

Submitting Assignments



Classroom Modules prepared by St. Chamuel College
Reference: DISCS ALLS ADMU LS

Learning Objectives

- Attache a submission to an assignment
- turn in an assignment



Attaching Assignments



Attaching Assignments

- All requirements in Google Classroom look like this.

Due Jun 22, 11:59 PM

Assignment 1 100 points

Infinity Edge Jun 17

1. Give a short description of the following unusual states of matter:

- a. Quark Gluon Plasma
- b. String-Net Liquid
- c. Disordered Hyperuniformity
- d. Photonic Matter
- e. Jahn-Teller Metals

2. Here are some common objects. Identify the elements present in each of them. Classify these elements as metals, non-metals, or metalloids.

- a. Toothpaste
- b. Electric wires
- c. Coins
- d. Shampoo
- e. Aluminum Foil

Submit your work in PDF format.

Filename:

SurnameFname_Assignment1.PDF

Class comments

Your work Missing

+ Add or create

Mark as done

Private comments

Add private comment...

Attaching Assignments

- When you work on pairs or groups and the teacher instructed that only one has to submit the work, it is possible for the group mates to mark their assignment as **done**.

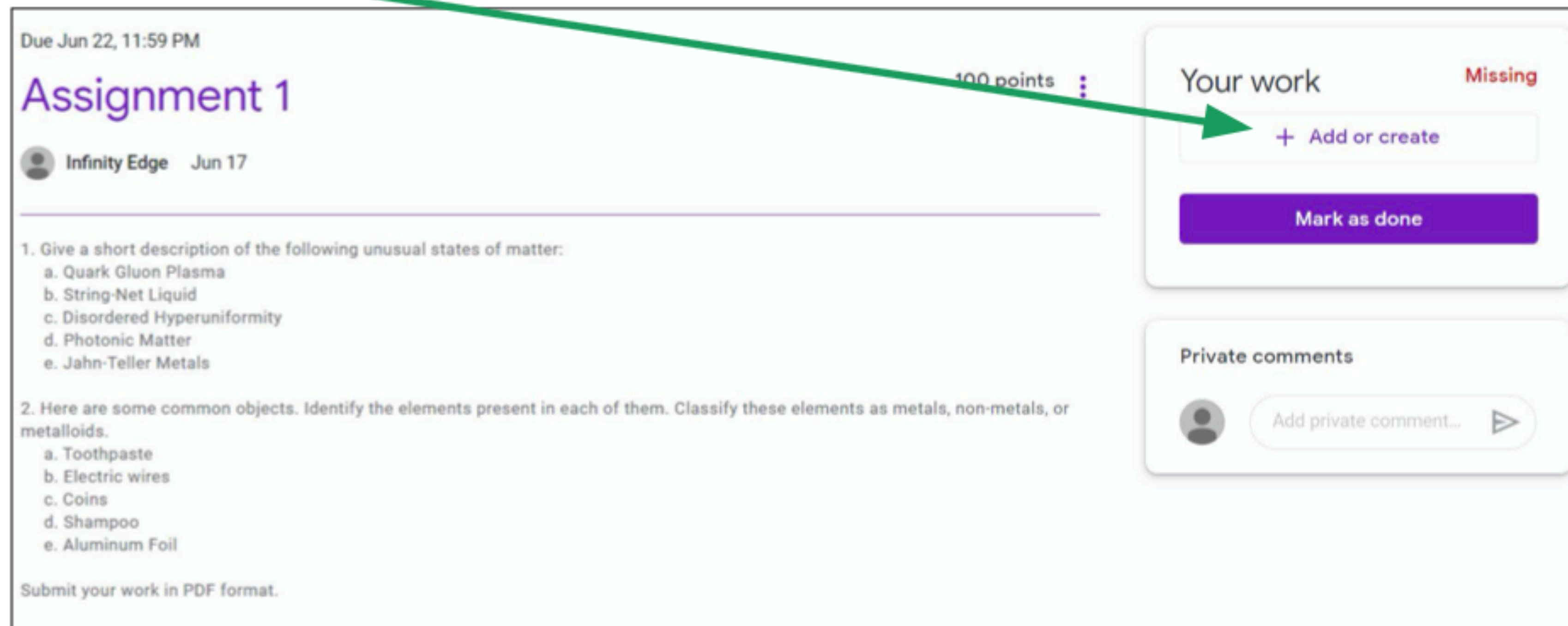
Attaching Assignments

- If you don't have to submit anything, click **Mark as done**



Attaching Assignments

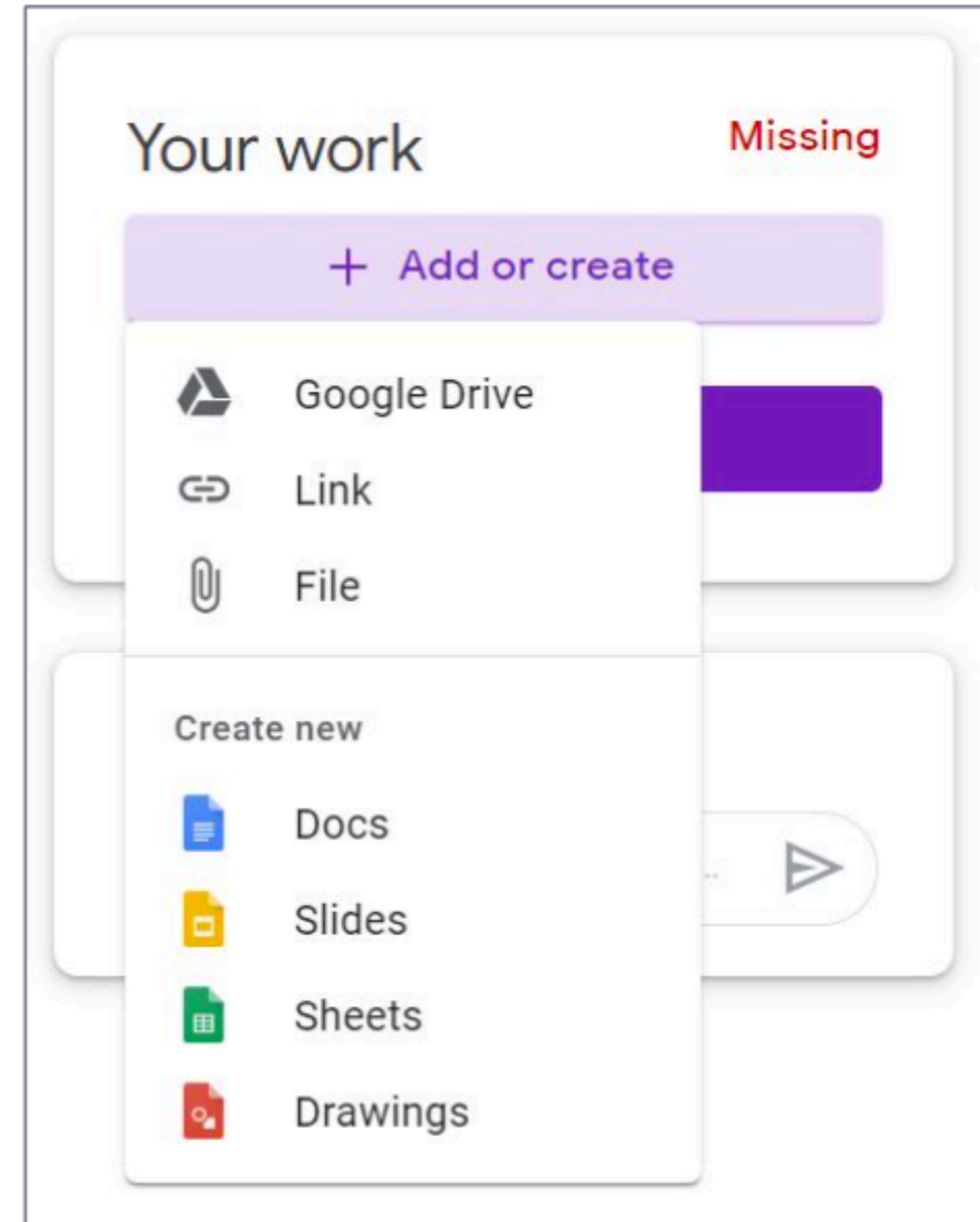
- If you need to submit something online click
- **+ Add or create**



The screenshot displays a Blackboard assignment interface. At the top left, it shows the due date 'Due Jun 22, 11:59 PM' and the assignment title 'Assignment 1' in purple. Below the title, the instructor's name 'Infinity Edge' and the date 'Jun 17' are visible. The assignment content includes two questions: '1. Give a short description of the following unusual states of matter:' with sub-points 'a. Quark Gluon Plasma', 'b. String-Net Liquid', 'c. Disordered Hyperuniformity', 'd. Photonic Matter', and 'e. Jahn-Teller Metals'; and '2. Here are some common objects. Identify the elements present in each of them. Classify these elements as metals, non-metals, or metalloids.' with sub-points 'a. Toothpaste', 'b. Electric wires', 'c. Coins', 'd. Shampoo', and 'e. Aluminum Foil'. At the bottom left, it says 'Submit your work in PDF format.' On the right side, there is a 'Your work' section with a 'Missing' status. Below this, there is a '+ Add or create' button, which is highlighted by a green arrow pointing from the text '+ Add or create' in the list above. Below the '+ Add or create' button is a purple 'Mark as done' button. At the bottom of the right sidebar, there is a 'Private comments' section with a text input field 'Add private comment...' and a submit button.

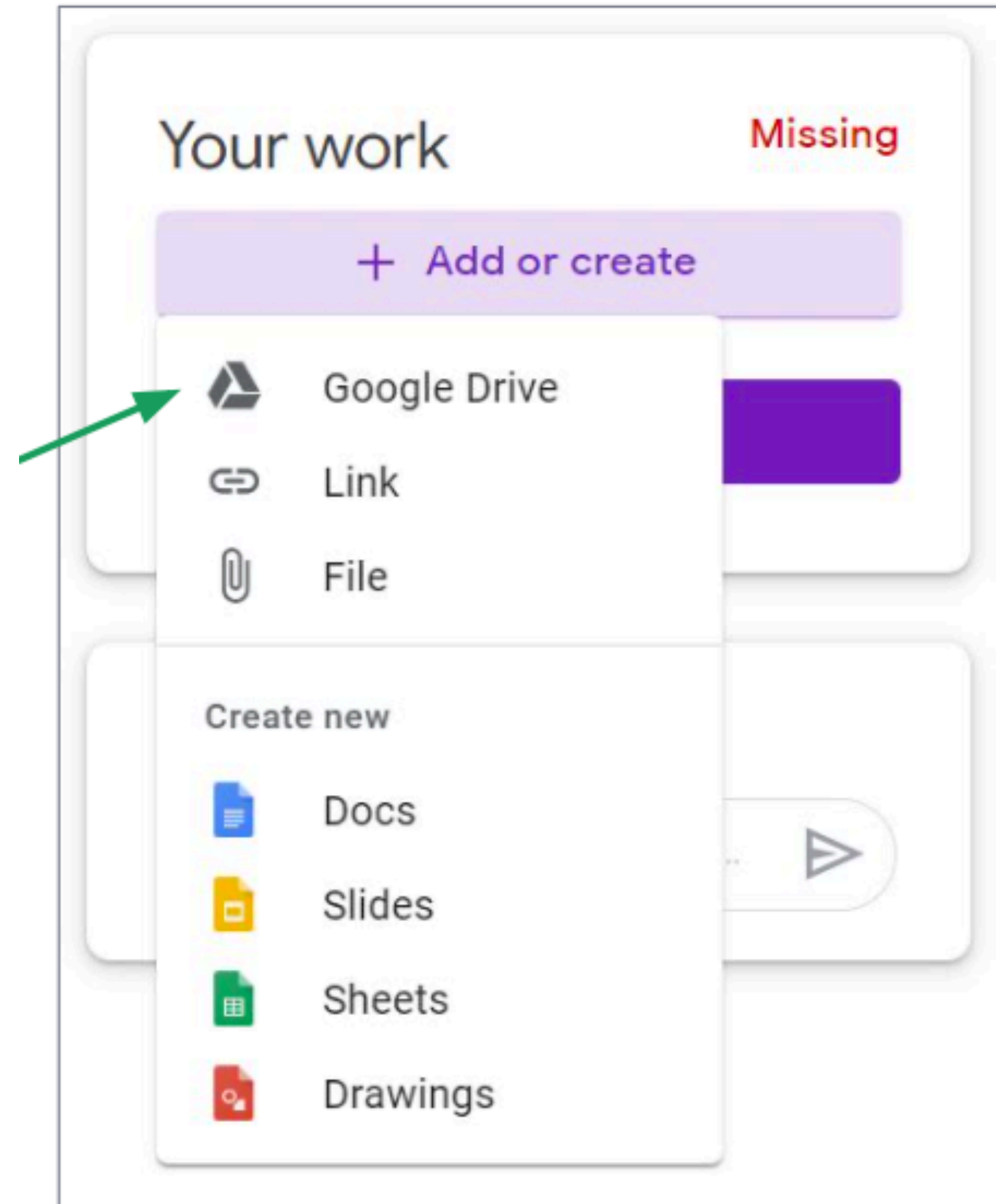
Attaching Assignments

- When you click **+ Add or create**, you will see many options for what you can submit.
- **Ask your teacher** to know what option you should use.



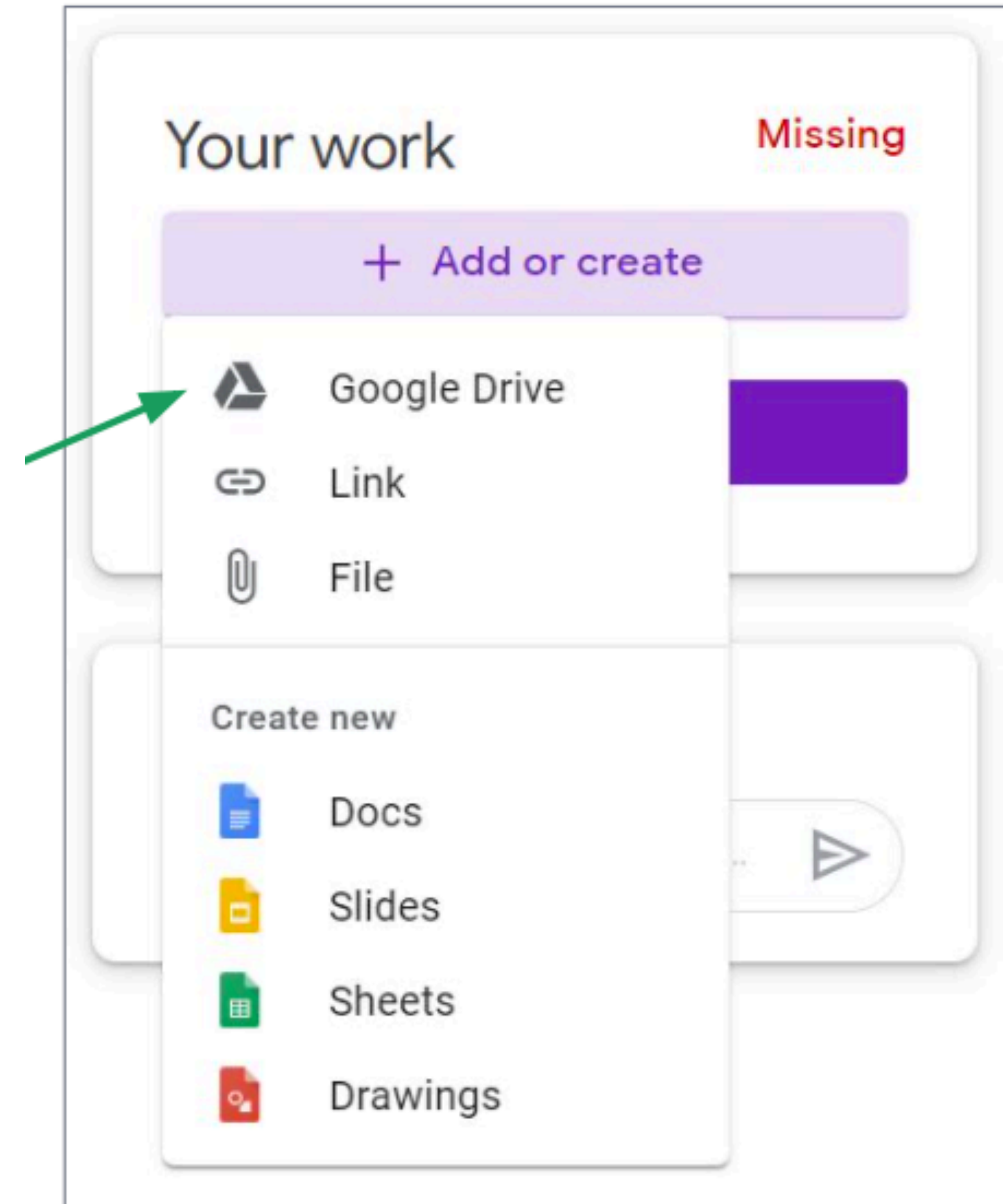
Attaching Assignments

- Google Drive
- A place where a user can store his/her files
- Used when the file you are submitting is **in you Google Drive**



Google Drive

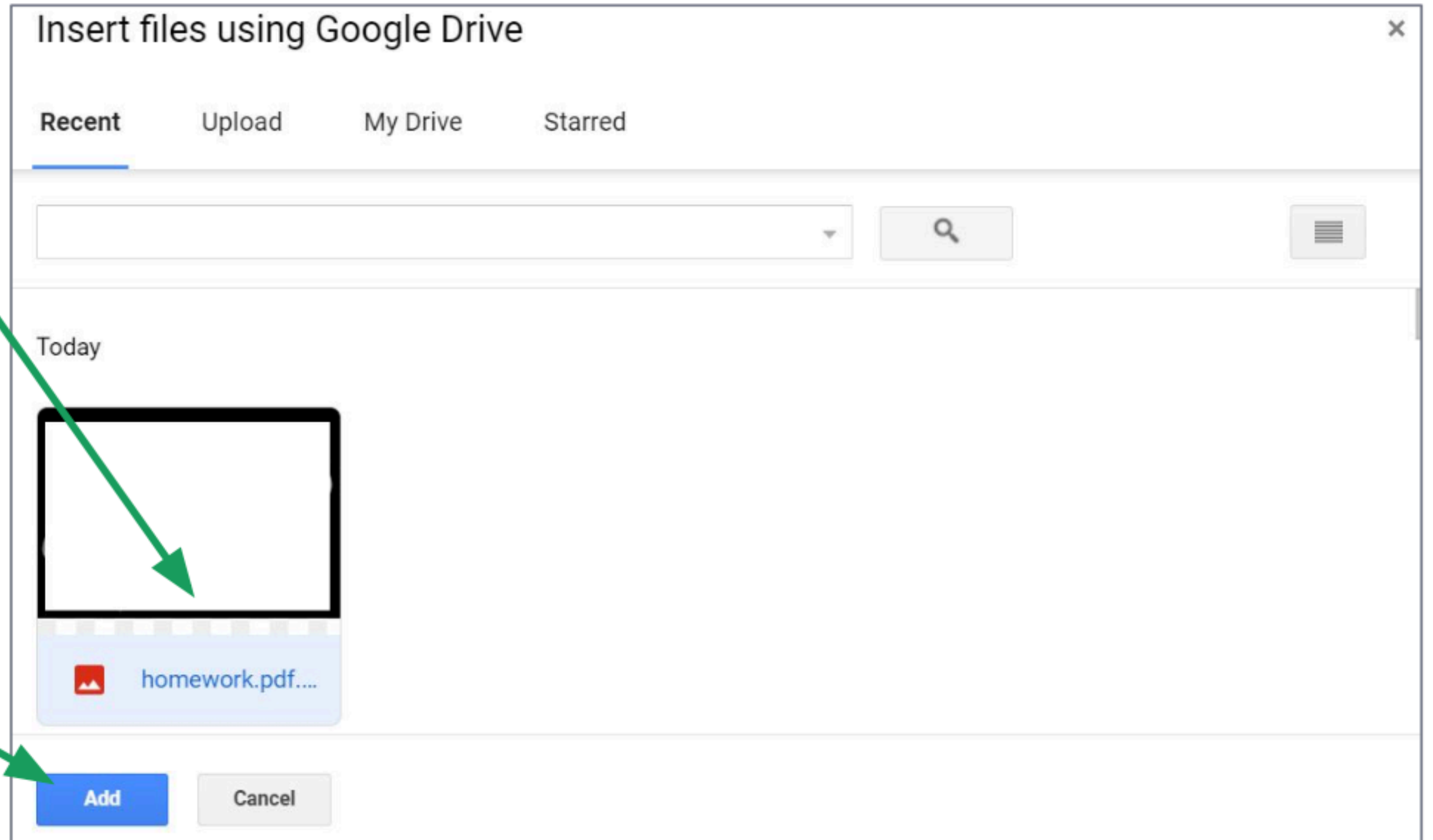
- To submit a file from your Google Drive, first, click **Google Drive**.



Google Drive

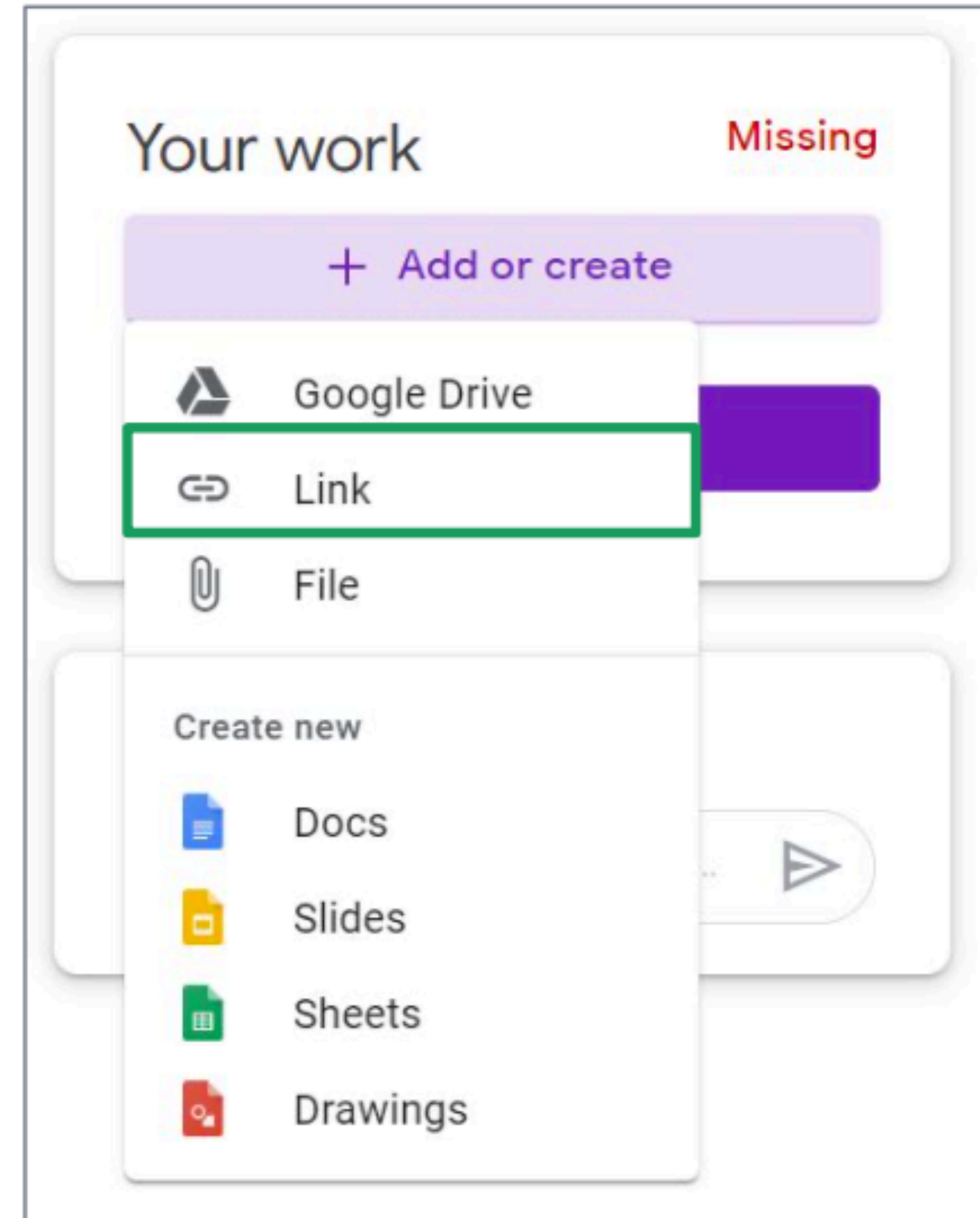
Select the **file** you want to submit.

Then, click **Add**.

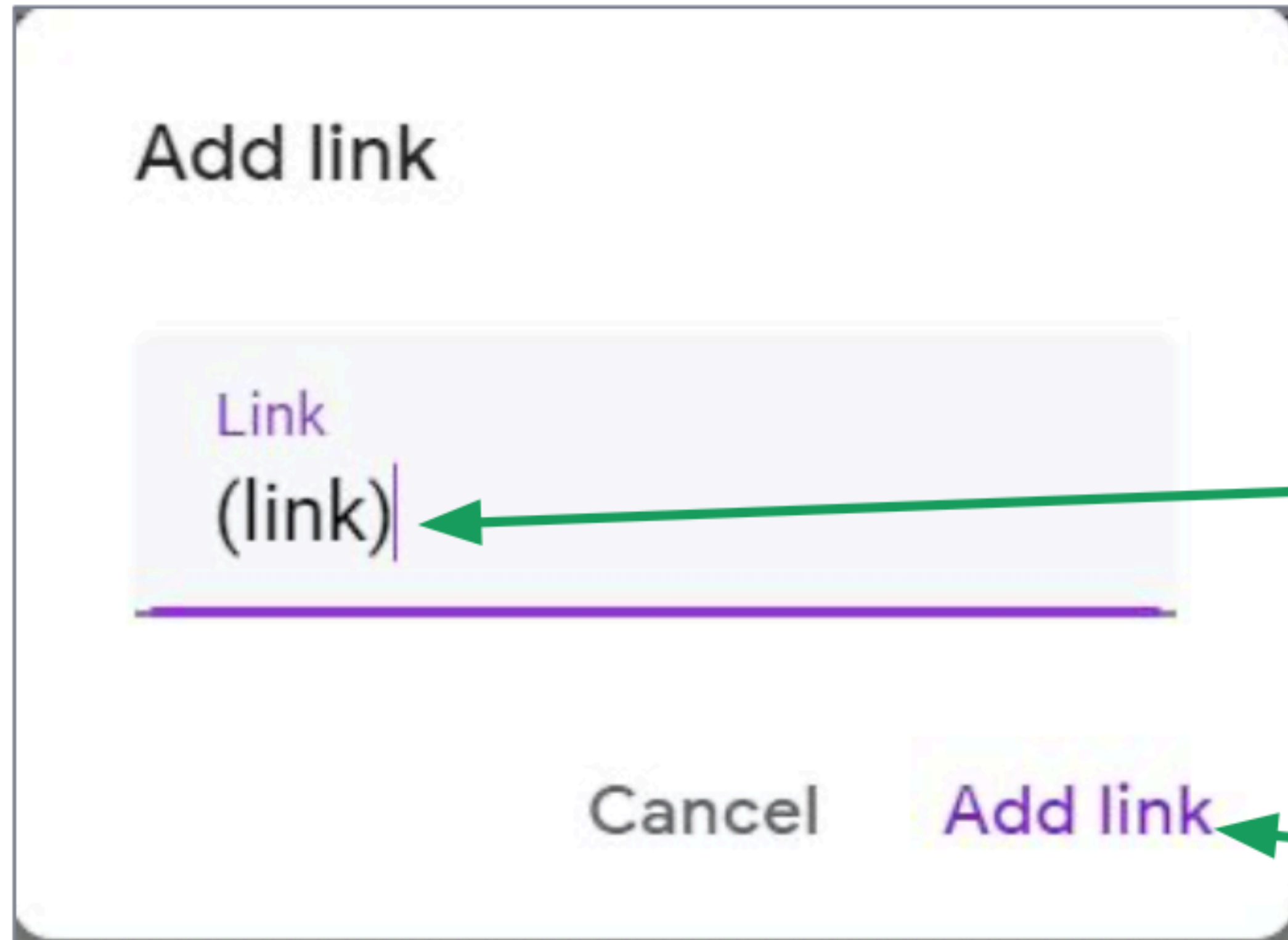


Attaching Assignments

- Link
 - a group of letters, number, and symbols that leads to another webpage
 - Used when the assignment you are submitting is a link to a website article, Youtube video, etc.



Link



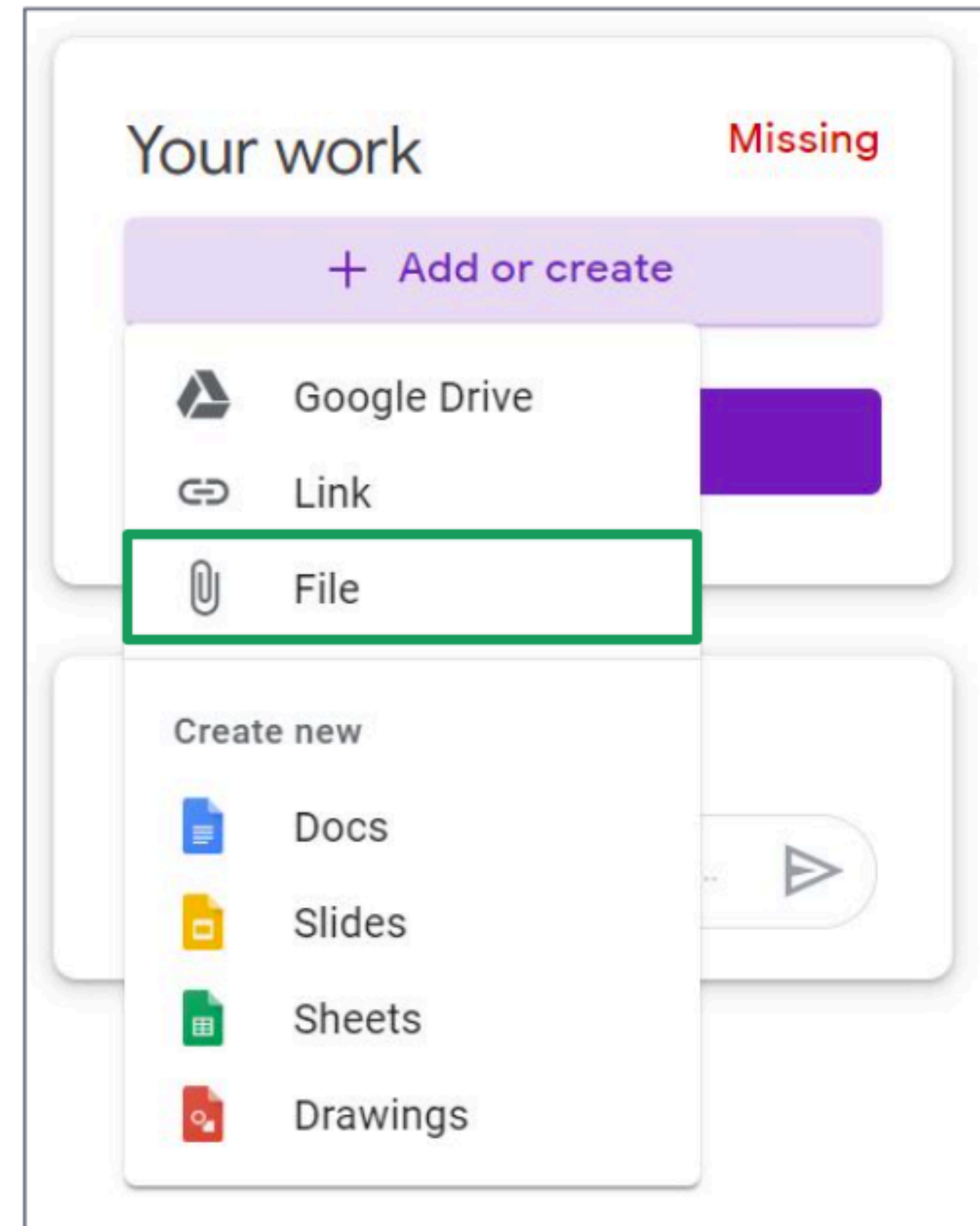
The image shows a dialog box titled "Add link". Inside the dialog, there is a text input field containing the placeholder text "(link)". A green arrow points from the text "link" in the instruction to the right of the dialog to the input field. Below the input field, there are two buttons: "Cancel" and "Add link". A second green arrow points from the text "Add link" in the instruction to the right to the "Add link" button.

Copy and paste the **link** here.

Click **Add link** to submit the link.

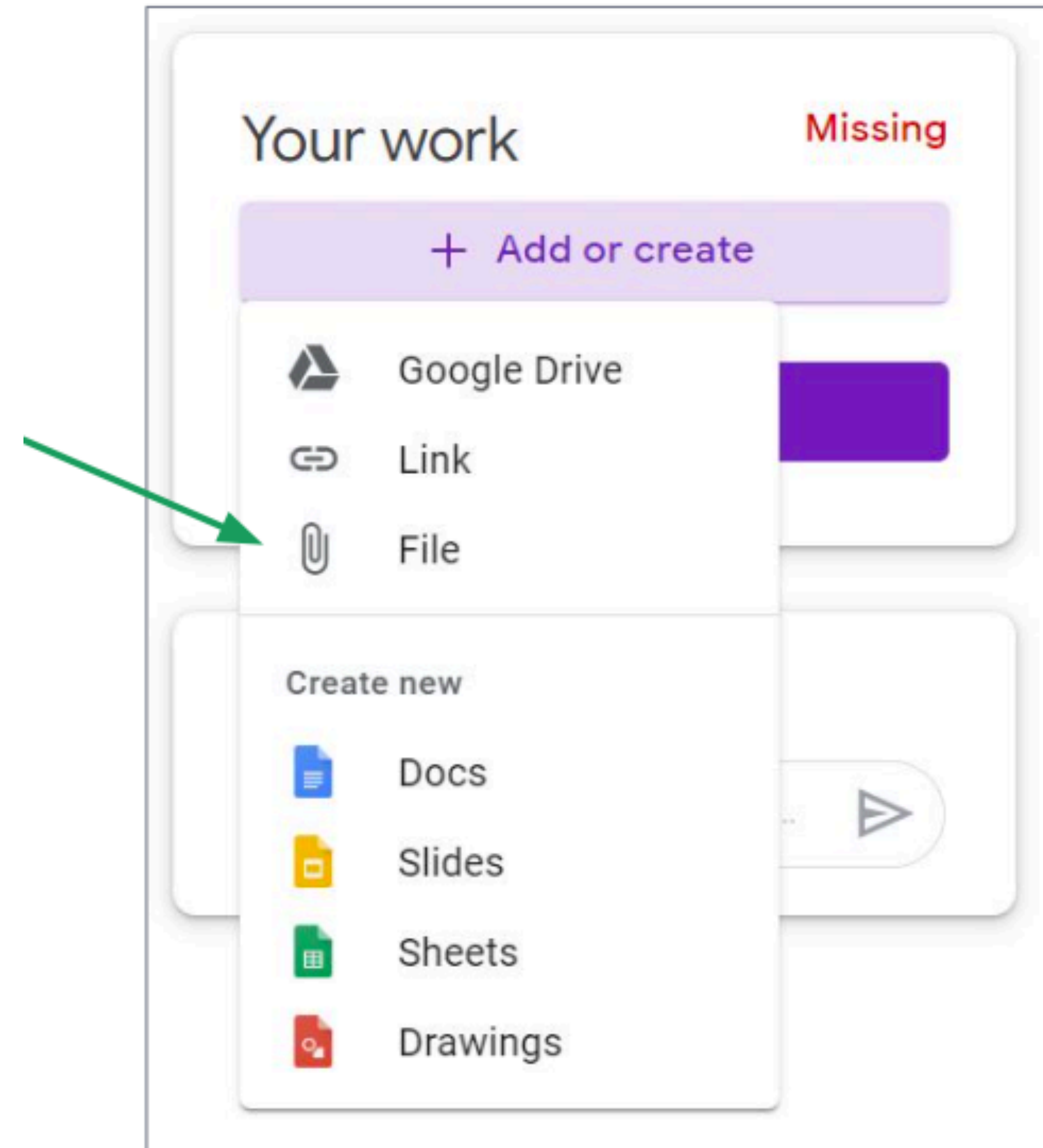
Attaching Assignments

- File
 - Used when the assignment you are submitting is in a file located **inside your computer's folders**



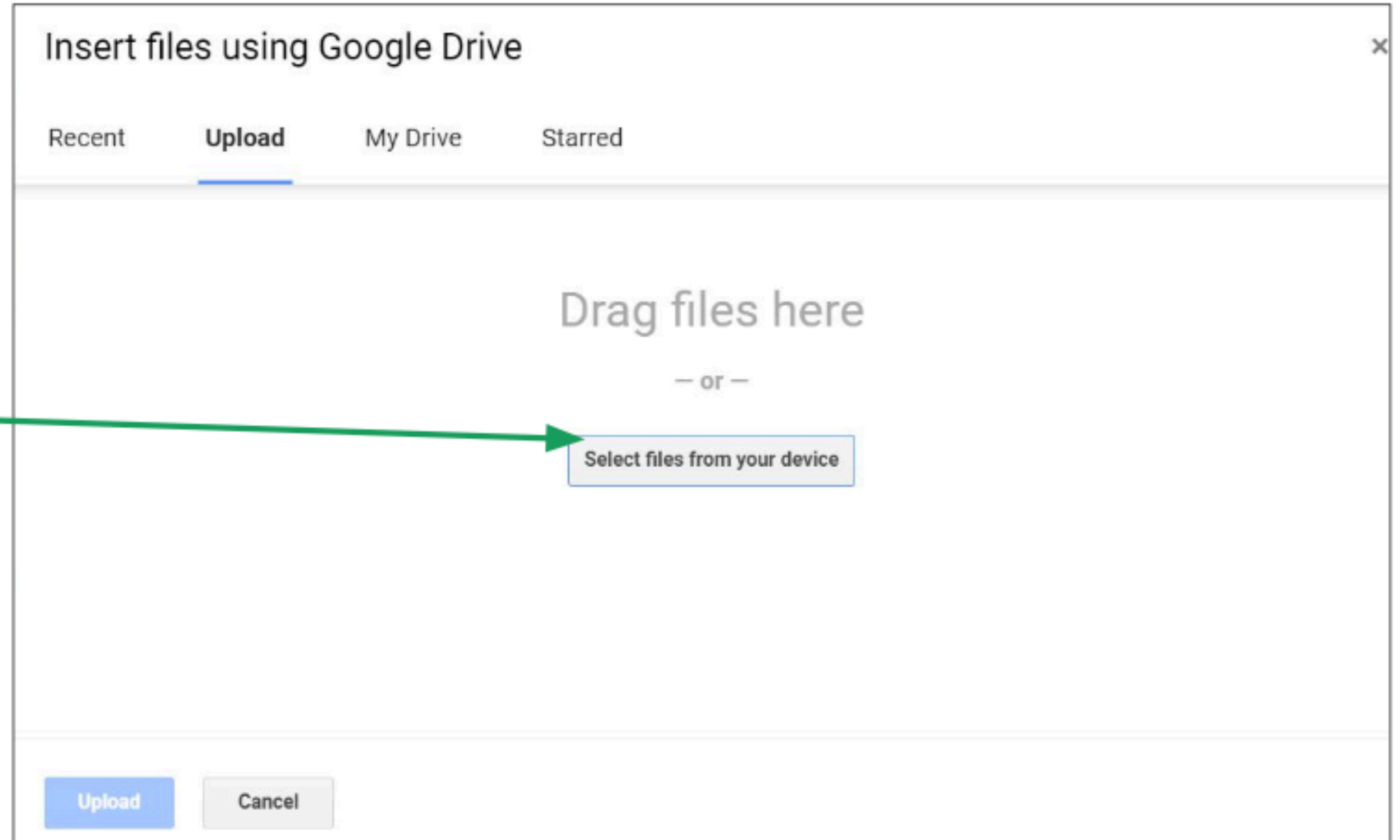
File

- Select **File** to look for the file in your computer folders



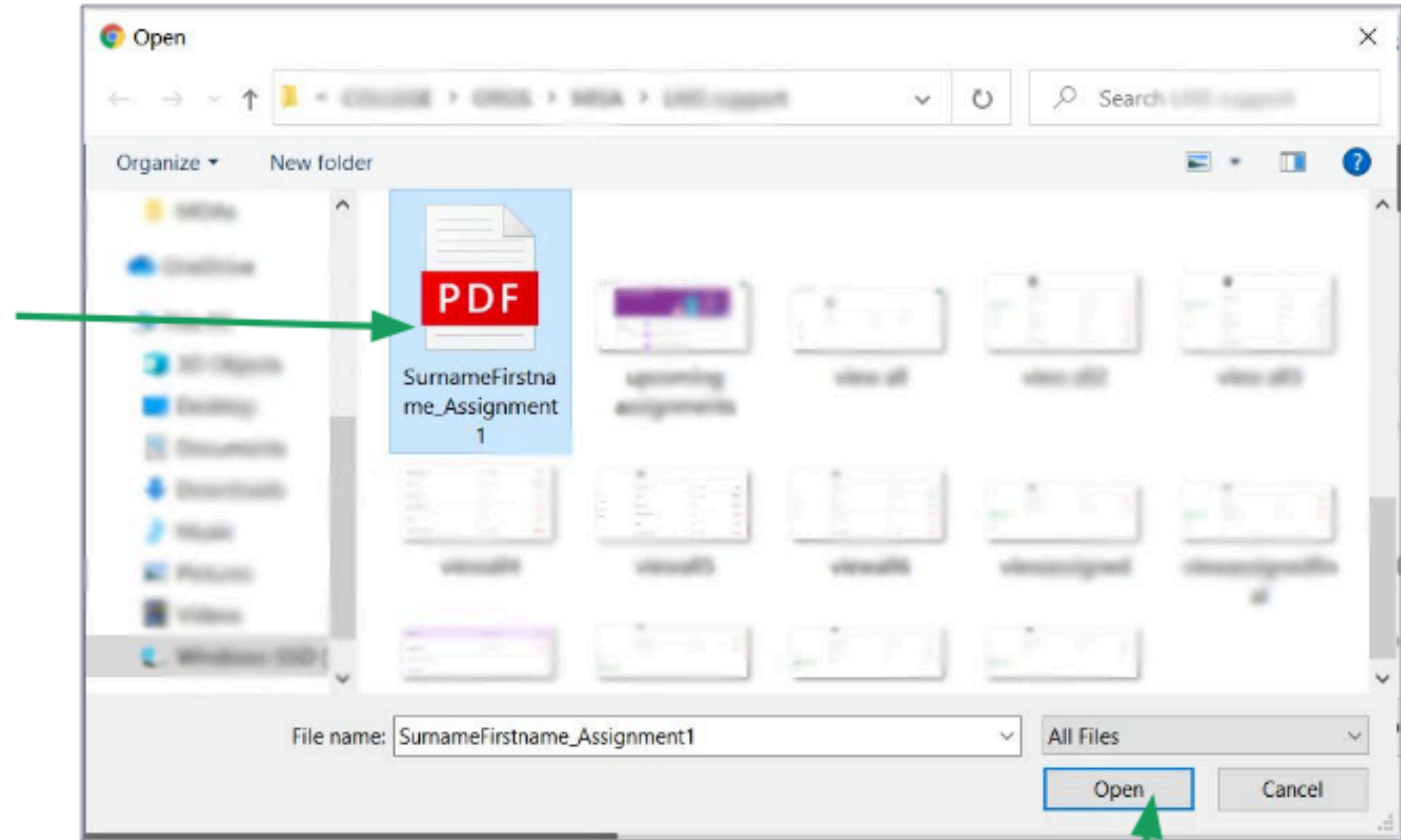
File

- Click **select files from your device**



File

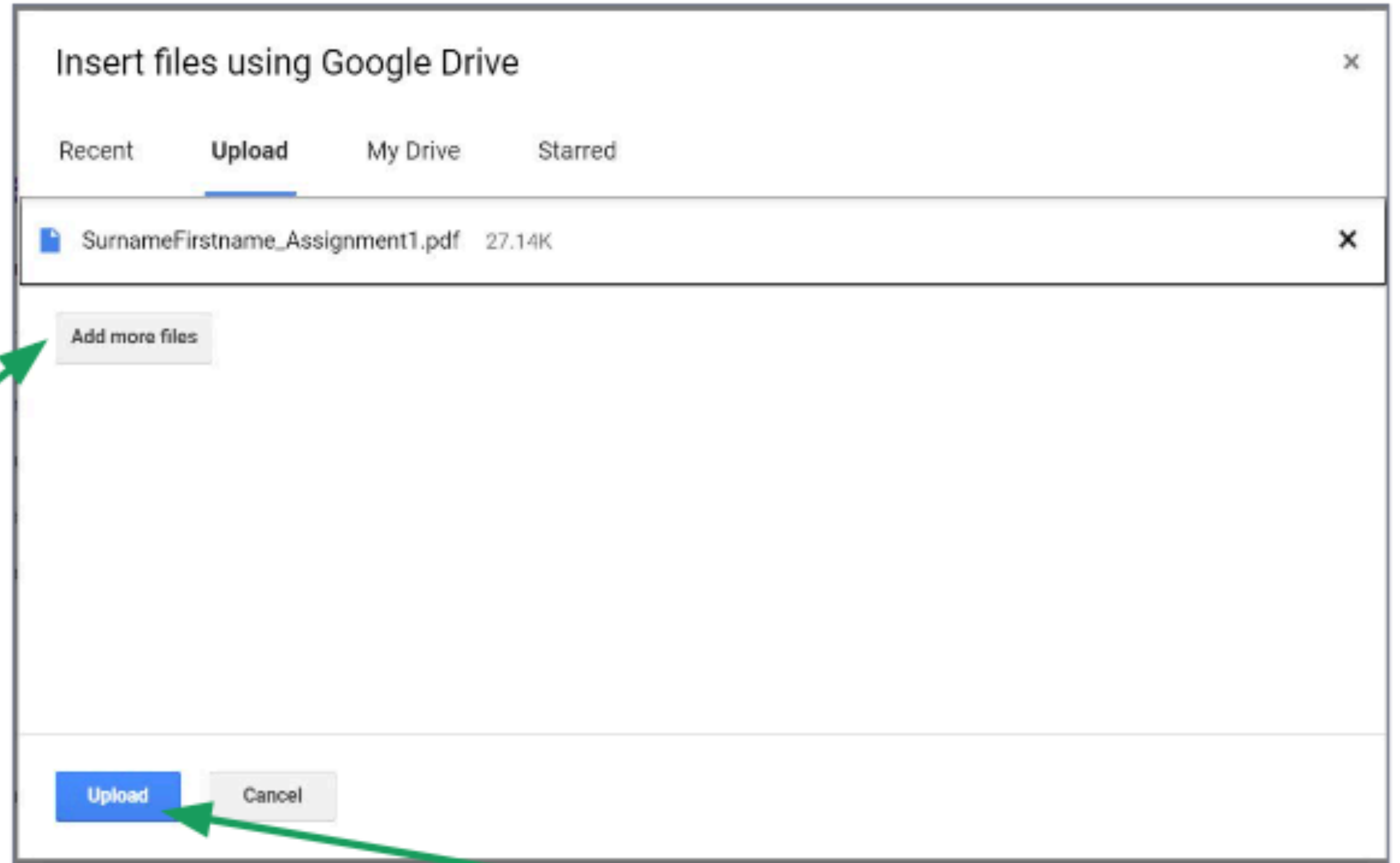
- Select the **file** from the folder where it is located



After selecting the file, click **Open**.

File

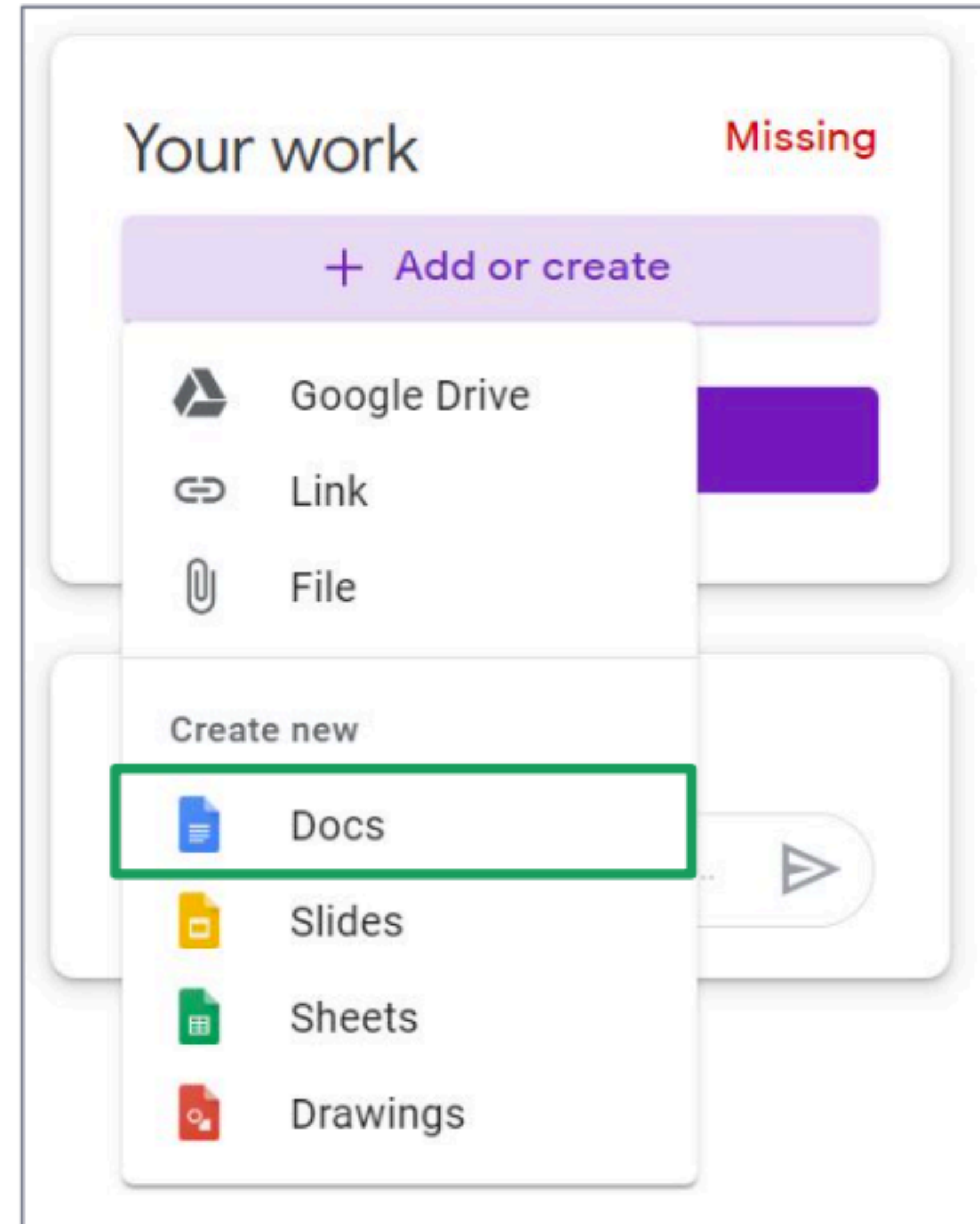
If you need to submit more files, click **Add more files**.



When you are done, click **Upload**.

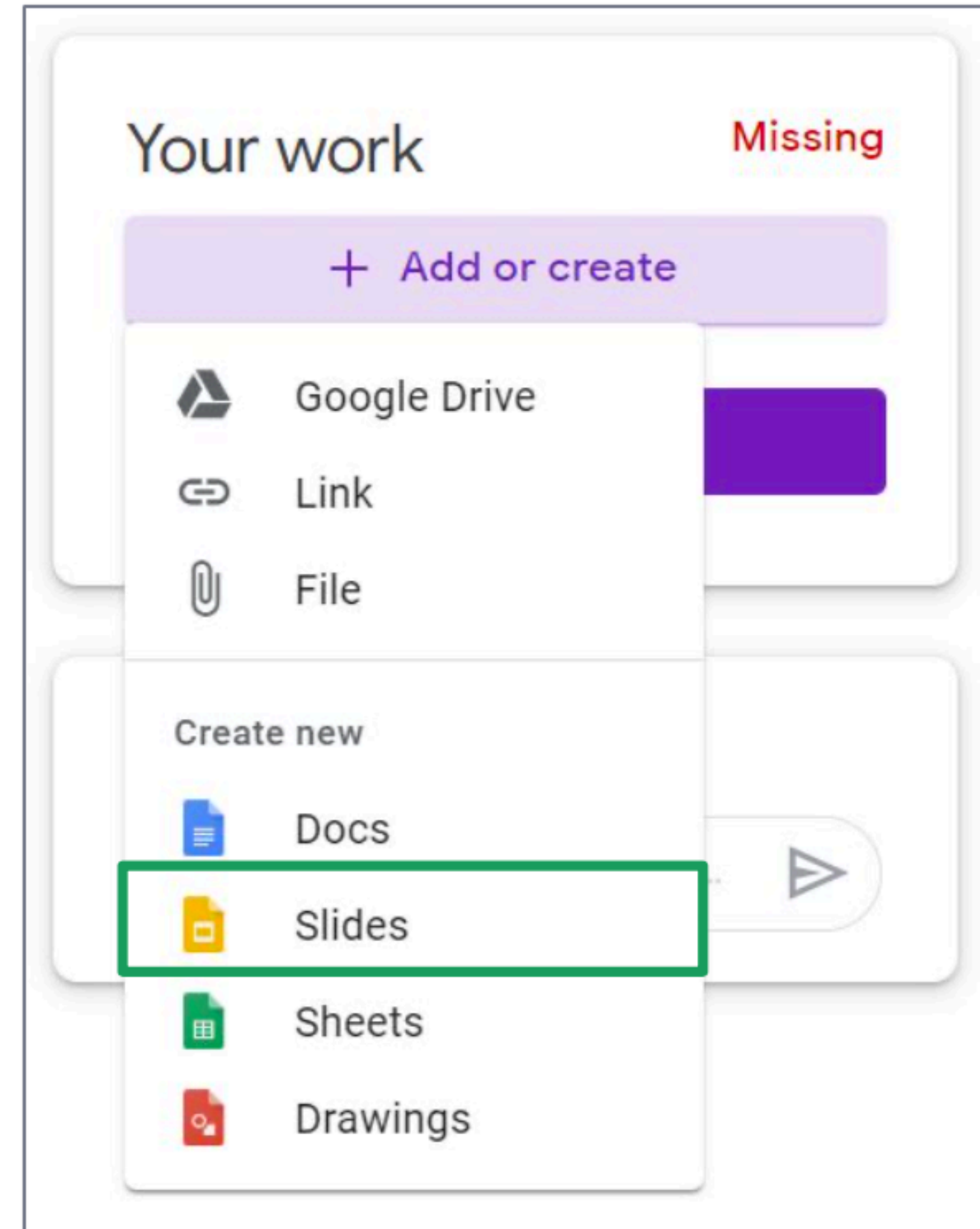
Attaching Assignments

- Docs
 - Used when the assignment you are submitting is a **word document**
 - Has **collaborative features** (for groupworks)



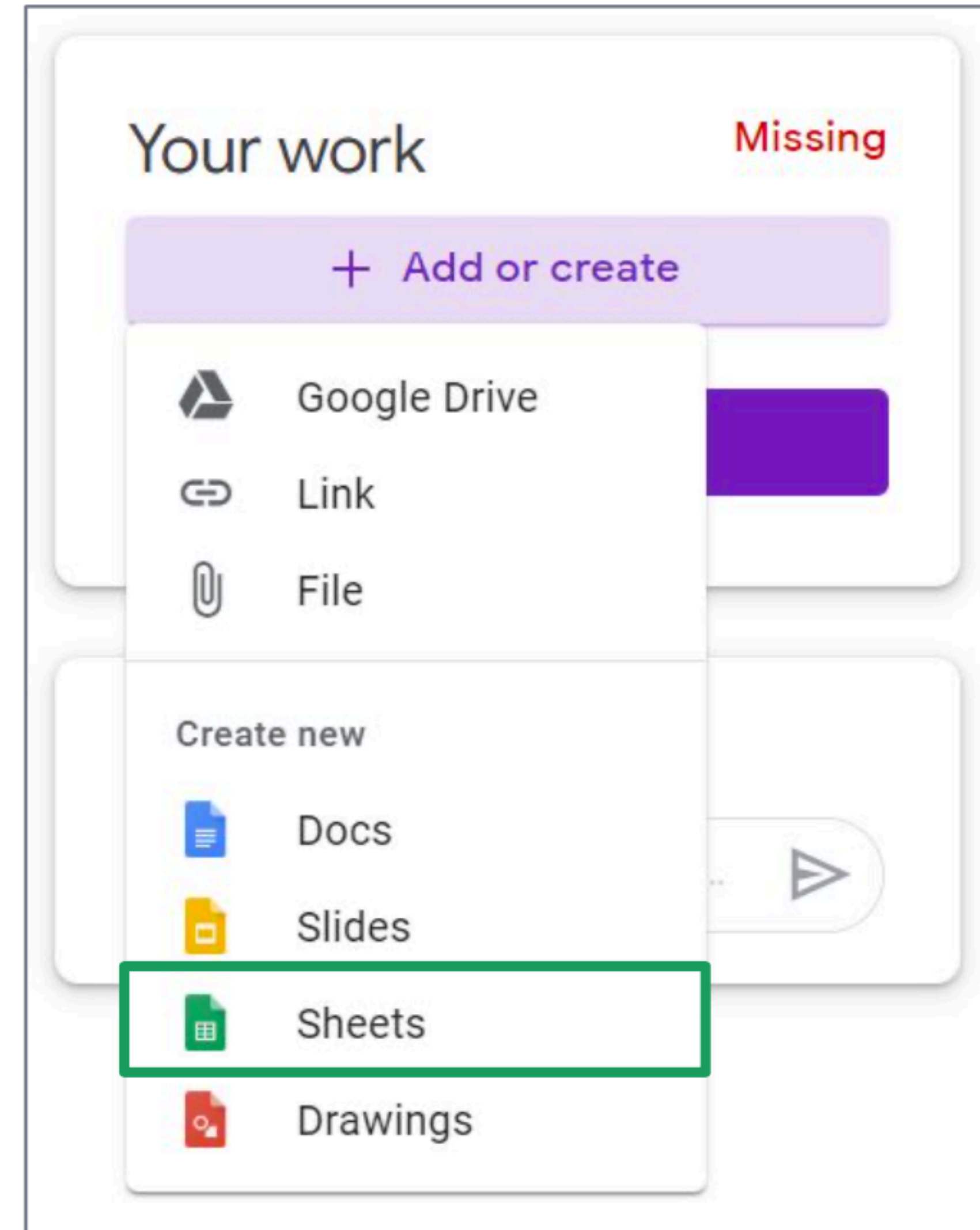
Attaching Assignments

- Slides
 - Used when the assignment you are submitting is a **slideshow**
 - Has **collaborative features** (for groupworks)



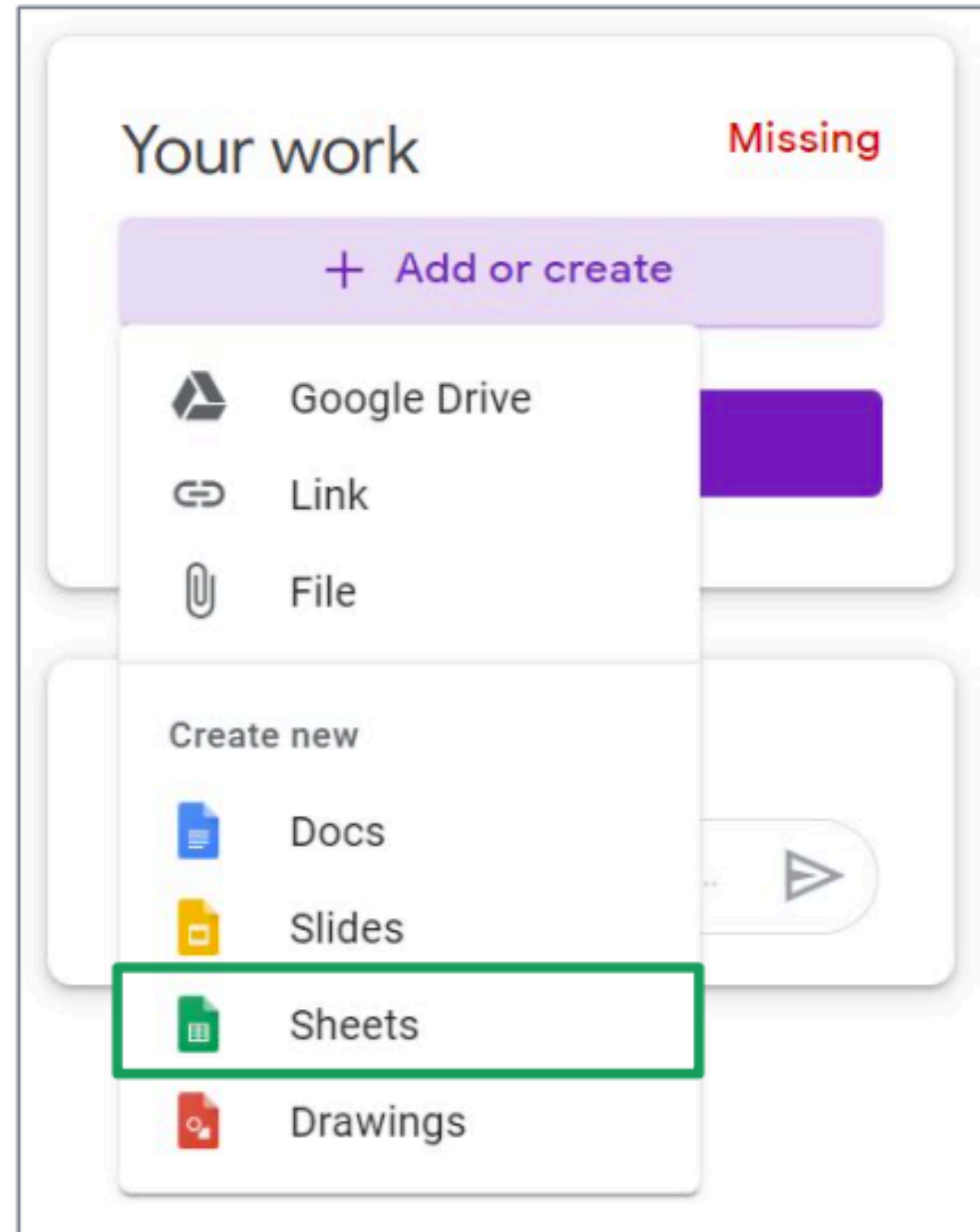
Attaching Assignments

- Sheets
 - Used when the assignment you are submitting is a **spreadsheet**
 - Has **collaborative features** (for groupworks)

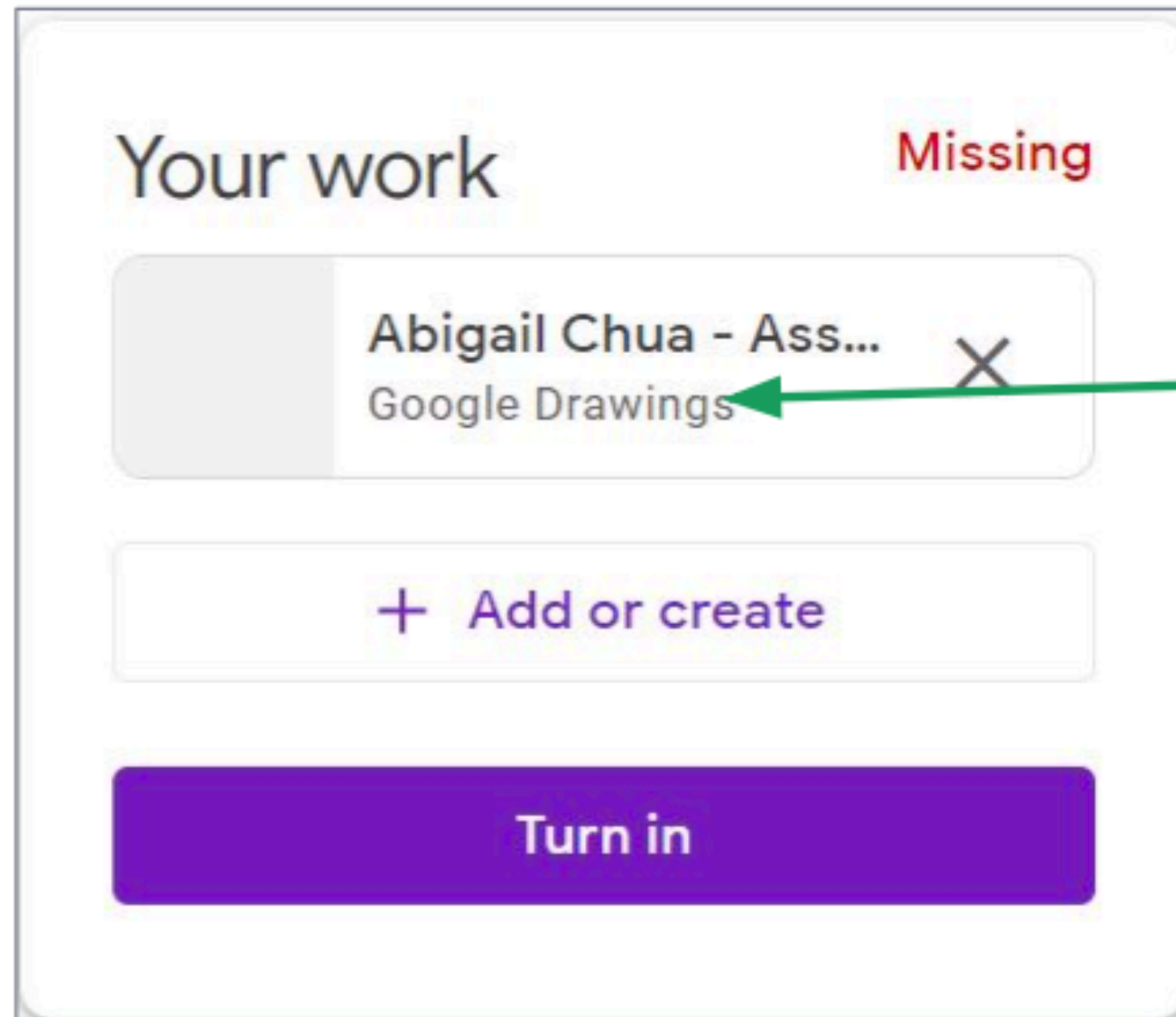


Attaching Assignments

- Sheets
 - Used when the assignment you are submitting is a **flowchart or diagram**
 - Has **collaborative features** (for groupworks)



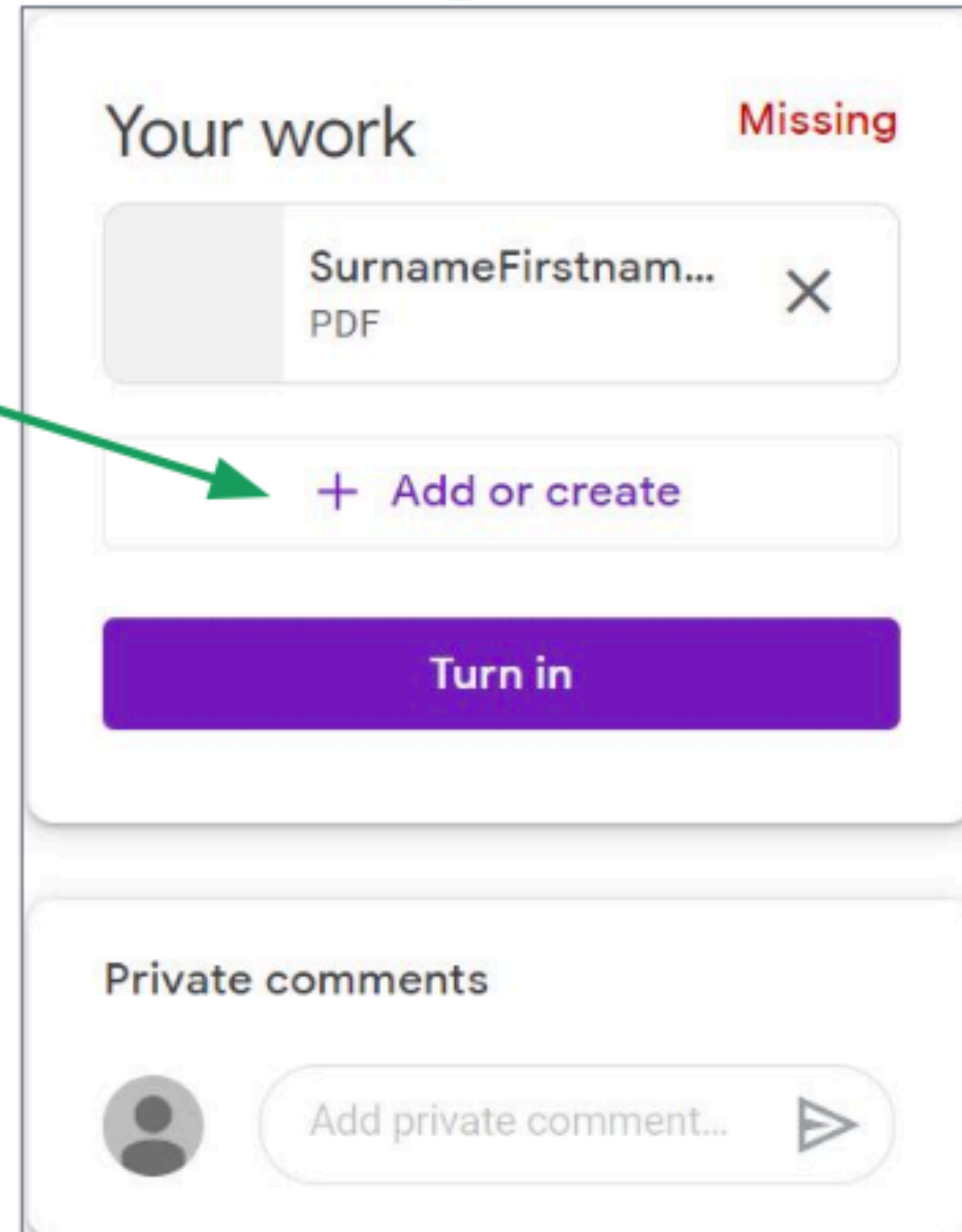
Attaching Assignments



After creating a new Google Docs, Slides, Sheets, or Drawings, click the file to edit it.

Turning in the Assignment

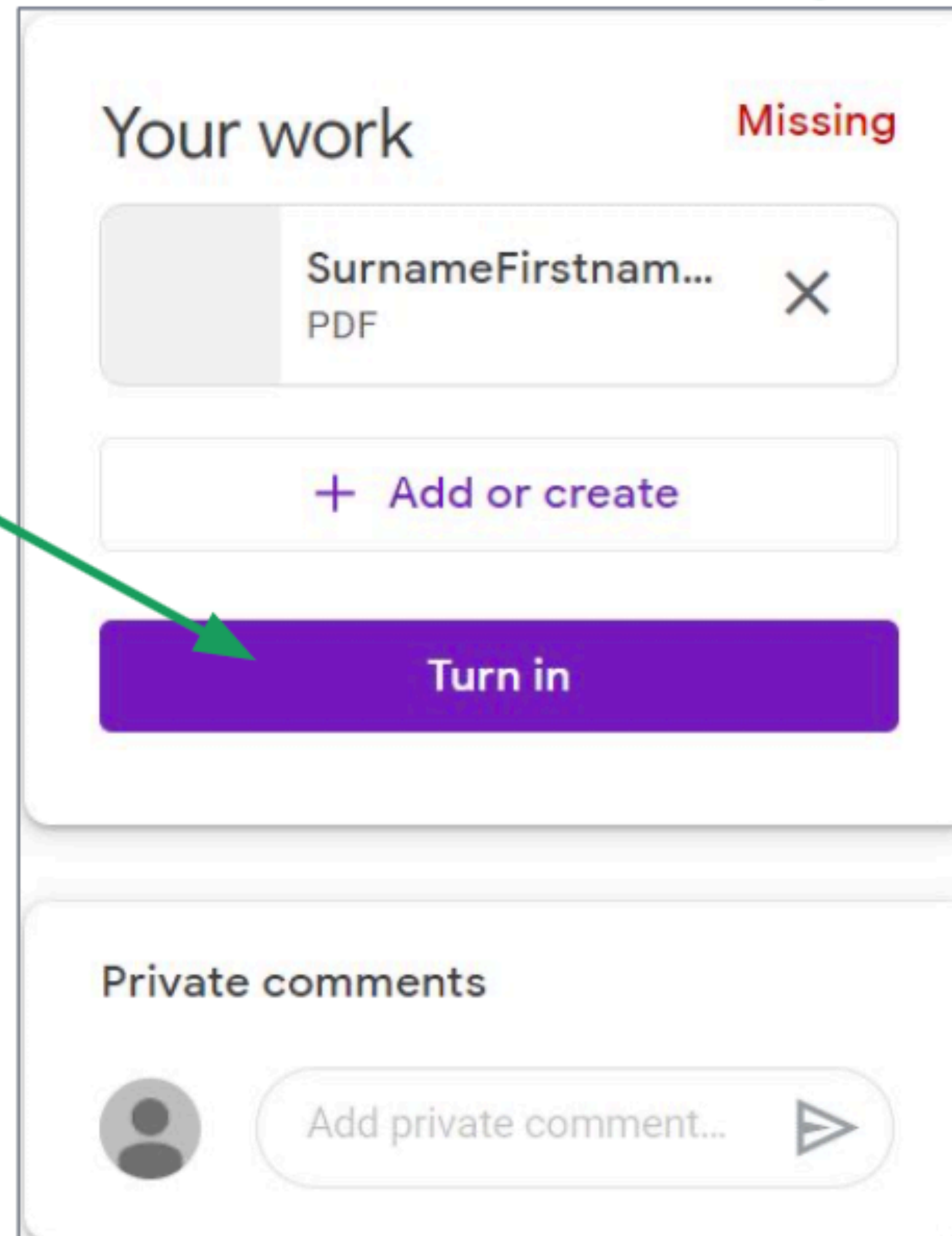
Click **+ Add or create** to submit more files.



The screenshot shows a submission interface. At the top, it says "Your work" with a red "Missing" status indicator. Below this, there is a file upload area containing a single file entry: "SurnameFirstnam..." with a "PDF" extension and a close button (X). Below the file entry is a button labeled "+ Add or create" with a green arrow pointing to it from the text on the left. At the bottom of the submission area is a large purple button labeled "Turn in". Below the submission area is a section for "Private comments" with a user icon and a text input field labeled "Add private comment..." with a send button (right-pointing triangle).

Turning in the Assignment

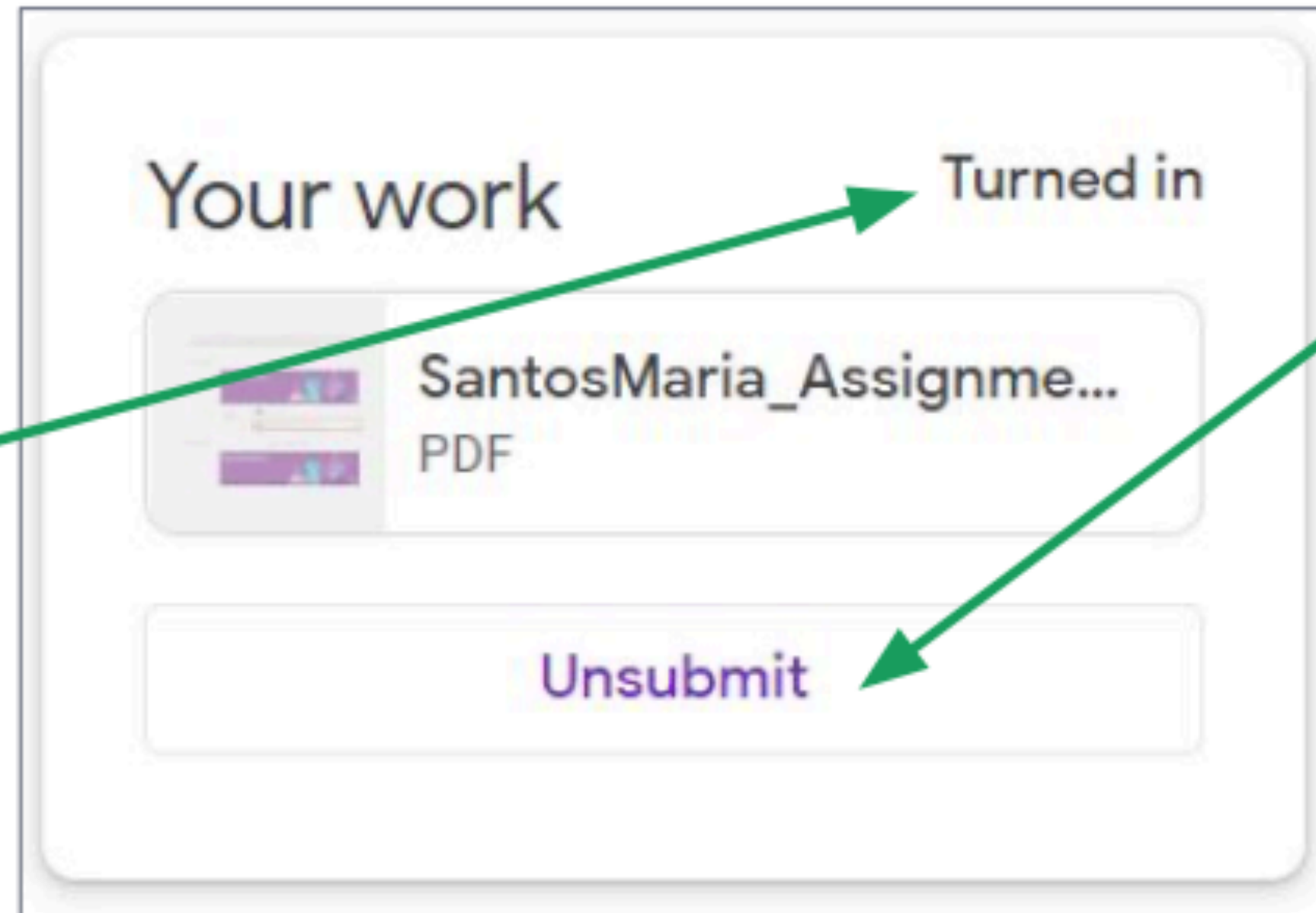
Click **Turn in** to submit the file.



The screenshot shows a user interface for submitting an assignment. At the top, the text "Your work" is displayed in a dark grey font, with a red "Missing" status indicator to its right. Below this, there is a file upload area containing a grey square icon, the text "SurnameFirstnam...", and "PDF" below it, with a grey "X" icon to the right. Underneath the file area is a light purple button with a plus sign and the text "+ Add or create". At the bottom of the submission area is a prominent purple button with the text "Turn in". A green arrow points from the text "Click Turn in" to this button. Below the submission area is a section titled "Private comments" which includes a grey person icon and a text input field with the placeholder "Add private comment..." and a grey right-pointing arrow icon.

Turning in the Assignment

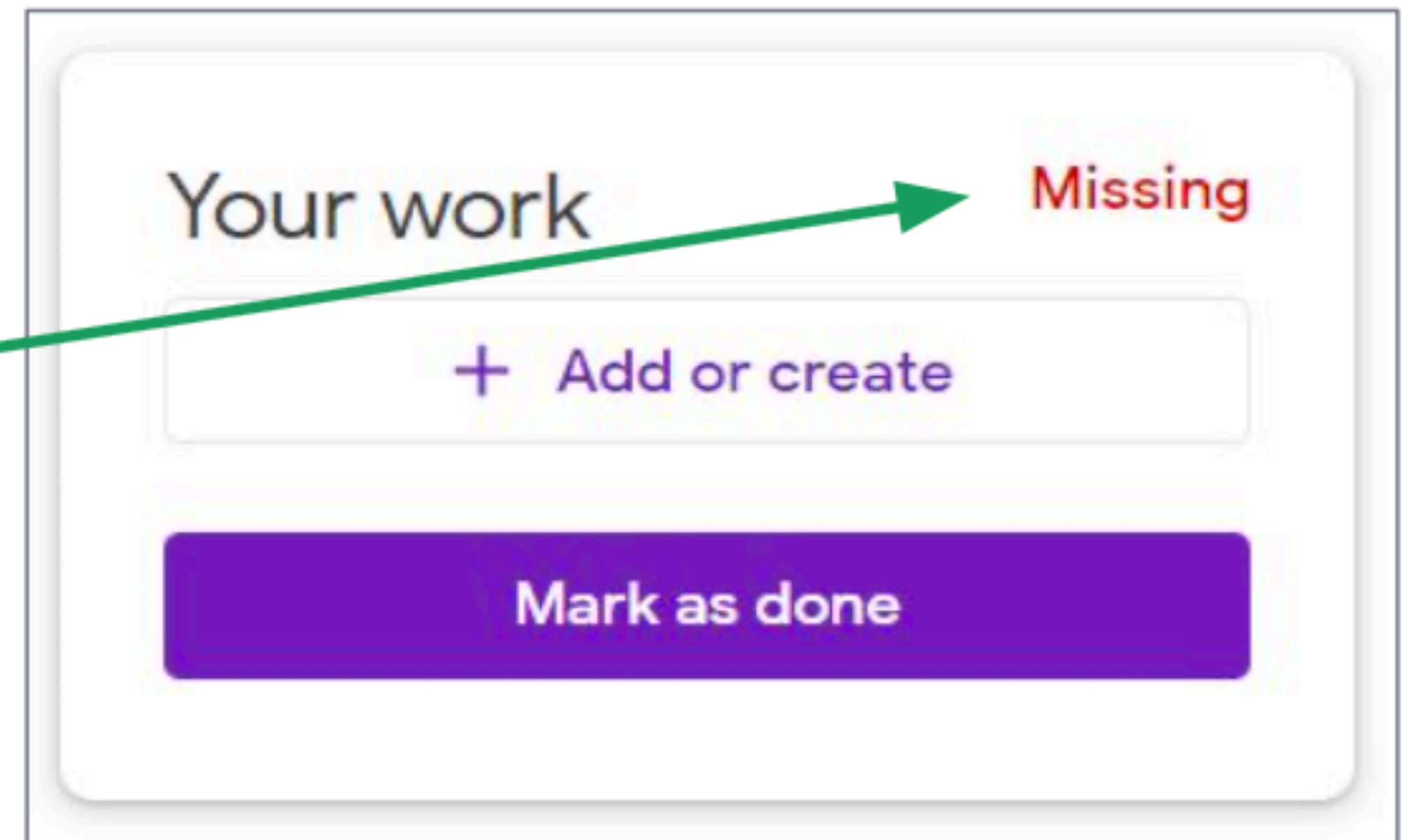
After submitting, the status will be **Turned in**.



You can **unsubmit** your work when you have to edit the work you already passed.

Late Assignments

- If you didn't submit your requirement on time, Google Classroom will mark it as **Missing**
- You can still submit the work (if your teacher allows) but it will be marked as **late**.



Any questions on this module?

Send an email to your IT Support

- support@chamuel.edu.ph