# Turn in an assignment

You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see **Turn in** or **Mark** as **Done**.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

**Android** 

#### Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

- 1. Tap Classroom 2.
- 2. Tap the class > Classwork > the assignment.
- 3. On the Your work card, tap Expand . . .



- 4. To attach an item:
  - a. Tap Add attachment.
  - b. Tap Drive ♠, Link ⇐, File ♠, Take photo ♠, or Record video ♠.
    Don't see the Drive icon? Go to About Drive files with earlier versions of Android
  - c. Select the attachment or enter the URL and tap **Select**.

**Note**: On mobile devices with Android 7.0 Nougat, you can drag materials from another app to Classroom when the 2 apps are open in split-screen mode.

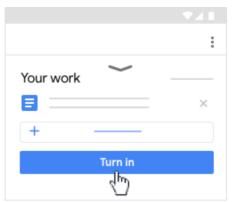
- 5. To attach a new doc:
  - a. Tap Add attachment.
  - b. Tap New Docs, New Slides, New Sheets, or New PDF.
    - For a new document, presentation, or spreadsheet, enter your information and tap Done  $\,\checkmark\,$  .
    - For a new PDF, you can write notes or draw images on it. When you're done, tap More 🗼 > Save.

Note: You can attach or create more than one file.

- 6. (Optional) To remove an attachment, tap Remove X and confirm.
- 7. (Optional) To add a private comment to your teacher, tap Add private comment > enter your comment > tap Post >...

8. Tap Turn In and confirm.

The assignment status changes to Turned in.



Important: If you get an error message when you tap Turn in, let your instructor know.

# Turn in a quiz assignment

- 1. Tap Classroom 🔼.
- 2. Tap the class > Classwork > the assignment.
- 3. Tap the quiz file and answer the questions.
- 4. In the quiz, tap Submit.
- 5. In Classroom, on the Your work card, tap Expand ^.



- 6. (Optional) To add a private comment to your teacher, tap Add private comment > enter your comment > tap Post >.
- 7. Tap Mark as done and confirm.

The assignment status changes to Turned in.



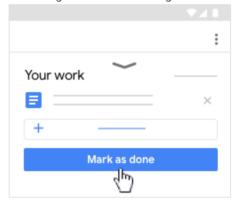
**Important**: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date.

- 1. Tap Classroom <a>[</a>.
- 2. Tap the class > Classwork > the assignment.
- 3. On the Your work card, tap Expand . .



- 4. (Optional) To add a private comment to your teacher, tap Add private comment > enter your comment > tap Post ≥.
- 5. Tap Mark as done and confirm.

The assignment status changes to Turned in.



### Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

**Important**: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

- 1. Tap Classroom <a>[</a>.
- 2. Tap the class > Classwork > the assignment.

3. On the Your work card, tap Expand . .



4. Tap Unsubmit and confirm.

The assignment is unsubmitted. Resubmit it before the due date.

#### About Drive files with earlier versions of Android

Attaching files from Drive on your Android device depends on which version you're running. To check which version of Android your device uses, go to Check your Android version .

If you use Android 4.4 Kit Kat, you won't see the Drive icon A, but you can still attach Drive files:

• Tap File ★ > select a file to attach.

If you use Android 4.3 Jelly Bean, when you tap the Drive icon , you'll be asked to update your device. For instructions, go to Update your Android version . The update might not work on some older devices, but you can choose another option:

- Copy the file link from your mobile browser > tap Add link ← to attach it.
- Use a computer rather than a mobile device.