

## How to upload work to Assignments:

You will need to be logged into your child's account to view assignments.

It is recommended to use:

**Browser** - for Google App uploads

**App** - for Photos/video uploads

1. Log into '[Google Classroom](#)'
2. Select your child's class:

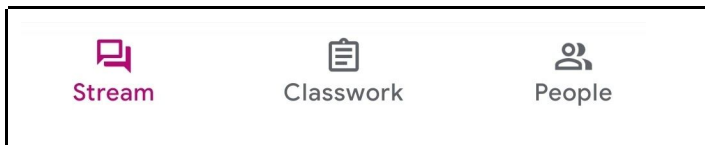


3. Go to the '**Classwork**' tab:

Browser:



App:

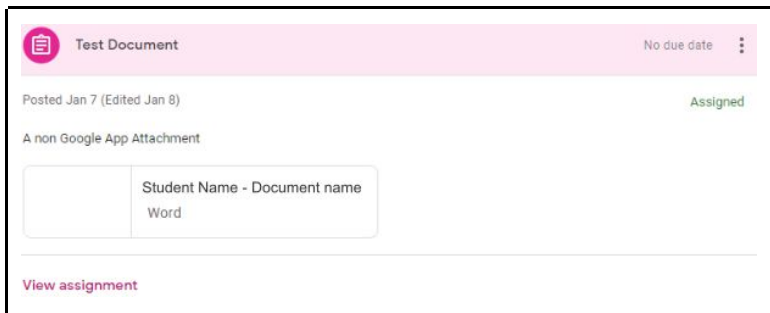


4. Find the assignment:

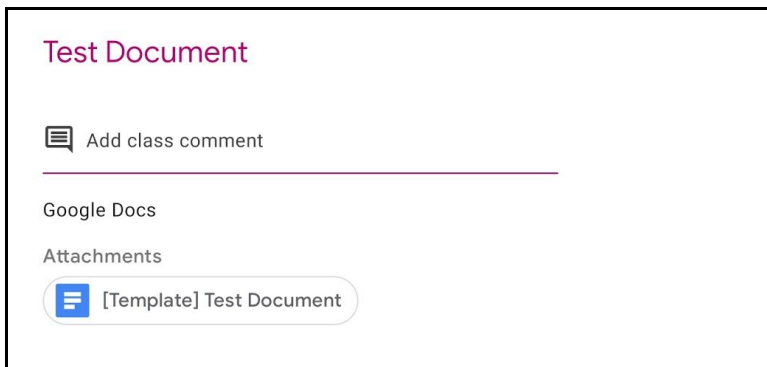


5. Click on the assignment to view more details and attachments:

Browser:

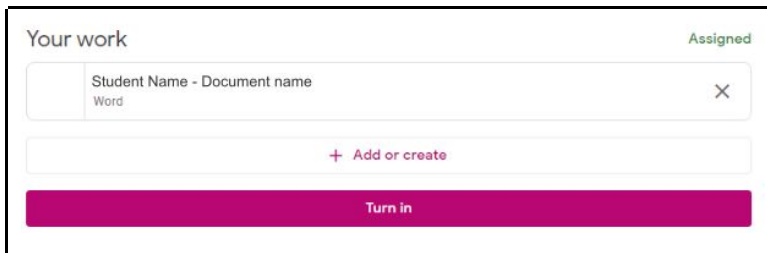


App:

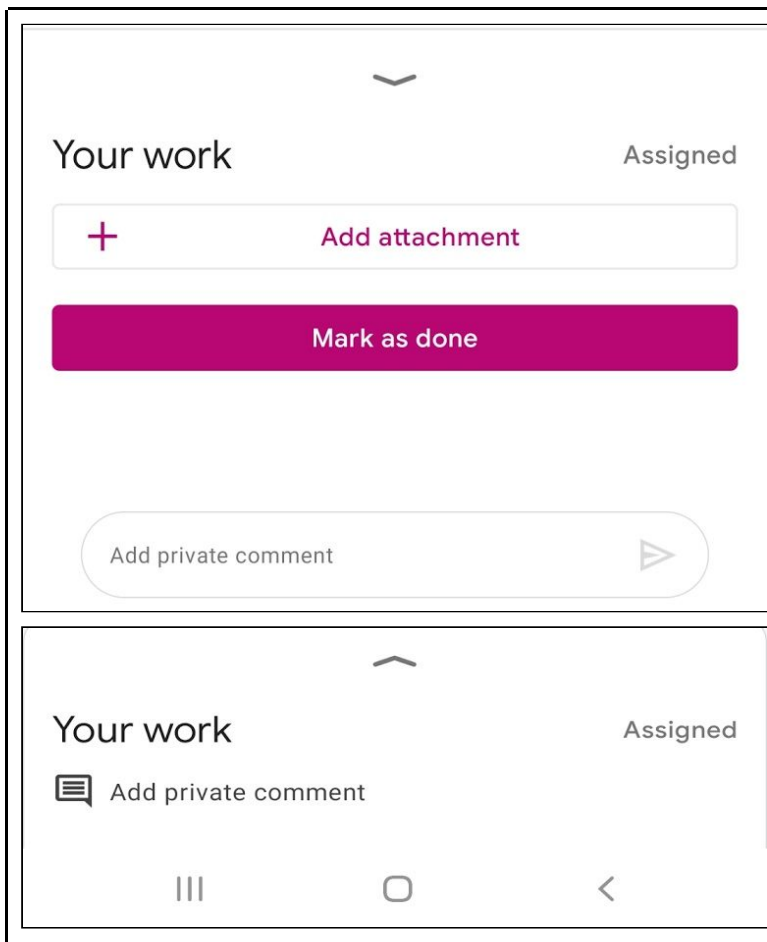


6. Click '**View Assignment**'/'  **the arrow pointing upwards** to view additional information and private comments made by the teacher about that work.'

Browser: '**View Assignment**'

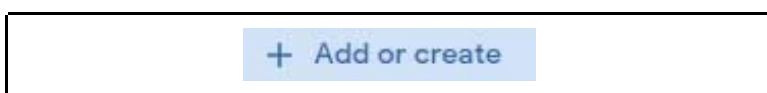


App: ' **the arrow pointing upwards**'

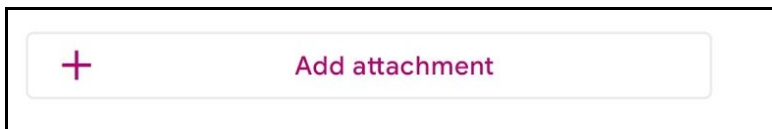


7. '**+ Add or create**'/'**+ Add attachment**':

Browser:

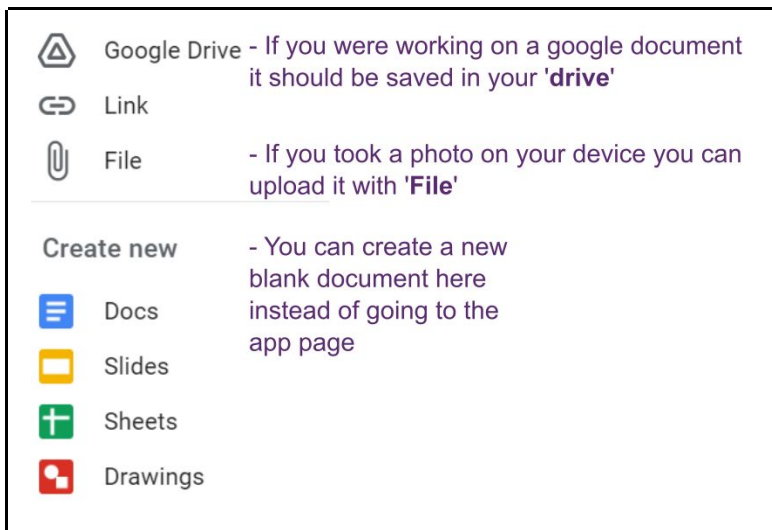


App:

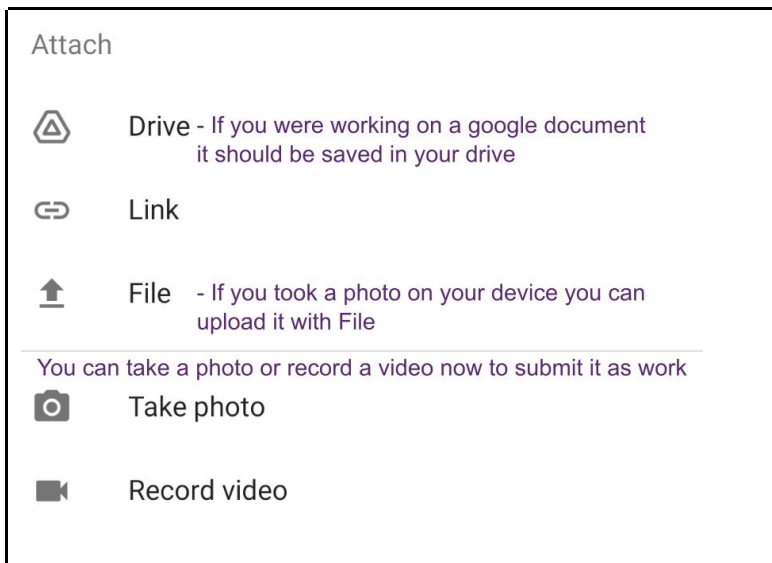


8. Then find the work they have just done:

Browser:

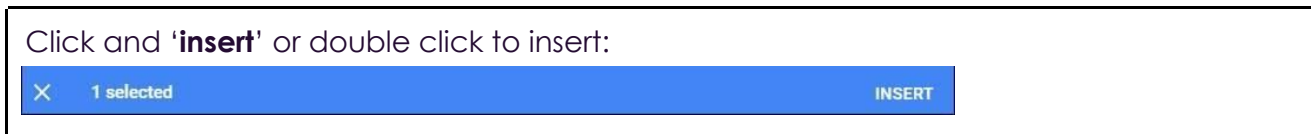


App:



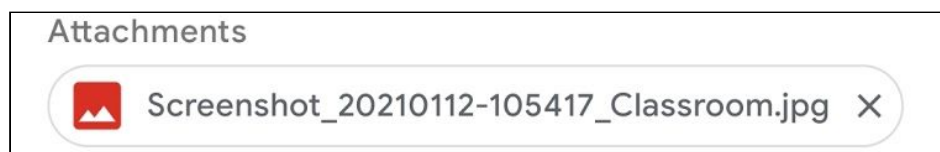
9. Once you have found the file:

**Browsers:**



**App:** it will attach automatically.

you can add more attachments by clicking **'+Add or create'**/**'+ Add attachment'** or remove them by pressing the **'x'** on the right of the attachment:



10. Once you have uploaded the files required, click **'Turn in'**/**'Hand in'**:

Browser: **'Turn in'**

Your work Assigned

Student Name - Test Assignment.docx ×  
Word

+ Add or create

**Turn in**

App: **'Hand in'**

Your work Assigned

Attachments

Screenshot\_20210112-105417\_Classroom.jpg ×

+ Add attachment

**Hand in**

11. Confirm the attachment and then **'Turn in'/'Hand in'**:

Browser: **'Turn in'**

Turn in your work?

1 attachment will be submitted for "Test Document".

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**Student name** - Test Assignment.docx

Cancel Turn in

App: **'Hand in'**

Hand in your work?

1 attachment will be submitted for "Upload App"

Cancel Hand in

## How to turn in work if it has been uploaded as a Google Application:

You can tell if it is a google application or not by step 4, underneath the document name will be the file type e.g. **Google Docs**.

If there is no mention of Google, it is unlikely to be a Google app, but worry not google will convert most files for you, follow the next section for help with non Google attachments (Page 4).

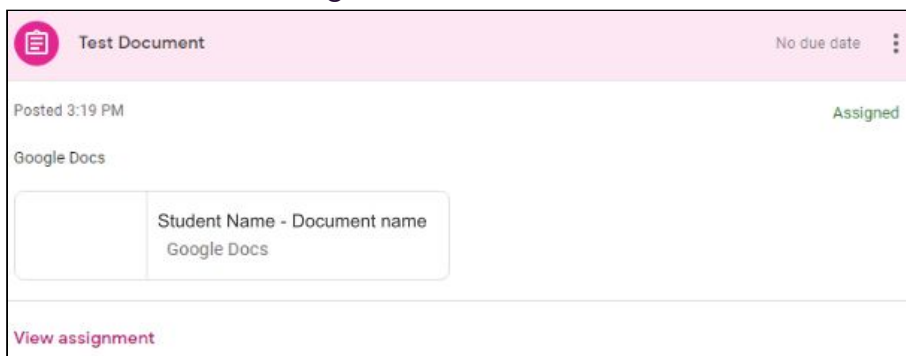
12. Go to the '**Classwork**' tab:



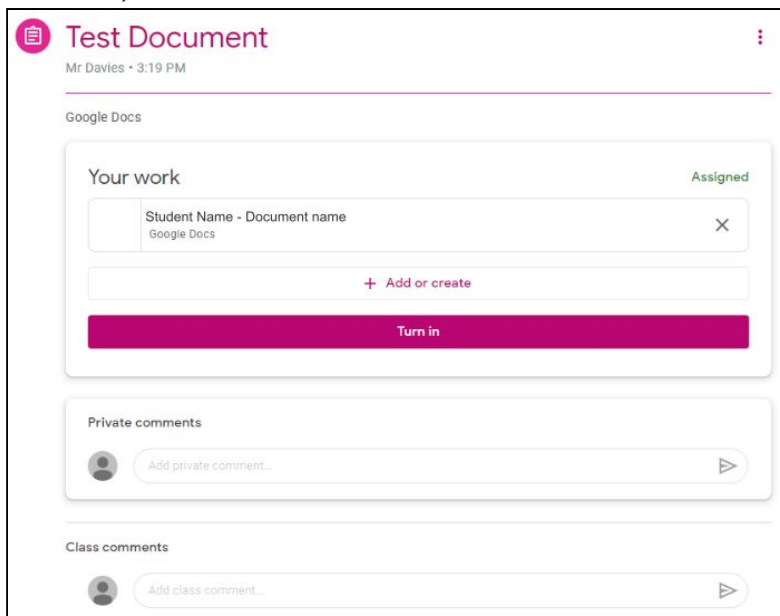
13. Find the assignment:



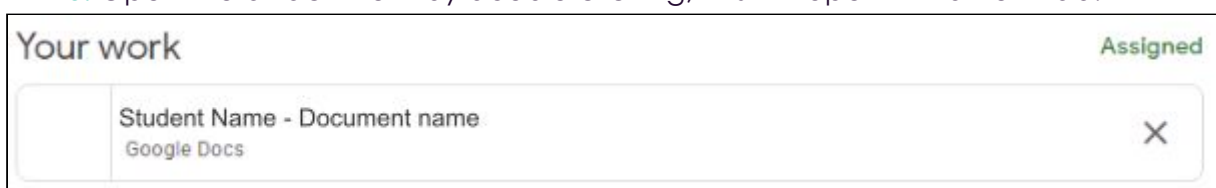
14. Click on the assignment to view more details and attachments:



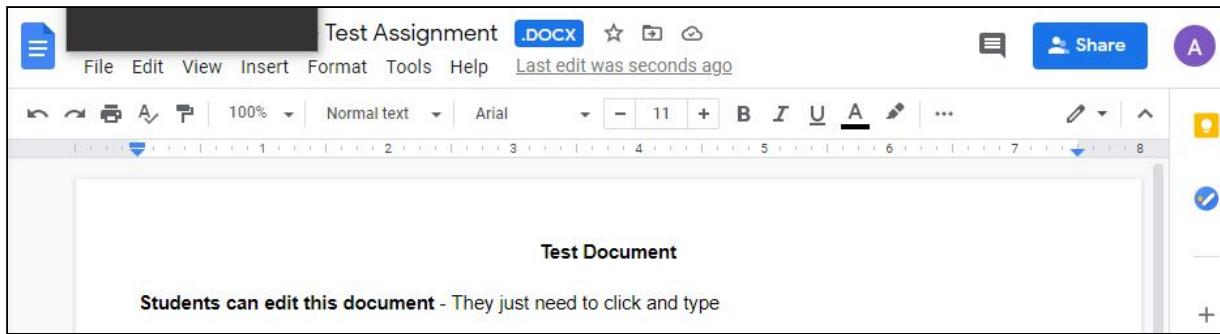
15. Click '**View Assignment**' to view additional information and private comments made by the teacher about that work.



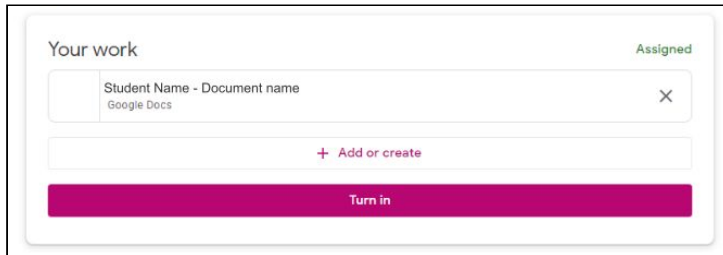
16. Open the attachment by double clicking, this will open it in a new tab:



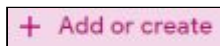
17. Start completing the homework by editing the document (All changes will be saved automatically after they're done):



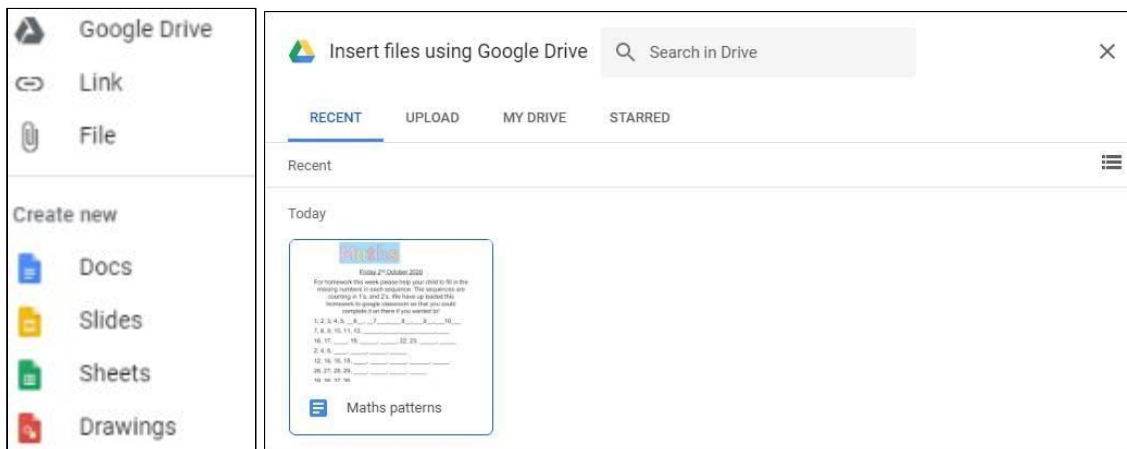
18. When you have finished your work, go back to the assignment (Steps 1 to 4) and find the 'Your Work' section:



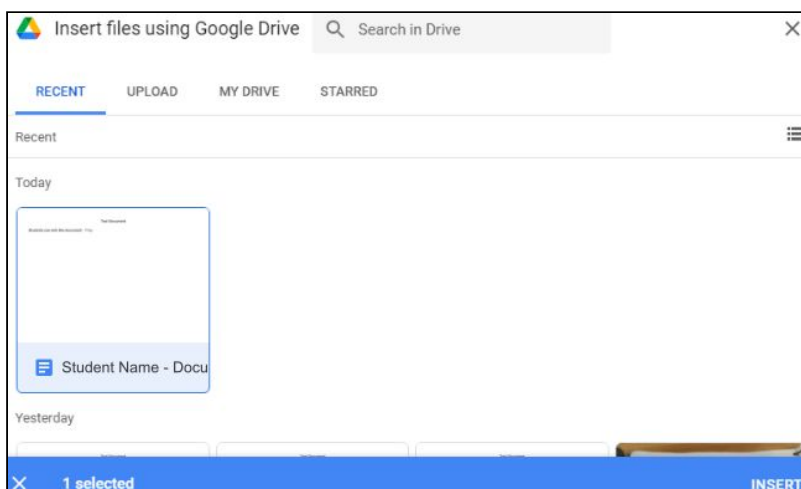
19. Click 'Add or Create':



20. Click 'Google Drive', then find the work they have just done (It will usually appear under the recent tab if they have just been working on it):



21. Click the file and then 'insert' or Double click to insert:



22. Once they have uploaded the files required, they 'Turn in':

Your work Assigned

Student Name - Document name X  
Google Docs

+ Add or create


Turn in

23. Confirm the attachment and then 'Turn in':

Turn in your work?

1 attachment will be submitted for "Test Document".

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 **Student name** - Test Assignment.docx

[Cancel](#) [Turn in](#)

## How to turn in work if it hasn't been uploaded as a Google Application:

You can tell if it is a google application or not by step 4, underneath the document name will be the file type e.g. **Google Docs**.

If there is no mention of Google, it is unlikely to be a Google app, but worry not google will convert most files for you, continue reading this section to find out more.

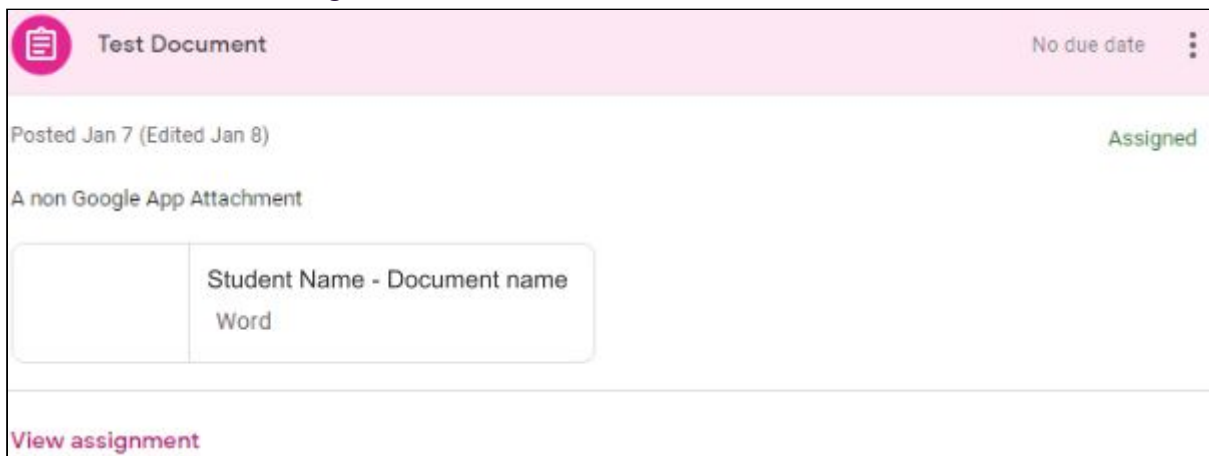
1. Go to the '**Classwork**' tab:



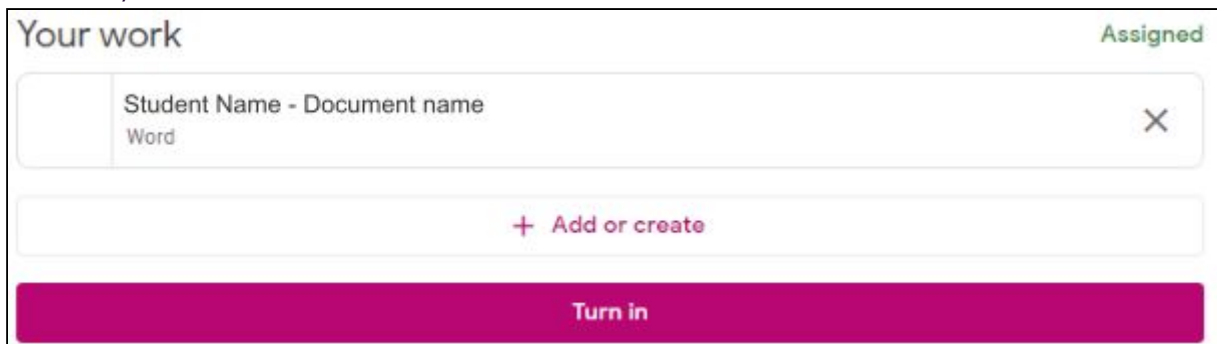
2. Find the assignment:



3. Click on the assignment to view more details and attachments:



4. Click '**View Assignment**' to view additional information and private comments made by the teacher about that work.

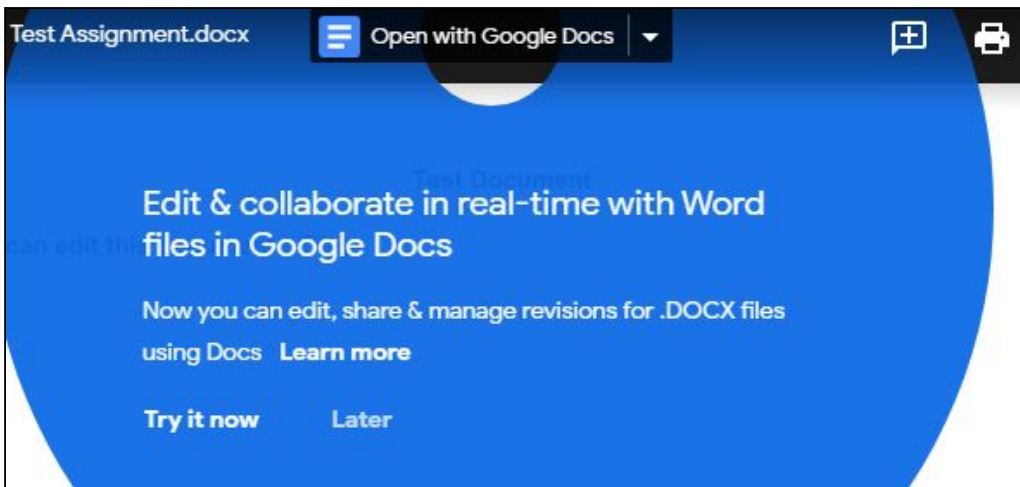


5. Open the attachment by double clicking, this will open it in a new tab:

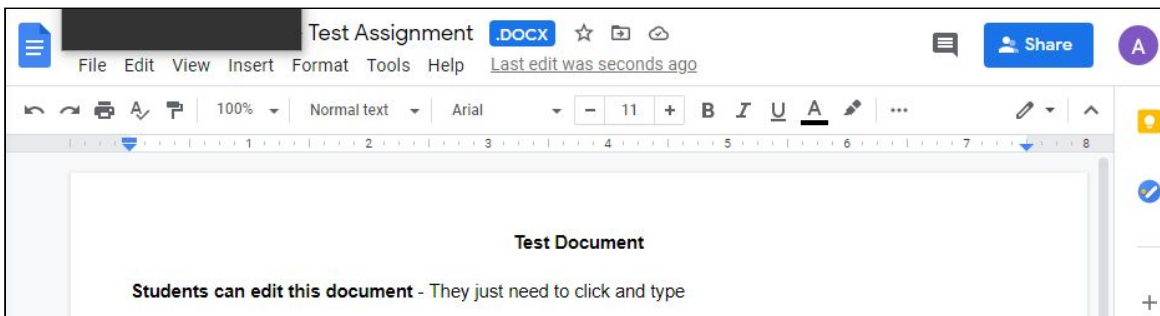


6. From here you can convert it by clicking '**Open with Google Docs/slides/sheets/etc**' at the top, this will save it to your drive and create a converted copy of the document and open the doc in a new tab:

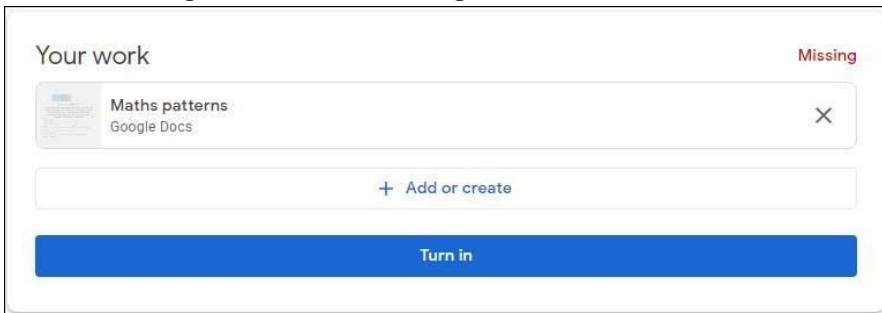




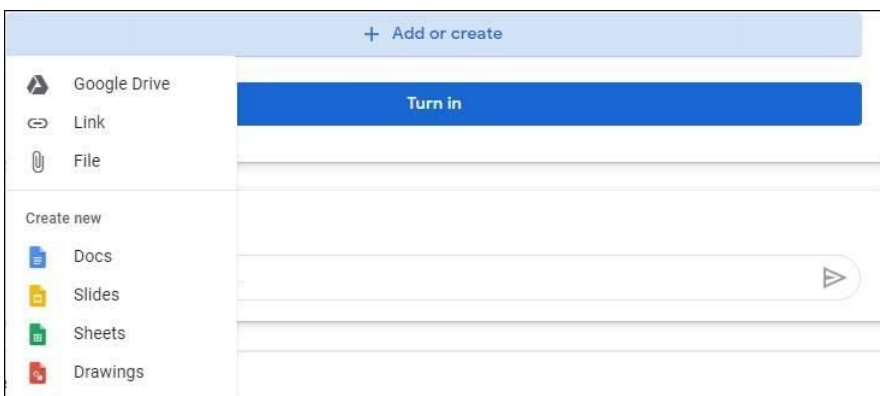
7. Complete the homework by editing the document (All changes will be saved automatically after they're done):



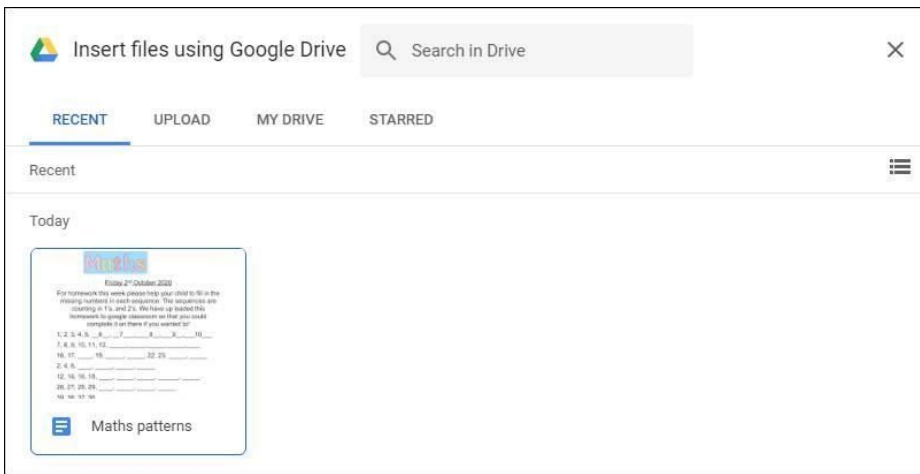
8. Then, go back to the assignment and fine the '**Your Work**' section:



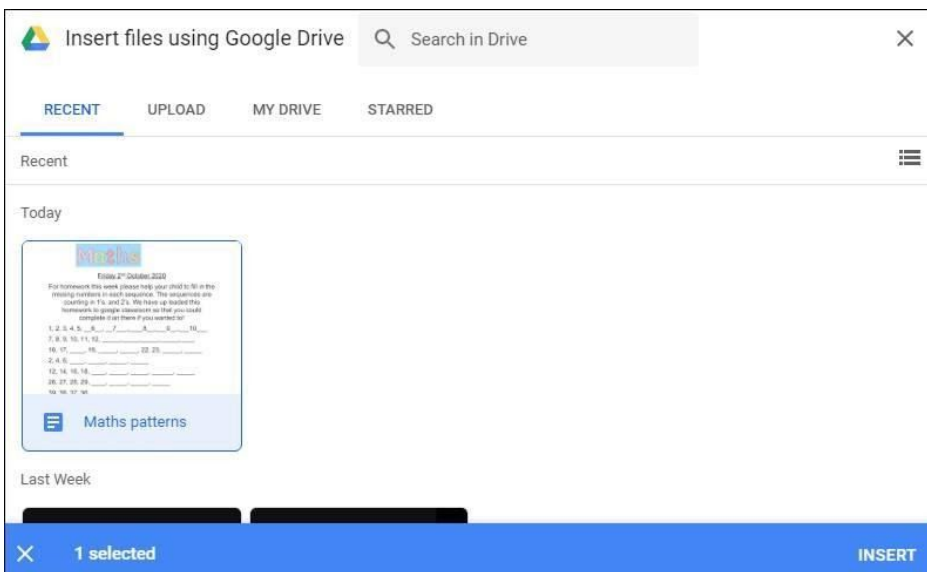
9. Add or Create:



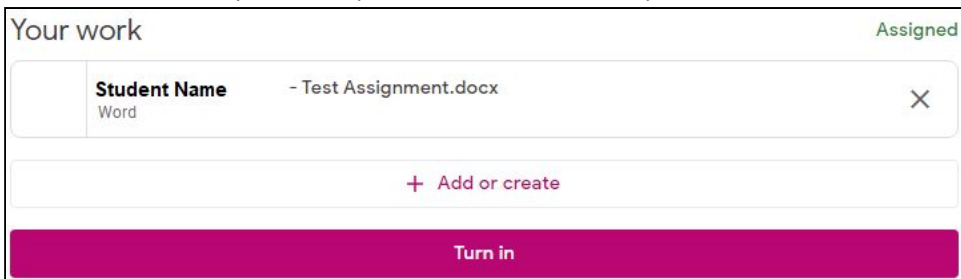
10. **Google Drive**, then find the work they have just done:



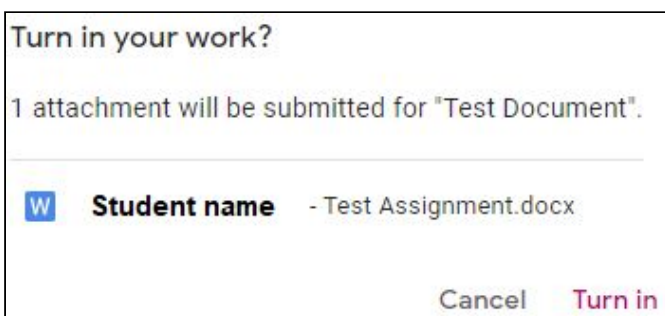
11. Click and 'insert' or double click to insert:



12. Once they have uploaded the files required, click 'Turn in':



13. Confirm the attachment and then 'Turn in':



## How to upload pictures of your work to an assignment:

Take a photo of your Finished work (You can also take a photo at **step 7** to save time)

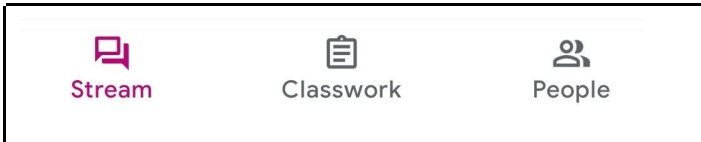
Log into Google Classroom ([Classroom.google.com](https://classroom.google.com))

Go to the '**Classwork**' tab:

Browser:



App:

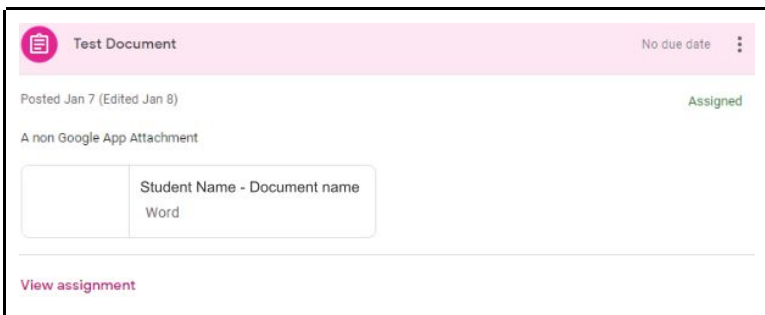


Find the assignment:

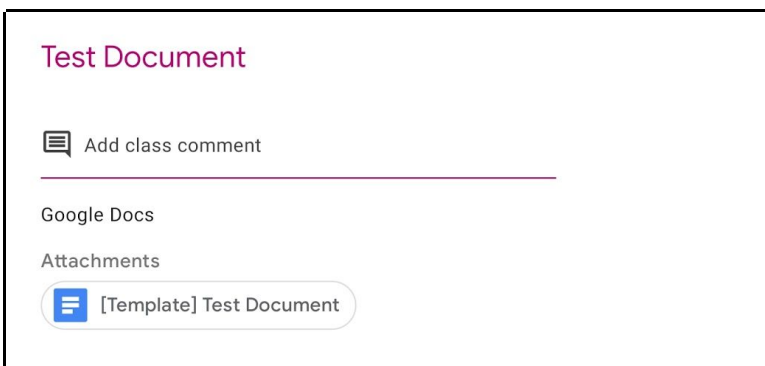


Click on the assignment to view more details and attachments:

Browser:

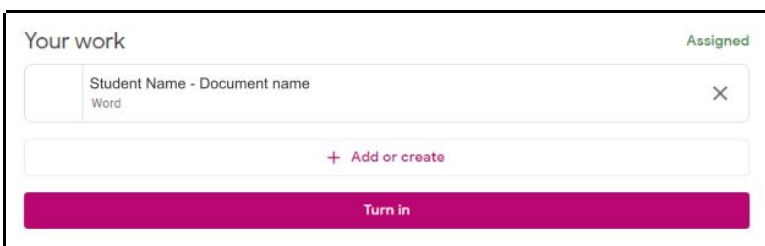


App:

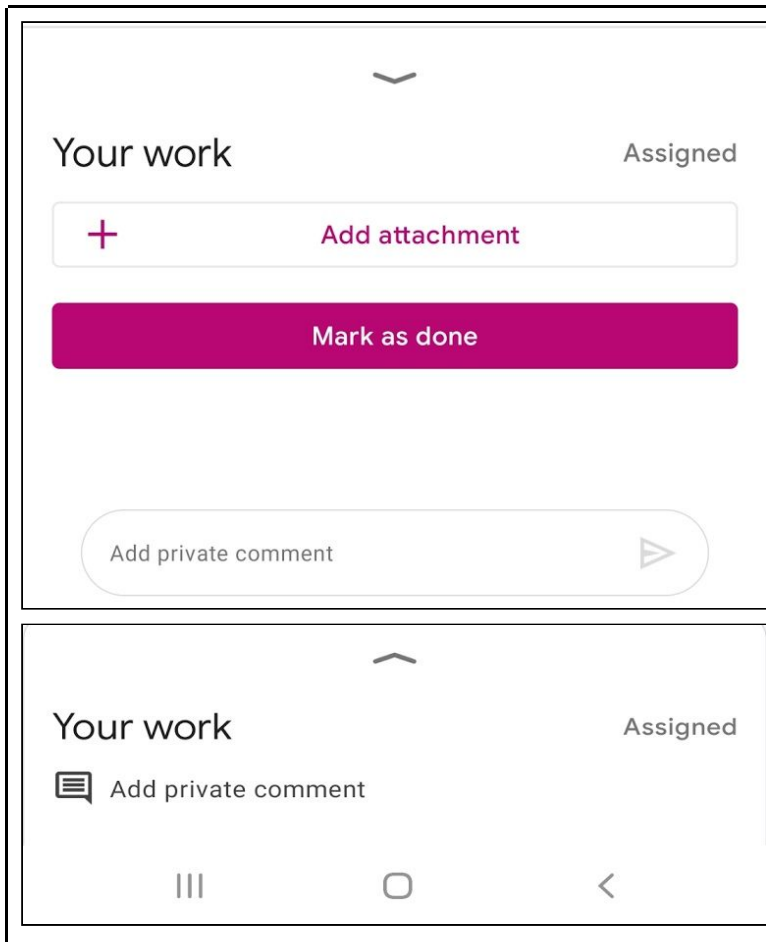


Click '**View Assignment**'/'  **the arrow pointing upwards** to view additional information and private comments made by the teacher about that work.'

Browser: '**View Assignment**'



App: '  the arrow pointing upwards'

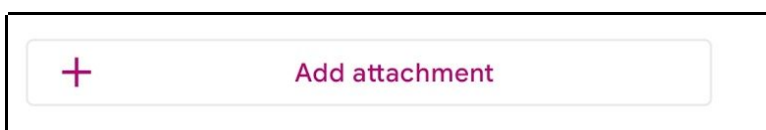


' + Add or create'/' + Add attachment':

Browser:

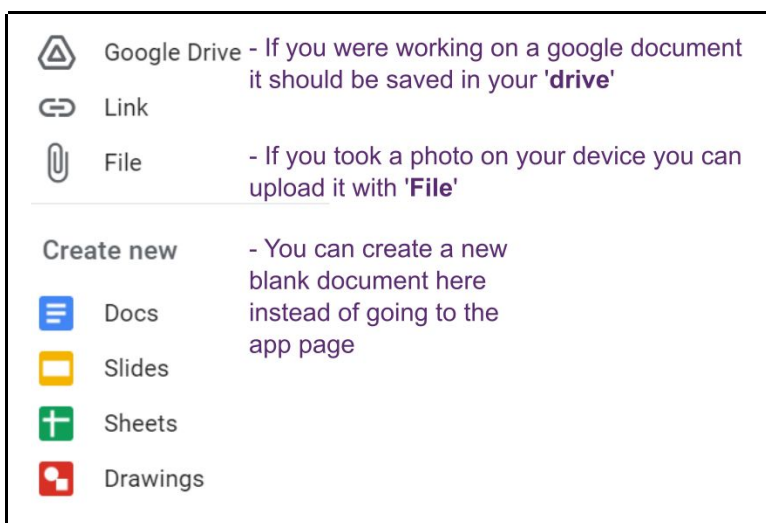


App:






Then find the work they have just done:

Browser:





App:

Attach

-  Drive - If you were working on a google document it should be saved in your drive
-  Link
-  File - If you took a photo on your device you can upload it with File

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You can take a photo or record a video now to submit it as work

-  Take photo
-  Record video

Once you have found the file:

**Browsers:**


Click and '**insert**' or double click to insert:

✕ 1 selected
INSERT

**App:** it will attach automatically.

you can add more attachments by clicking '**+Add or create**'/'**+ Add attachment**' or remove them by pressing the '**x**' on the right of the attachment:

Attachments


Screenshot\_20210112-105417\_Classroom.jpg
✕

Once you have uploaded the files required, click '**Turn in**'/'**Hand in**':

Browser: '**Turn in**'

Your work Assigned

**Student Name** - Test Assignment.docx

Word

✕


+ Add or create

Turn in

App: '**Hand in**'

Your work Assigned

Attachments


Screenshot\_20210112-105417\_Classroom.jpg
✕

+ Add attachment

Hand in


Confirm the attachment and then 'Turn in'/'Hand in':

Browser: 'Turn in'

Turn in your work?

1 attachment will be submitted for "Test Document".

---

 **Student name** - Test Assignment.docx

Cancel Turn in

App: 'Hand in'

Hand in your work?

1 attachment will be submitted for "Upload App"

Cancel Hand in