



29 January 2021

Dear Parent/Carer,

### Handing in work via Google Classroom

Firstly, we would like to thank you for your continued support as we provide our programme of Blended Learning. This week we have updated our website information ([Click here](#)) and added a Parent Guide ([Click Here](#)) and a Student Guide ([Click here](#)).


Our feedback has highlighted that some students are completing their work but are not 'handing this in' which means that, for the teacher, work appears as not completed.

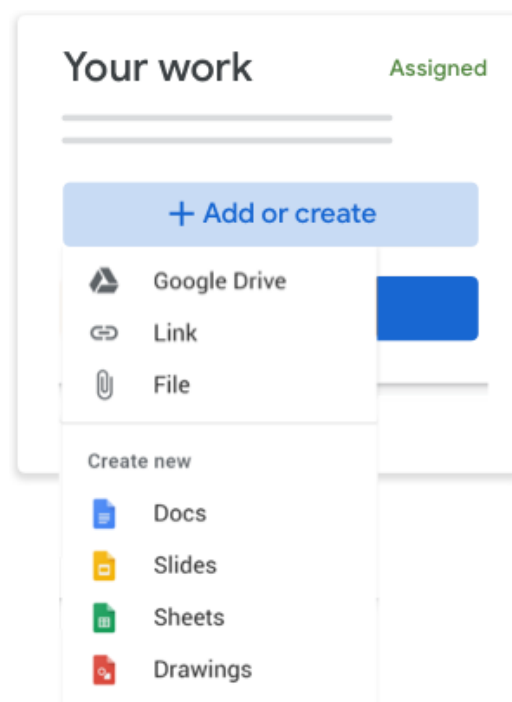
We have made a short video that demonstrates how students 'hand in their work' ([Click here](#)) and below we include a step by step guide.


If you need any support with this or any other aspects of our remote learning provision, please contact us using the following: [remotelarning@holderness.academy](mailto:remotelarning@holderness.academy)

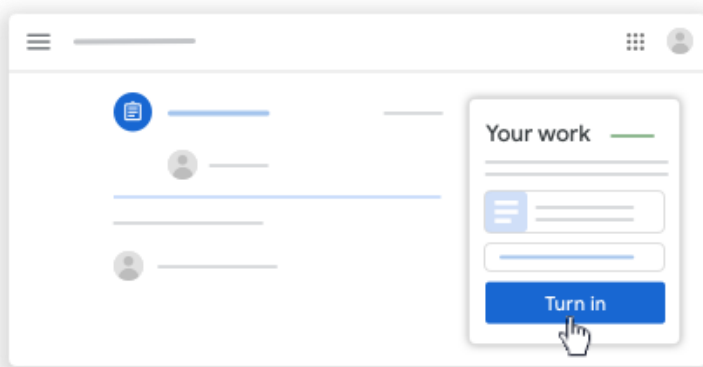
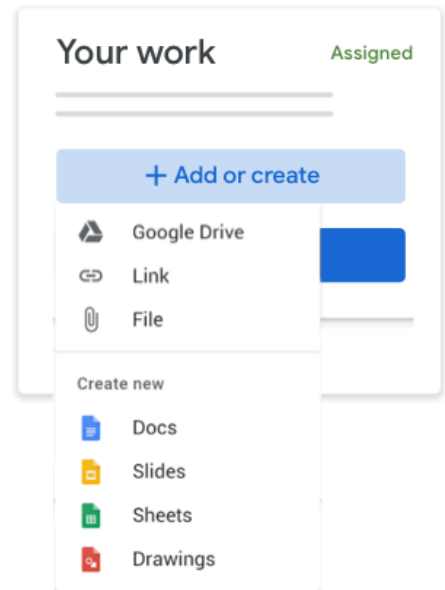
### Turn in an assignment on a computer

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. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class ⇒ Classwork.
3. Click the assignment ⇒ View assignment.
4. To attach an item
  - a. Under Your work, click Add or create ⇒ select Google Drive, Link , or File.
  - b. Select the attachment or enter the URL for a link and click Add.



5. To attach a new document:
  - a. Under Your work, click Add or create ⇒ Docs , Slides , Sheets , or Drawings. A new file attaches to your work and opens.
  - b. Click the file and enter your information.
6. (Optional) To remove an attachment, next to the attachment's name, click Remove ✕.
7. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post.
8. Click Turn in and confirm.
9. The status of the assignment changes to **Turned in**.



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

Yours sincerely,

The Remote Learning Team