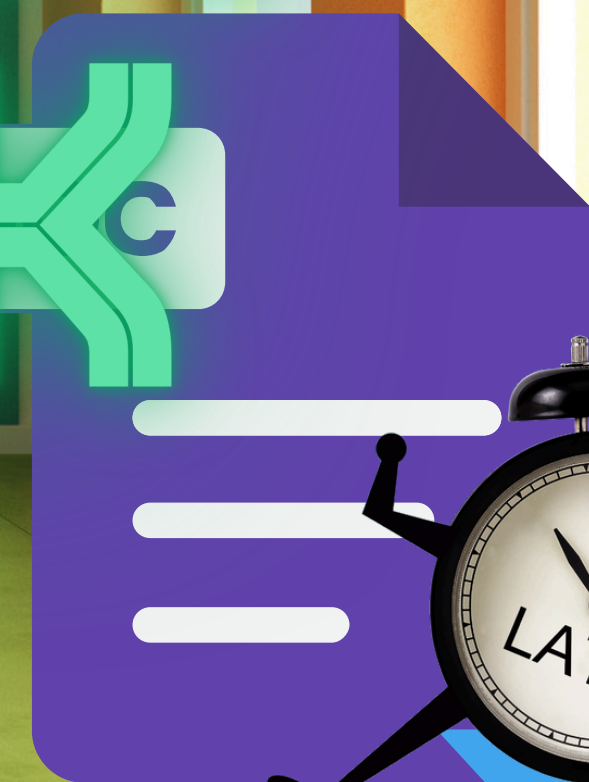# GOOGLE CLASSROOM LATE WORK

Google Classroom notifications quickly become chaos.
So we either turn them off or get used to ignoring and just deleting them.

Have you tried going through each assignment in a quarter looking for ungraded assignments that were turned in late? Multiple times a week? It's hard to find them all. So we are going to set up a fool proof system to Catch'em all

GOOGLE CLASSROOM LATE WORK

We are going to create a google form
That students will always use to turn in any
digital late work.

We will post this form in Google Classroom
and make it easy for students
to find and access.

We will set up the form submissions to
automatically email you and let you know
whenever a student turns in late work.

GOOGLE CLASSROOM LATE WORK

We will start by going to

forms.new to start the new form

I am going to give it a name that will clearly

explain it's purpose

Mr. Brown Google Classroom Late Work Turn-in Form.   📁 ☆   All changes saved in Drive

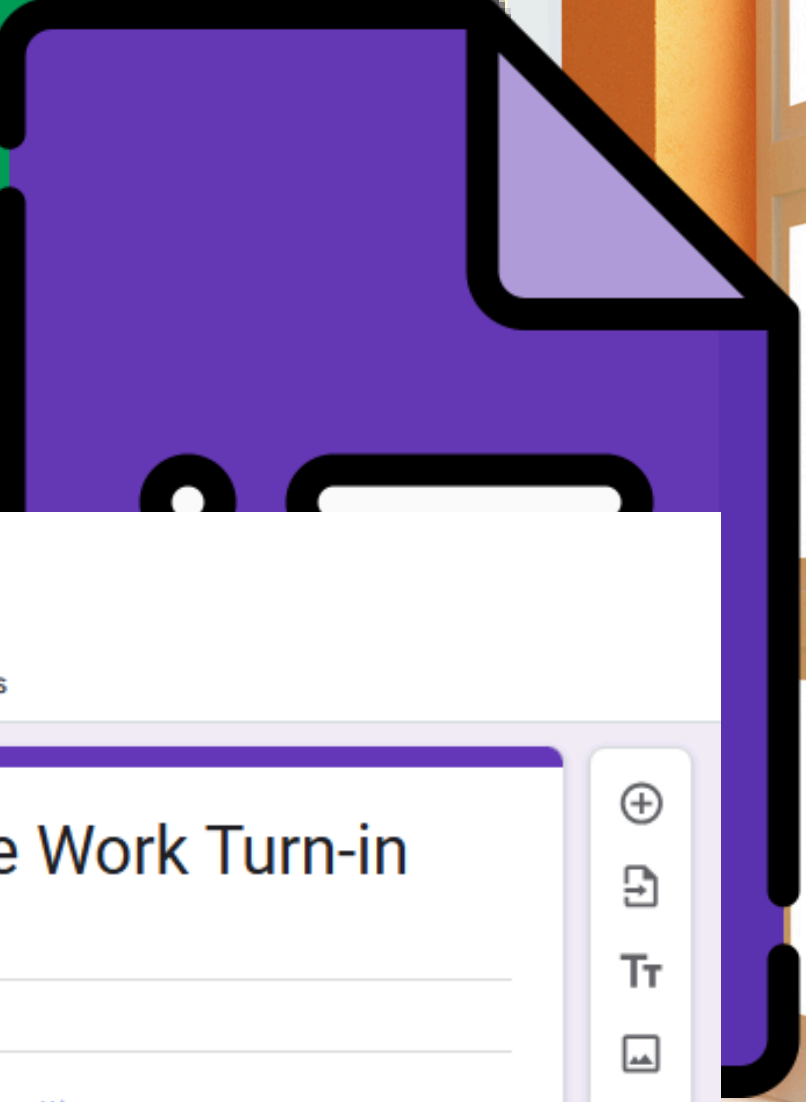Questions   Responses   Settings

Mr. Brown Google Classroom Late Work Turn-in Form.

ALL late work for Google Classroom must be turned in through this form.

This form is automatically collecting emails from all respondents.   Change settings

Untitled Question *

◯   Option 1

GOOGLE CLASSROOM LATE WORK

Change that first question type
to File Upload
Then click continue

Let respondents upload files to Drive

Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Make sure to only share this form with people you trust.

Cancel   **Continue**
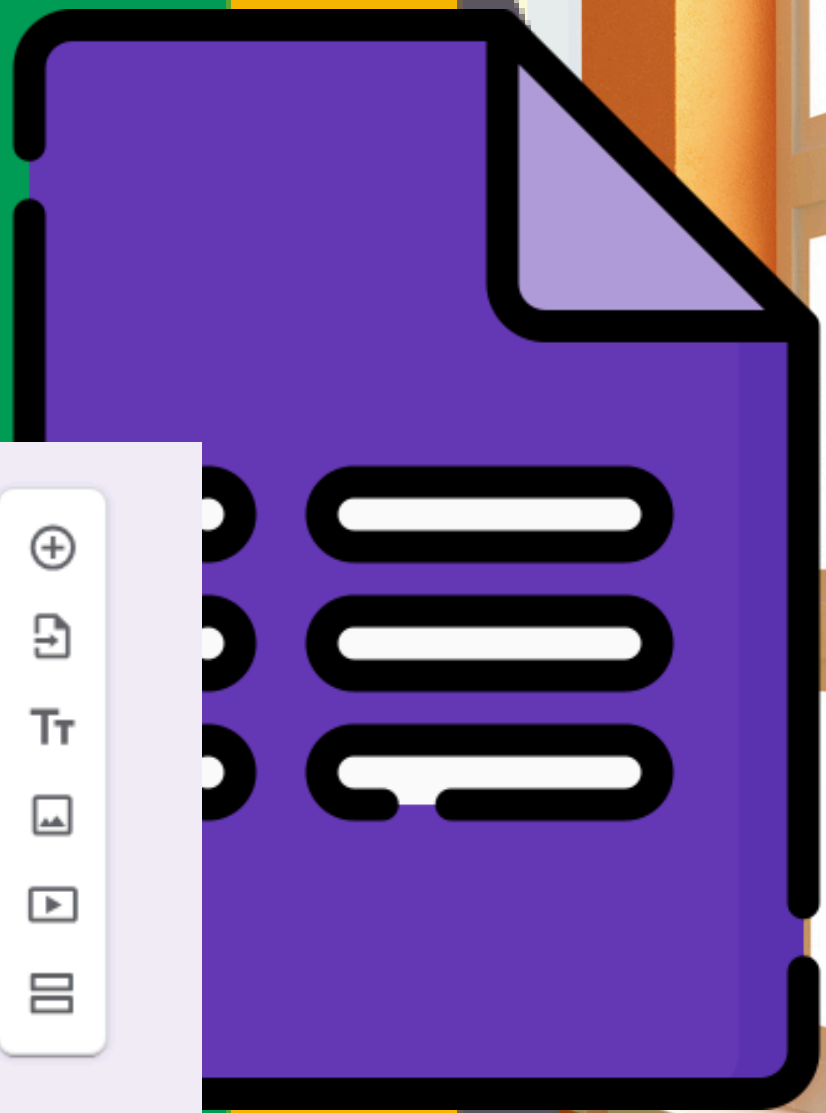
GOOGLE CLASSROOM LATE WORK

For the question text add some additional directions. maybe make the file size larger

Mr. Brown Google Classroom Late Work Turn-in Form.

ALL late work for Google Classroom must be turned in through this form.

This form is automatically collecting emails from all respondents. Change settings

---

Turn in your late assignment here. Submit a separate form for each assignment that you need to turn in.

File upload

Allow only specific file types

Maximum number of files   1

Maximum file size   100 MB

This form can accept up to 1 GB of files. Change   View folder

Required

GOOGLE CLASSROOM LATE WORK

When your students click add File they may upload a file from the device or select one from their Google Drive.

Mr. Brown Google Classroom Late Work Turn-in Form.

ALL late work for Google Classroom must be turned in through this form.

rbrown@princetonisd.net Switch account

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

☐ Record **rbrown@princetonisd.net** as the email to be included with my response

Turn in your late assignment here. Submit a separate form for each assignment *
that you need to turn in.

Upload 1 supported file. Max 100 MB.

⬆ Add file

Submit   Clear form

Insert file

✕

Upload   My Drive   Recent

ⓘ Upload 1 supported file. Max 100 MB. A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.

Browse

or drag a file here

PART 2 CONFIGURE THE GOOGLE FORM TO EMAIL YOU

DOC

We are going to go to the Responses Tab
Then click Link to Sheets
It will prompt you to create a new spreadsheet the first time.

All changes saved in Drive

Questions   **Responses**   Settings

0 responses   🟩 **Link to Sheets**   ⋮

Accepting responses 🔵

Waiting for responses

In the Google Sheet we will go to Tools then notification settings

Mr. Brown Google Classroom Late Work Turn-in Form. (Responses)

File   Edit   View   Insert   Format   Data   Tools   Extensions   Help

Menus   100%

Form_Responses1

Timestamp   Email Address

Tools menu:
- Create a new form
- Manage form ▶
- Spelling ▶
- Suggestion controls ▶
- Notification settings ▶
- Accessibility
- Activity dashboard

SELECT EDIT NOTIFICATION SETTINGS

THEN APPLY THE SETTINGS BELOW

NOW YOU WILL GET AN EMAIL NOTIFICATION FOR

EACH PIECE OF LATE WORK TURNED IN SO YOU

WON'T MISS ANY OF IT. CLICK SAVE AND DONE

Set notification rules

Help ✕

Notify me at rbrown@princetonisd.net when...

◯ Any changes are made

🔘 A user submits a form

Notify me with...

◯ Email - daily digest

🔘 Email - right away

Cancel   Save

PART 3
POST IT IN
GOOGLE
CLASSROOM
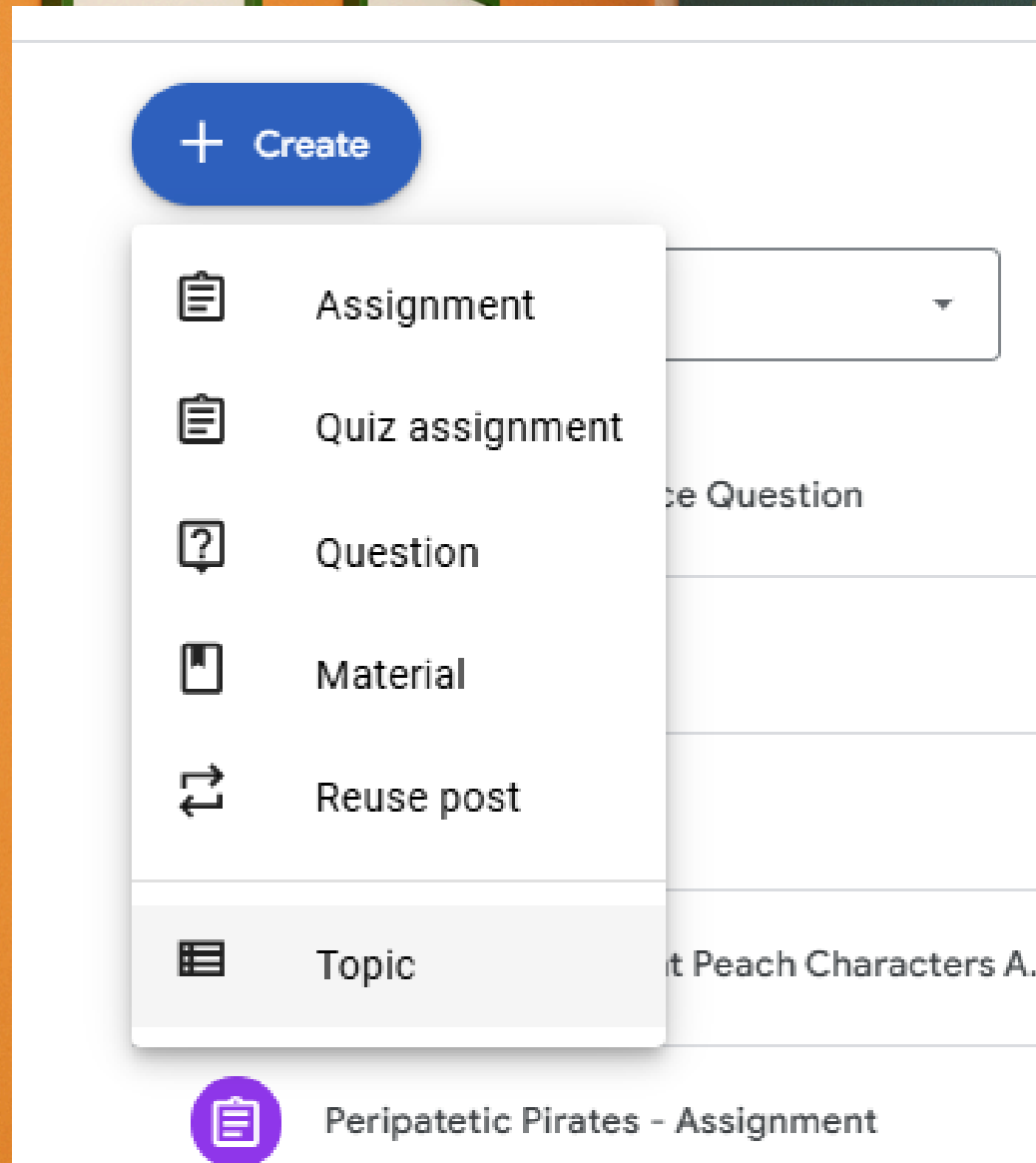
DOC
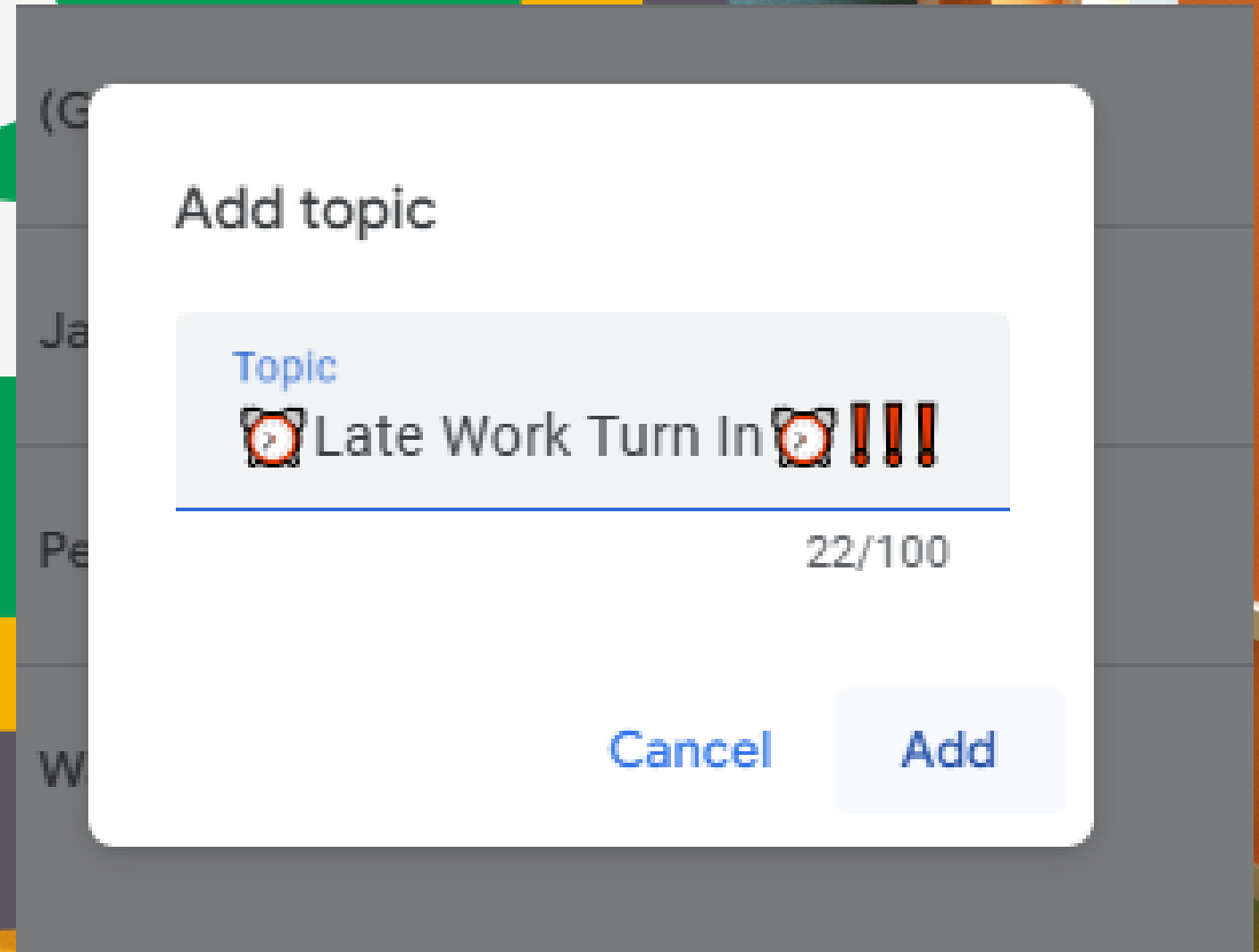
On the Classwork tab of your Google Classroom, create a new Topic

Name this Late Work Turn In or something similar

Add some emojis like the clock to make it stand out.

+ Create

Assignment

Quiz assignment

Question

Material

Reuse post

Topic

Peripatetic Pirates - Assignment

Add topic

Topic

⏰Late Work Turn In⏰!!!

22/100

Cancel   Add

⏰Late Work Turn In⏰‼️!!!

⋮

Students will see this topic once work is added to it

NEXT WE WILL CREATE AN ASSIGNMENT

+ Create

📋 Assignment

Give your assignment an appropriate Title and instructions. Then select Google Drive under Attach navigate to your Google Form and add it.

Title
Mr. Brown's Class Late Work Turn in Form

Instructions (optional)
Use this form to turn in all late digital Google Classroom Assignments.

B   I   U   ≡   𝚡̶

Mr. Brown Google Classroom Late Work Turn-in Form.
Google Forms   ✕

Attach

Drive   YouTube   Create   Upload   Link

Change the Points to "ungraded"

Due Date to "No Due Date"

and the Topic to your Late work Topic

You may also add it to more than one class here if

you need to.

Finally click assign.

Saved   **Assign**   ▼

For

EdTechMrBrown_Training_Group This i...   ▼

Assign to

👥 All students

Points

Ungraded   ▼

Due

No due date   ▼

Topic

⏰Late Work Turn In⏰||| ▼

Rubric

+ Rubric

☐ Check plagiarism (originality)
Learn more

STUDENTS WILL BE ABLE TO FIND THAT ASSIGNMENT AT THE TOP OF YOUR CLASSWORK FEED. THEY WILL BE ABLE TO USE IT AS OFTEN AS THEY NEED TO. YOU WILL ALWAYS RECIEVE A SPECIFIC NOTIFICATION FOR EACH PIECE OF LATEWROK TURNED IN SO THAT YOU CAN BE REMINDED TO GO GRADE IT.

⏰ Late Work Turn In ⏰ ❗❗❗

📋 Mr. Brown's Class Late Work Turn in Form

YOU DID IT!