

Students – Handing-in work

If your teachers have set homework, which means you have to complete a Google document, it's really easy to do and hand-in.

Open your homework as usual. You'll see the Google Doc in the page. You can't edit it in this view though, to do that, you'll need to click on the Open in Google button.

Cannot see the document

If you can't see the document – if you see an error message, it just means that Frog isn't linked to your account. If that happens, make sure you're signed into Google on the computer you're using.

Visit <https://drive.google.com> in a new tab and check your signed in, using the button in the top-right corner. If you're not, don't worry about it, but if someone else is signed in, you'll need to log them out. Once that's done, close the tab and return to Frog:

- Click on **FrogDrive**
- You'll be prompted in a pop-up **Choose an Account** or **Sign into your Google Account**.
- Fill in your Google login details. Depending how your school has set this up, this may match your network login details.
- You may get a message saying the **app isn't verified** by Google. This app is actually talking about your Frog. Don't worry, just click on the **Advanced section** and then **click the link**.
- You'll then be shown a screen explaining that Frog wants access to your Google Account. It's nothing scary, only you get to the files in your drive, but it does allow Frog, the website, to display your Google drive for you inside Frog. So it's safe to click **Allow**.

Once you've done this, it's safe to open the homework again. And the error should have disappeared and been replaced by your homework. So, now you can click the Open in Google button.

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Once the document appears, you can edit the document as much as you want. When you're done:

- **Close** the Google tab
- You'll see the preview of your doc update with the changes you've made.
- Don't miss this bit – click **Submit Activity**. If you don't do that, your teacher cannot mark your document.
- If there are any other bits to your homework, do this in the usual way – remembering to click Submit next to each one.
- When you're ready to hand-in your homework, click **Hand-in**.

If you clicked hand-in before clicking Submit Activity, don't worry. It happens. Use the Assignment Wall to send your teacher a message. They can return the homework for you.

You can use the wall for lots more than this of course. If you're stuck on the homework or can't make the deadline, the assignment wall is private between you and your teacher.