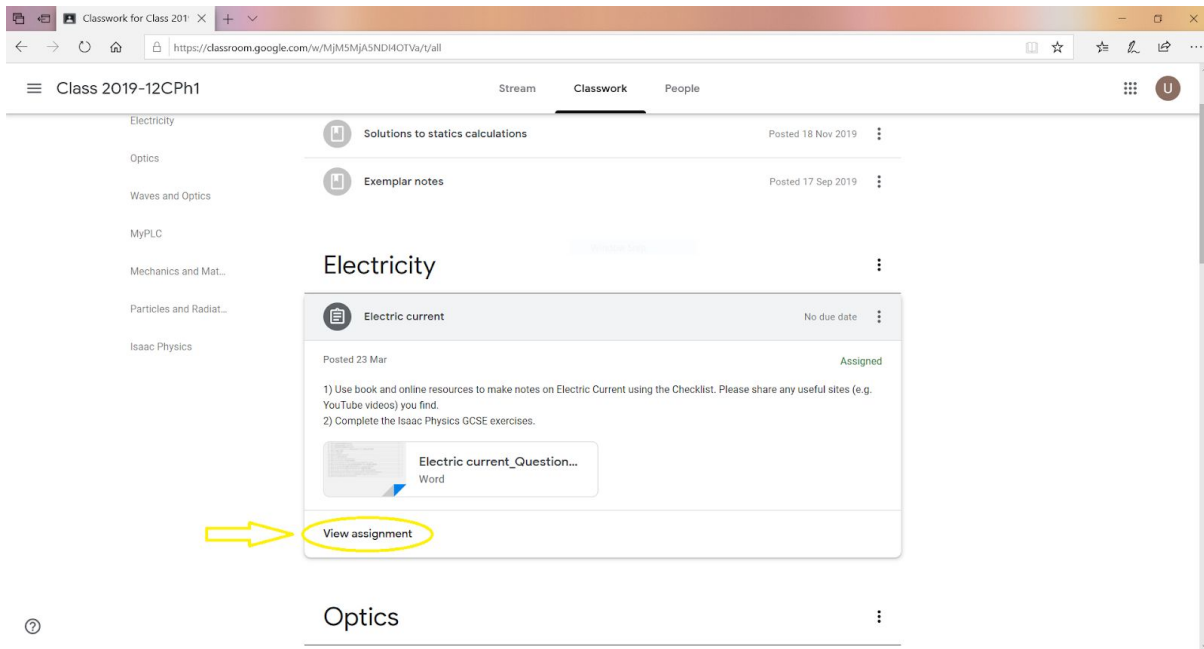
username@ilsley.bham.sch.uk

The password you need to use is the same one you use to log on to a school computer.

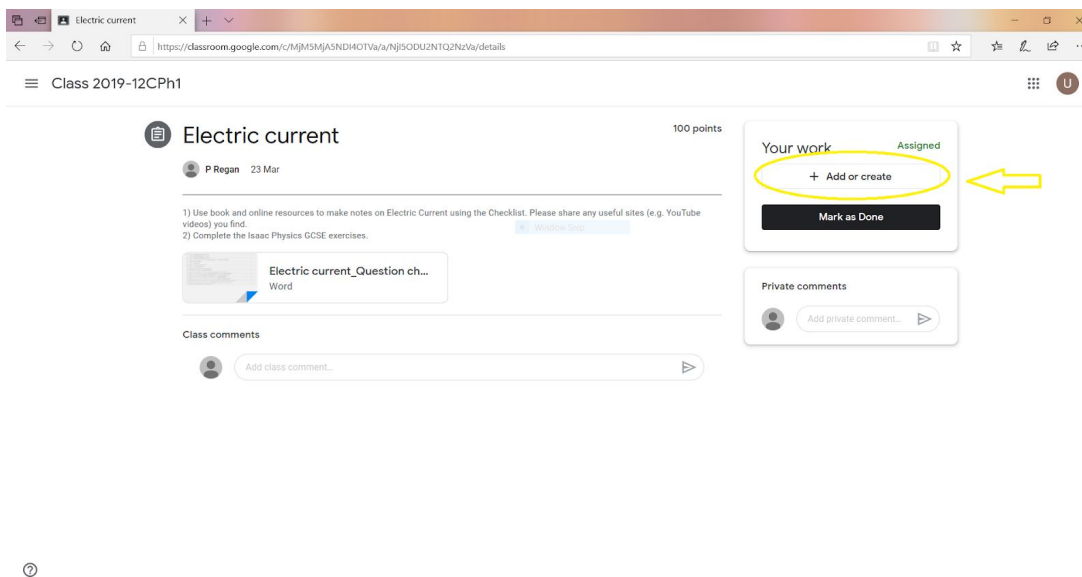
Once you have logged in to Google Classroom your available classes will show like the one below. Click on the class name like in this example Class 2019-12CPh1



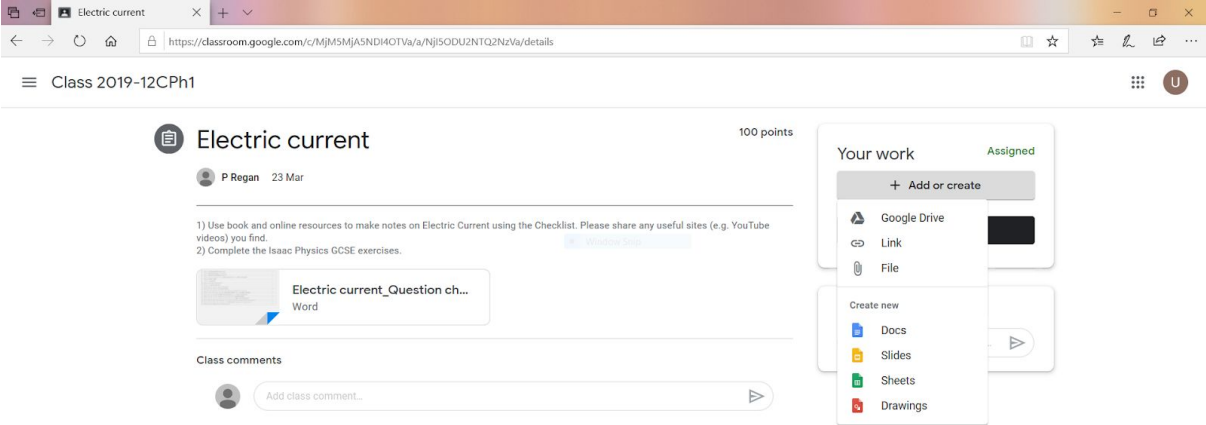
From the Classwork tab at the top of the screen you can see all of the work that has been set for you. Clicking on one will show you the materials and instructions set by you teacher. Click **View assignment** to see what is required and to submit your work.



Submit your work by clicking **+ Add or create**



You can then either create a new Google file to submit answers to your teacher or if you already have a document in your Google Drive, you can browse to it



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Finally, click the **Hand in** button.