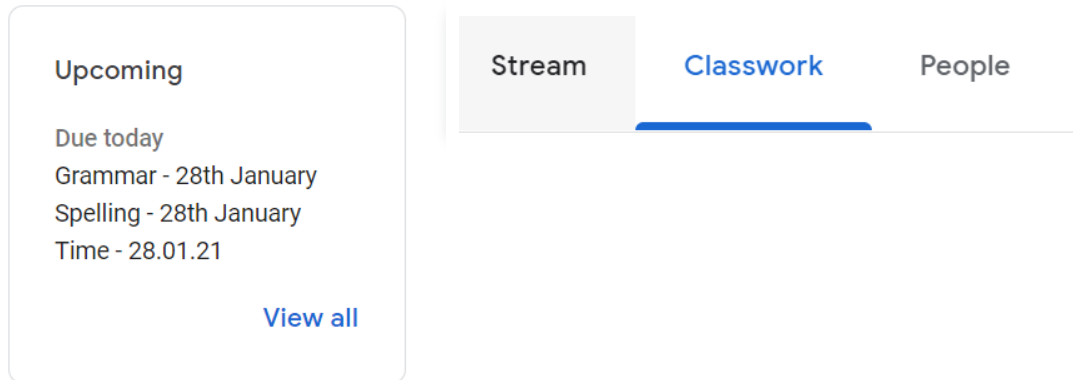
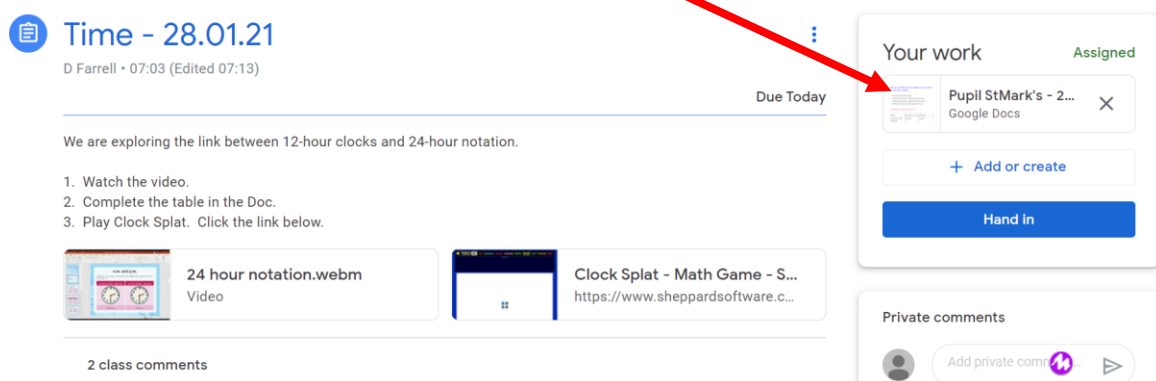


How to hand in work in Google Classroom

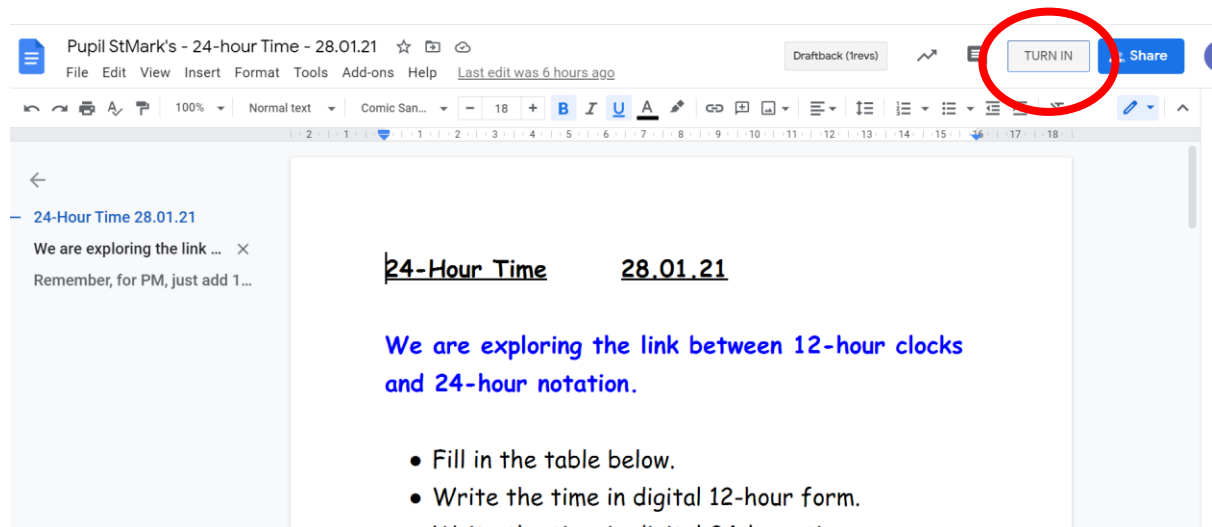
Your teacher will assign you tasks to complete each day. These can be found in the 'Upcoming' section to the left of the Class Stream or by clicking on the Classwork page.

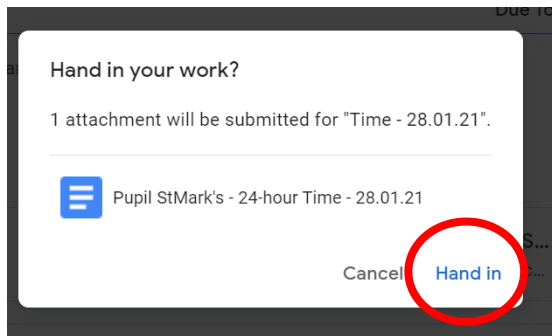


When you click on an assignment, you will see the instructions and any materials that you need to complete the task. If your teacher wants you to do your work on a document or slide then it will be in the box called 'Your work' on the right hand side. You should click on this and add your work to it.



When you have finished, you should click 'turn in' at the top of the document.

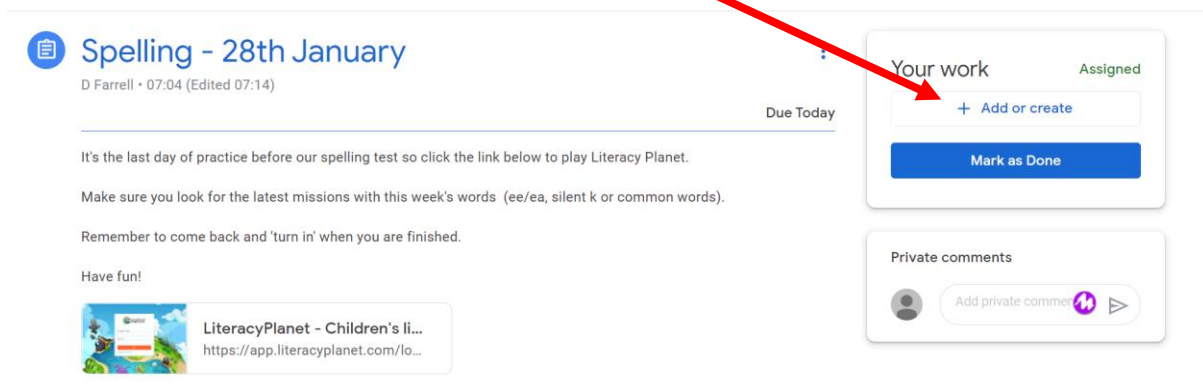




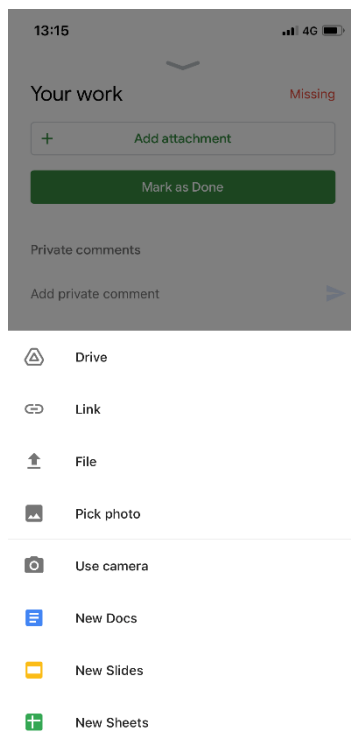
When this dialogue box pops up, click 'Hand in'.

This will let your teacher know that you have finished and allow them to give you feedback.

Sometimes you might be asked to complete work in your jotter or draw a picture. You can upload a picture for your teacher to see by clicking on the 'Add or create' button in your assignment.



How to attach a photo of work using a mobile device.



If you are using a mobile device (tablet, iPad or phone), you can use it to take a picture of your work.

Click on 'Add attachment' in your assignment.

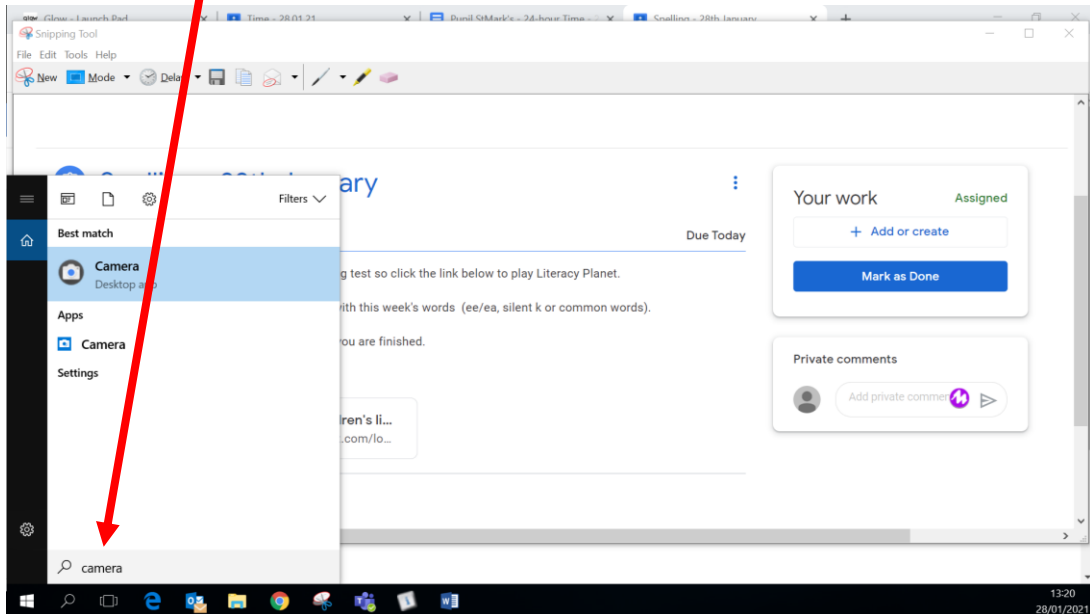
Select 'Use Camera' and take the picture. If you are happy with the photo, select 'Use Photo'. This will automatically upload to Google Classroom and attach to the assignment. If the photo is not clear then you can select 'Retake Photo' and try again.

Once the image is attached. Click the green 'Hand in' button so that the teacher can see your work.

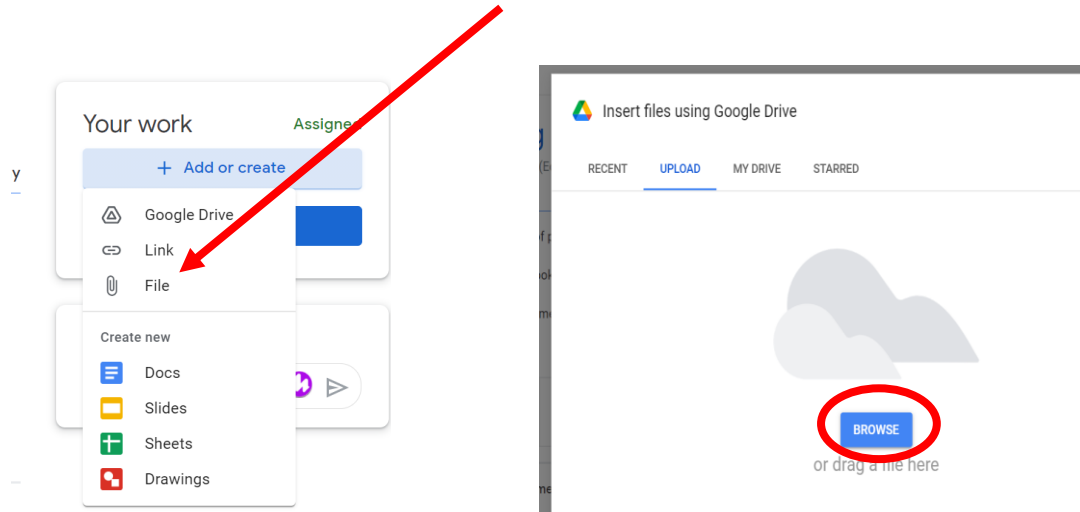
How to attach a photo of work using a laptop or Chromebook

If you are using a laptop or Chromebook, you need to take the picture first and then go back to Google Classroom. The instructions below will explain how to take the picture.

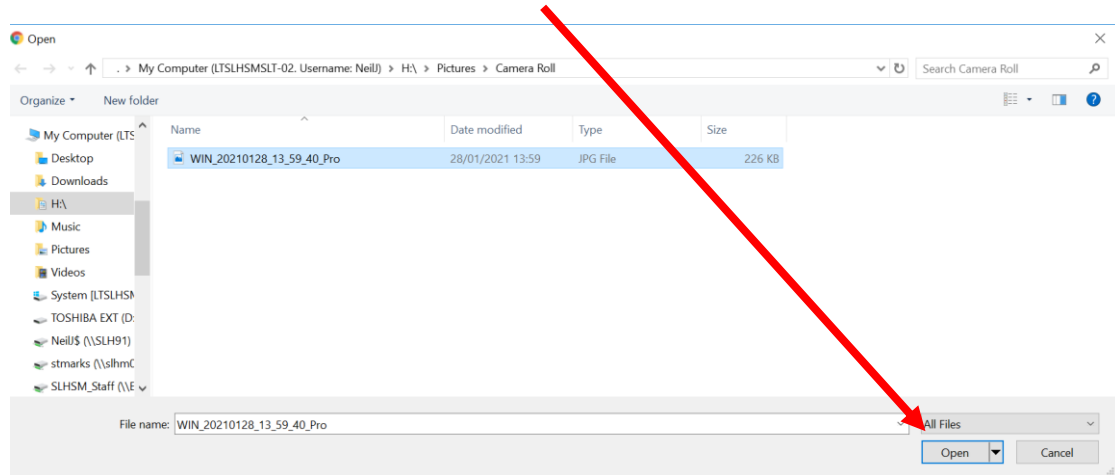
1. Open the camera on your device. On a Chromebook you access the camera by clicking on the circle on the bottom left hand corner of the screen. On a laptop, you can need to search for it in your menu bar.
- 2.



3. Click on the camera icon to open it up.
4. Take your picture then go back to the assignment on Google Classroom.
5. Click on 'Add or Create' and choose 'File' then click the blue 'Browse' button.



6. You will find your photo in the 'Camera Roll' folder in the 'Pictures' on your laptop. Choose the photo you have just taken and click 'open'.



The photo will now appear as an attachment to your assignment. If you want to add any more photos or a document then you can follow the same process.

7. When you have finished uploading all of your work. Click 'Hand In', the teacher will now be able to see your work and give you feedback on it.