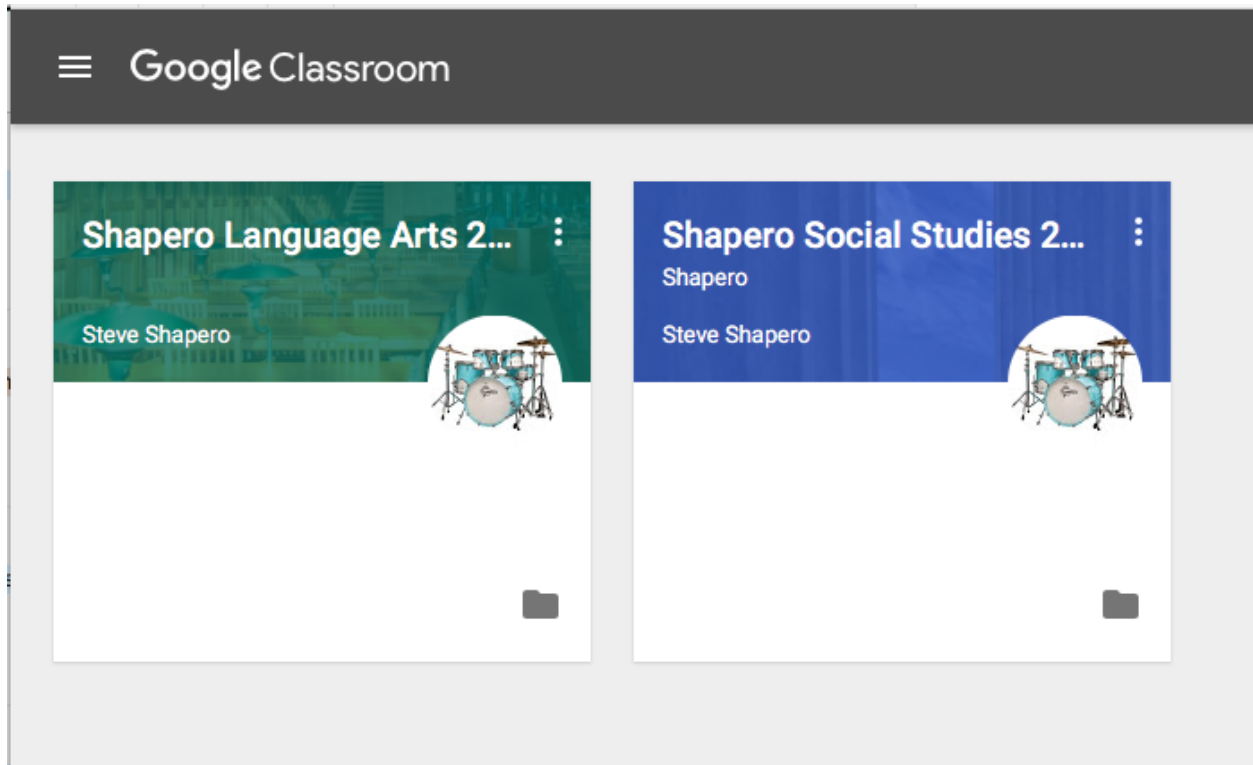


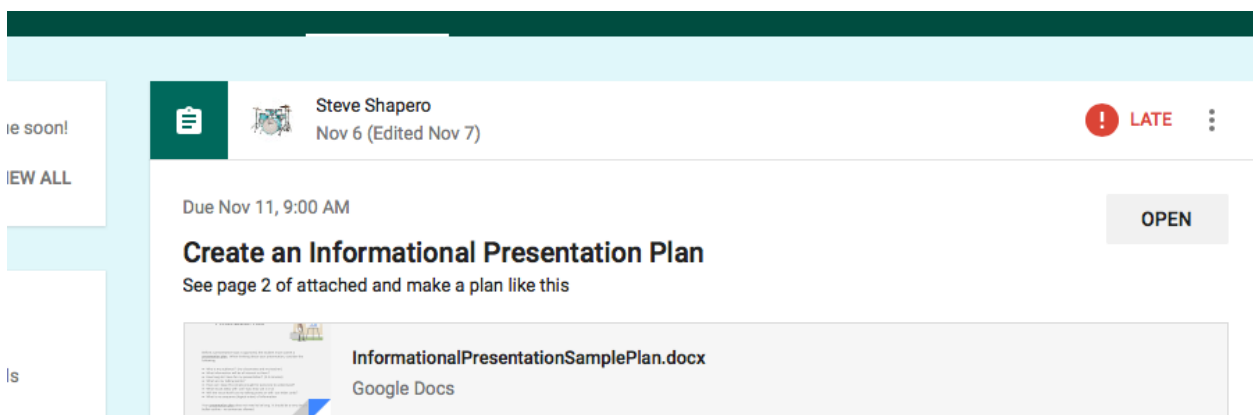
Get into Google Classroom:

URL: Classroom.Google.com

Then select the subject where the assignment is located. The Informational Presentation Plan is located under Shapero Language Arts, so click that that title.



By default, you will be directed to the *stream*, where you can find all assignments that have been posted. Select an assignment and click on OPEN.



If you want to see the directions for this assignment, you can click on the first link you see below. If you want to begin your assignment, click on the CREATE box, which is found next to ADD. By creating your document at this time, you are claiming that you have not done any work on the assignment elsewhere, so you want to begin this now.

The screenshot shows a Google Classroom assignment interface. At the top, a dark green header contains the text 'Due Nov 11, 9:00 AM' and the assignment title 'Create an Informational Presentation Plan'. Below the header, the teacher's name 'Steve Shapero' and the date 'Nov 6 (Edited Nov 7)' are displayed. The main content area has a light blue background and includes the instruction 'See page 2 of attached and make a plan like this'. A document preview for 'InformationalPresentationSamplePlan.docx' is shown, with a 'Google Docs' link. Below the preview, the 'Your work' section is visible, featuring a red 'LATE' indicator. A note states 'Files you add or create can be viewed and edited by your teacher'. At the bottom, there are three buttons: 'ADD' with a dropdown arrow, 'CREATE' with a dropdown arrow, and a blue 'MARK AS DONE' button. The text 'Mark as done or attach work to turn in' is centered above the buttons.

If you have begun (or even completed) your assignment without going through Google Classroom, you can click on ADD, which will bring in a copy of your assignment from its current location as if you had created it.

After adding or creating, here's what your screen looks like. See, now you have a link for your own work. Notice the link just above the blue TURN IN. If you click that link, you will see your work.

If you like what you see and don't need to change anything, simply click on the blue TURN IN button.

Due Nov 11, 9:00 AM

Create an Informational Presentation Plan

Steve Shapero Nov 6 (Edited Nov 7)

See page 2 of attached and make a plan like this

InformationalPresentationSamplePlan.docx
Google Docs

Your work ! LATE
Files you add or create can be viewed and edited by your teacher

Untitled document
Google Docs

ADD CREATE **TURN IN**

This screenshot shows a submission interface. At the top, there is a dark green header with the due date 'Due Nov 11, 9:00 AM' and the title 'Create an Informational Presentation Plan'. Below the header, the user's name 'Steve Shapero' and the submission date 'Nov 6 (Edited Nov 7)' are displayed. The main content area has a light blue background. It starts with the instruction 'See page 2 of attached and make a plan like this'. Below this is a card for the attached file 'InformationalPresentationSamplePlan.docx' from 'Google Docs'. The 'Your work' section is highlighted with a white background and contains a red exclamation mark icon and the word 'LATE'. Below this, there is a card for an 'Untitled document' from 'Google Docs'. At the bottom of the 'Your work' section, there are three buttons: 'ADD', 'CREATE', and a prominent blue 'TURN IN' button.

Once turned in, you can get your work back by clicking UNSUBMIT

InformationalPresentationSamplePlan.docx
Google Docs

Your work ✓ DONE LATE

Untitled document
Google Docs

UNSUBMIT

This screenshot shows the same submission interface after the work has been turned in. The 'LATE' status has changed to 'DONE LATE', indicated by a green checkmark icon. The 'TURN IN' button is no longer present, and a grey 'UNSUBMIT' button has appeared at the bottom right of the 'Your work' section.

Once you UNSUBMIT, your teacher is unable to view or edit your work, so it must be TURNed IN again so you may receive a grade and any comments from your teacher.