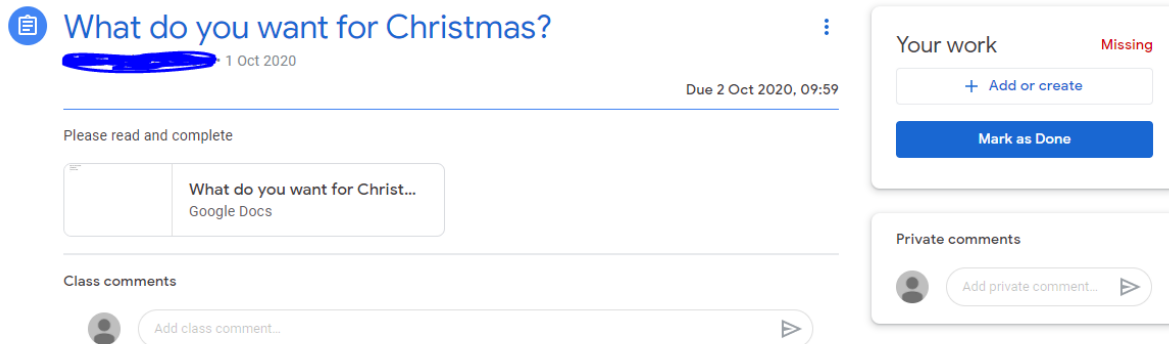
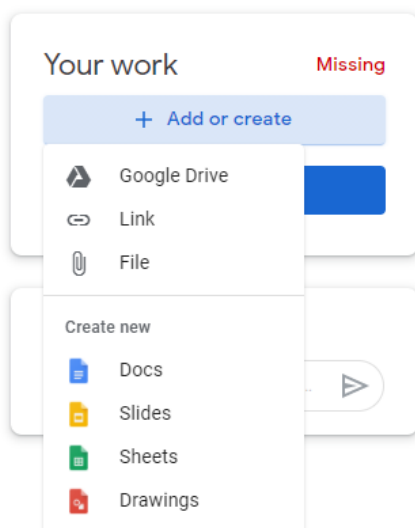


## Instructions for uploading work to Google Classroom

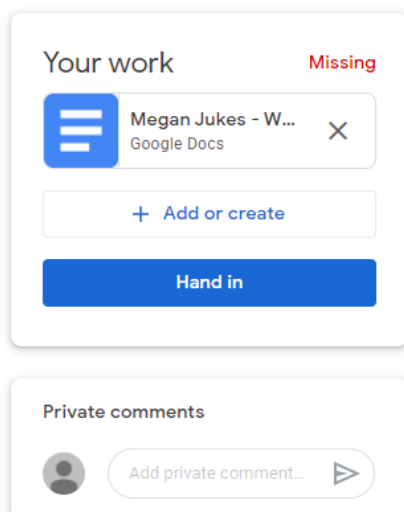
1. Once you have logged in to Classroom, open the day's assignment by clicking on it.
2. You will see the instructions and PowerPoints etc underneath.
3. On the right hand side of the page, you will see a box called 'Your work' (see picture below)
4. Once you have opened the PowerPoint attached to the assignment and read what you have to do, you can click the + Add or create button in the 'Your work' box (see below).



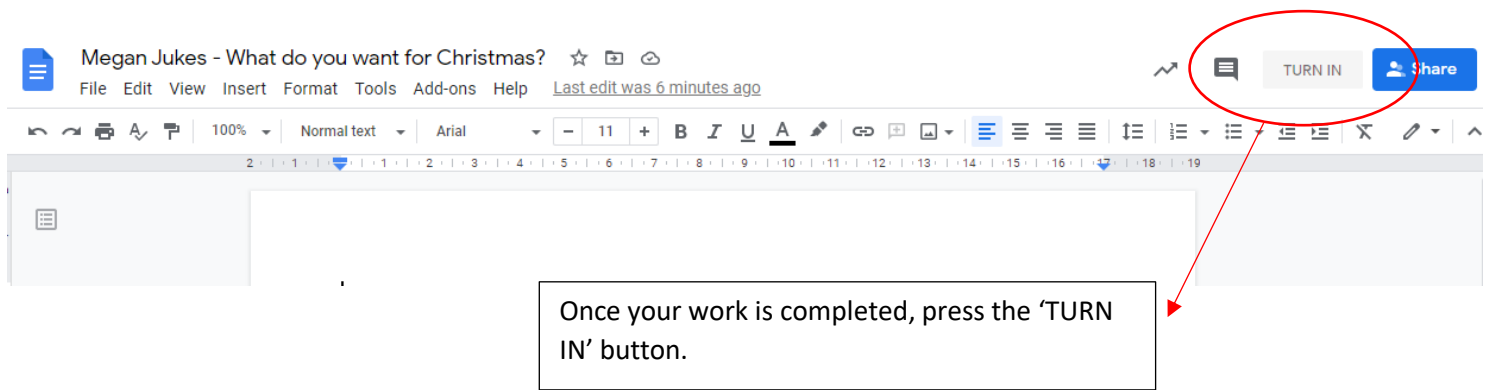
5. This will give you a number of applications you can choose to upload



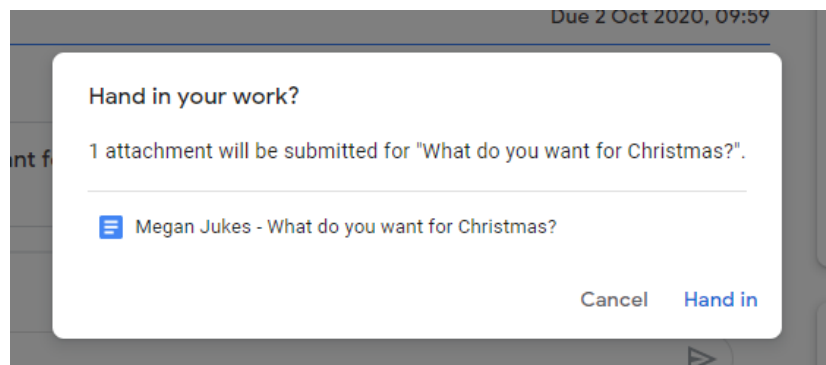
6. Most of the time, you will want to open a google docs page so that you can then type in your answers ...



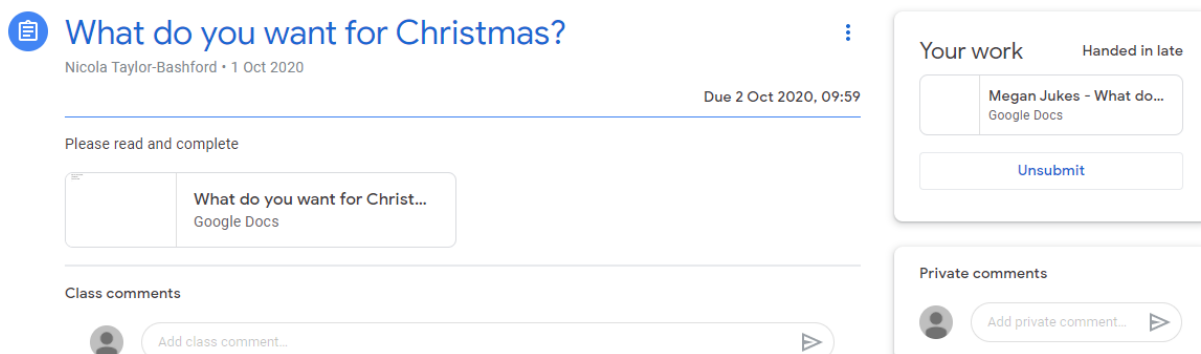
You will see that I have created a Google Docs page here. I can then click on it to open it – it will then give you a blank document so that you can type your answers.



7. A box will pop up to check that you are ready to hand it in – if you need to check your work again, you can click cancel, do some more edits or add more work to it and then turn in again. If you are sure you are ready to hand it in, click the Hand in button.



8. You will see a page like the one below which tells you that your work has been submitted:



9. Once your teacher has responded to your work, you will get an email notification. You can also check in Google Classroom. You can see the comments your teacher has made (see the highlighted comment in the picture below). You can send a comment back or answer a question from your teacher by clicking in the 'add a private comment' box.

