Beginning an assignment in Google Classroom

Get in to the assignment. If you haven't begun to write this in Google Docs, you can select create and a blank Google Docs document will appear before you. At that point, you will have created a document with the name of the assignment. If you have already begun to type in your assignment starting in Google Docs, but you have not gone through Google Classroom, you can add what you have already typed by selecting add and your document will appear and become associated with the assignment.

Everyone has a Google Drive. When you create a document in Google Docs, it will automatically go to your Google Docs. You have the option of naming your document and you SHOULD name it so you know what's inside the document. Give it a name that will easily help you find it when you need to work on it more (revise). Notice the upper left corner, if you don't rename your document it will be *given* the name of *untitled document.* You can click on the name and type a new name. For example, Thesaurus Asst.

Untitled document ☆ ▮

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help   All changes saved in Drive
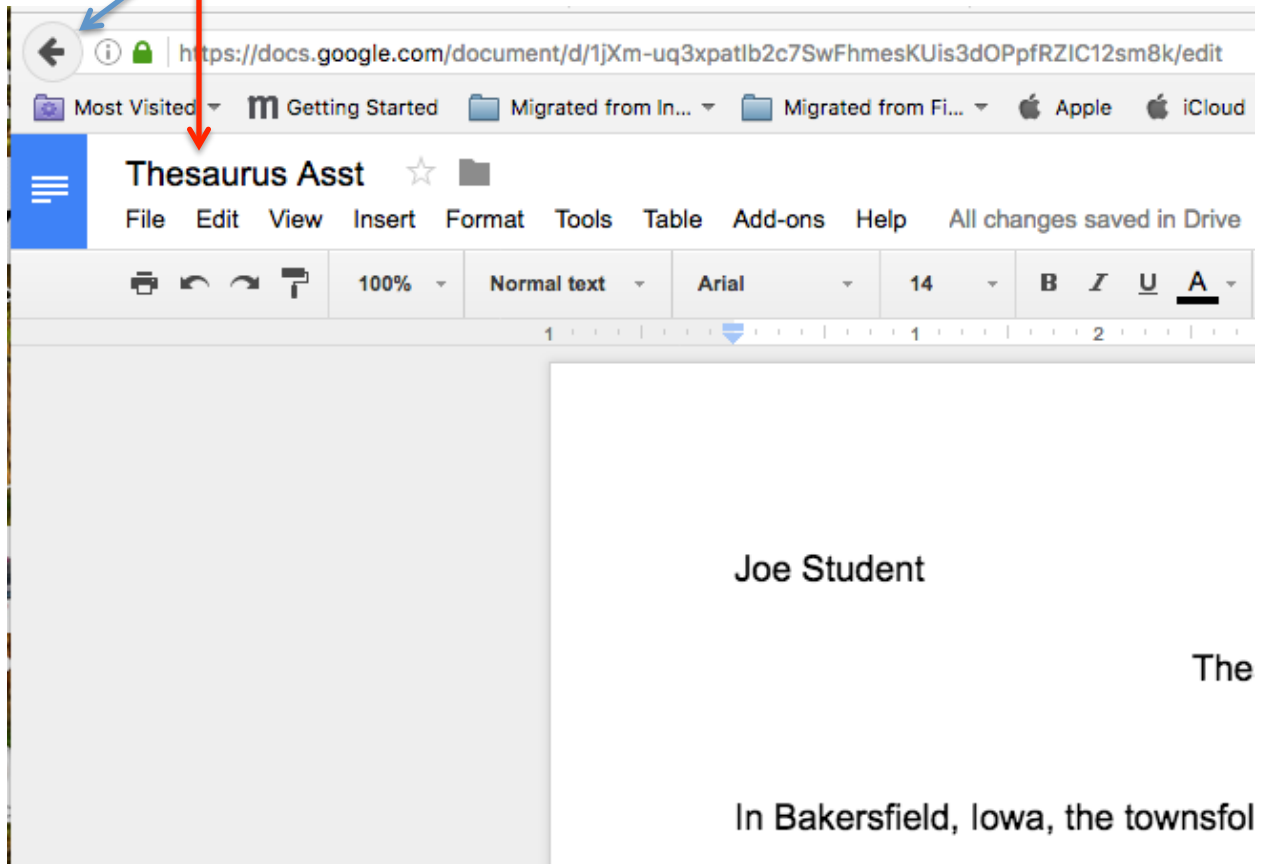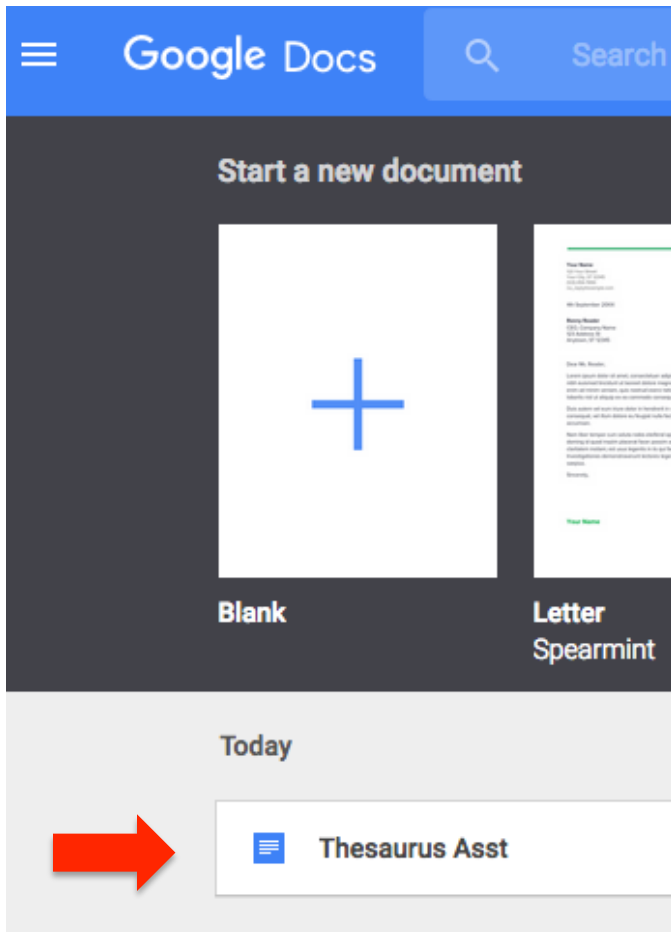
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Joe Student   October 15, 2016

Thesaurus Assignment
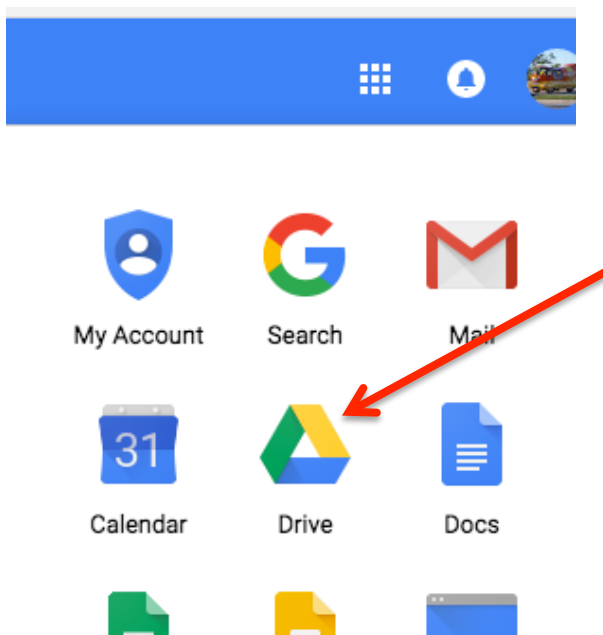
In Bakersfield, Iowa, the townsfolk get together for
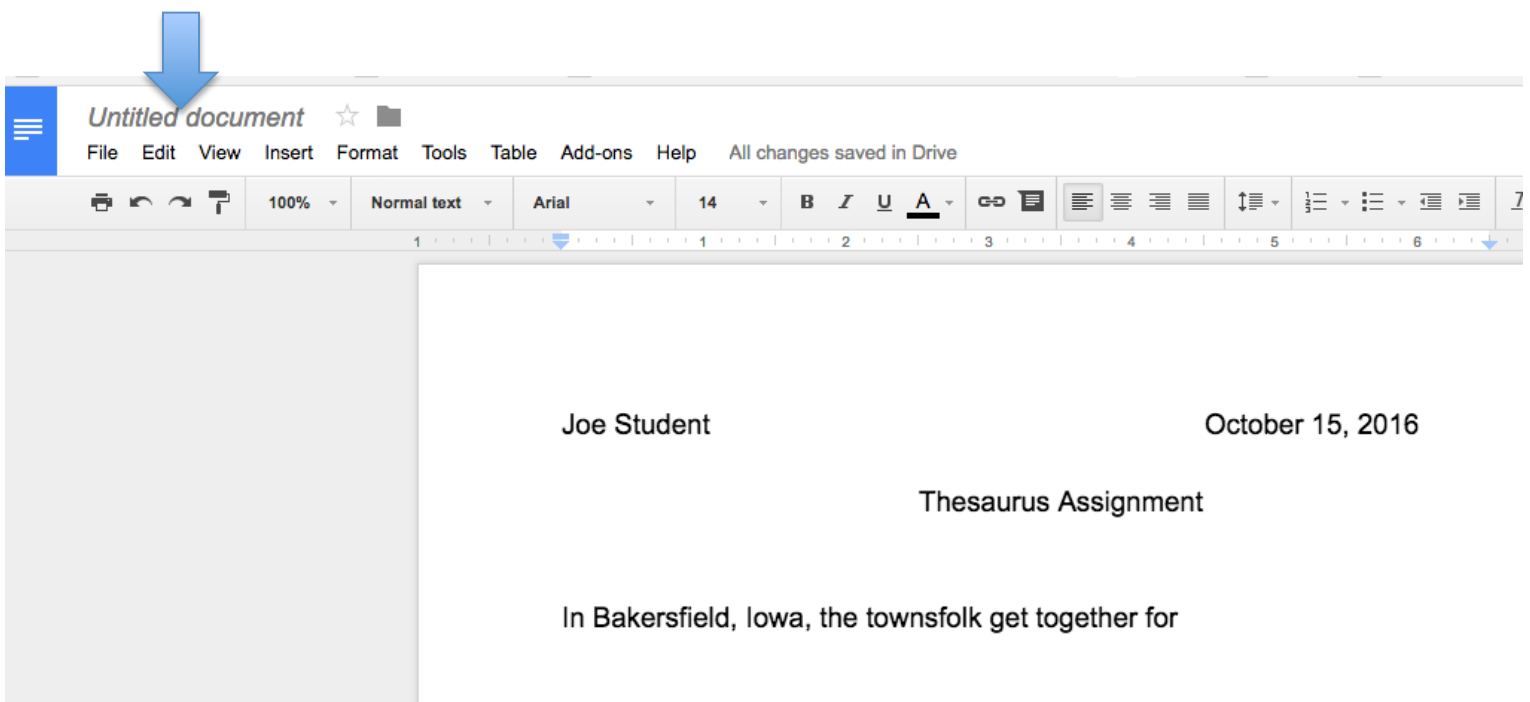
Once you hit the back key to exit, this now appears in your Google Docs with the new name you gave it.
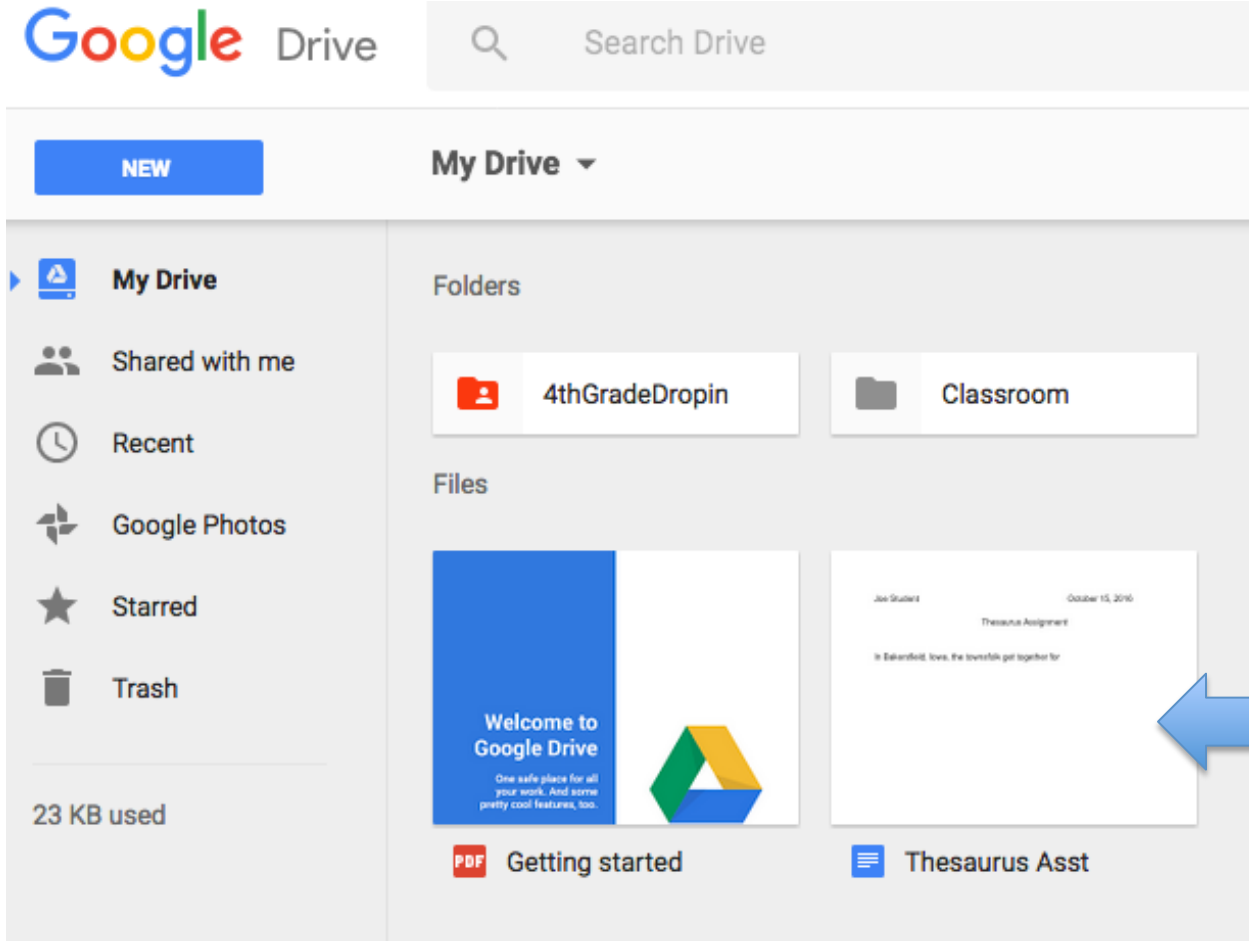
What you now see in Google Docs:

And, if you go to **Google Drive**, you will see it in your Google Drive as well.

Here's how it looks in Google Drive:

In summary, if you have not yet started your assignment, and you want to start from Google Classroom, you click on create, but if you've already started writing your assignment from Google Docs, and THEN get into Google Classroom, you click on add to tell that the assignment is located in Google Drive.
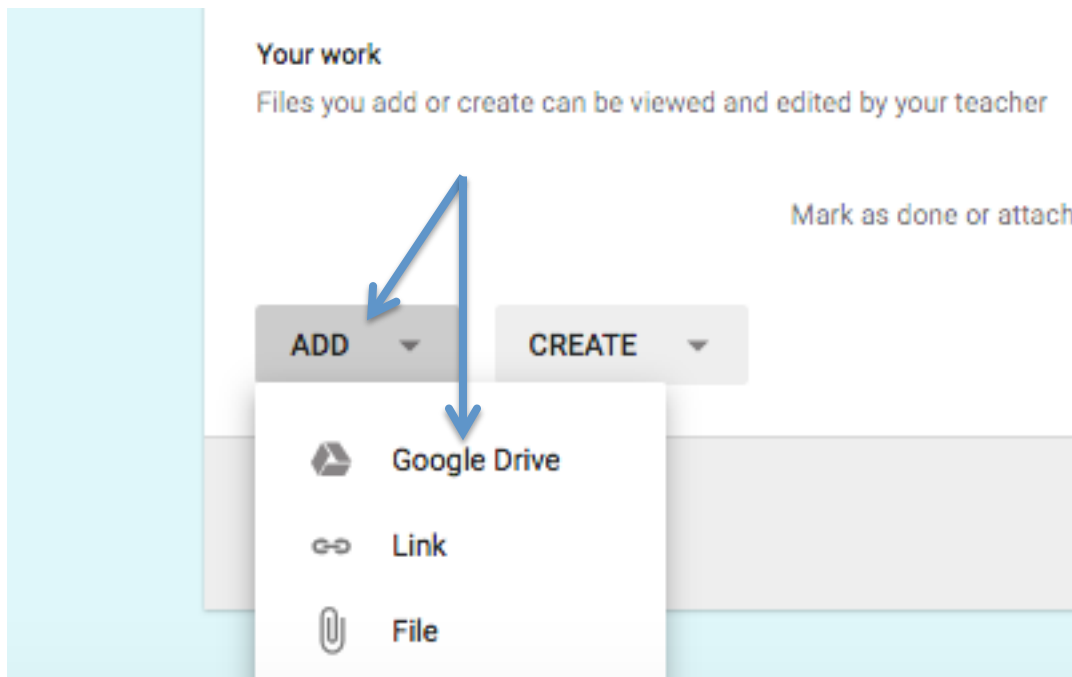
If this assignment is the most recent thing you've worked on in Google Drive, you will see it when you click on Google Drive, because your view will show the most recent thing you've worked on. If you've worked on other things in Google Drive since you first created *Thesaurus Asst*, you may not see your document. If that happens, click on My Drive and you'll see everything you have in My Drive. Then you can select your document and click on add (see below)