

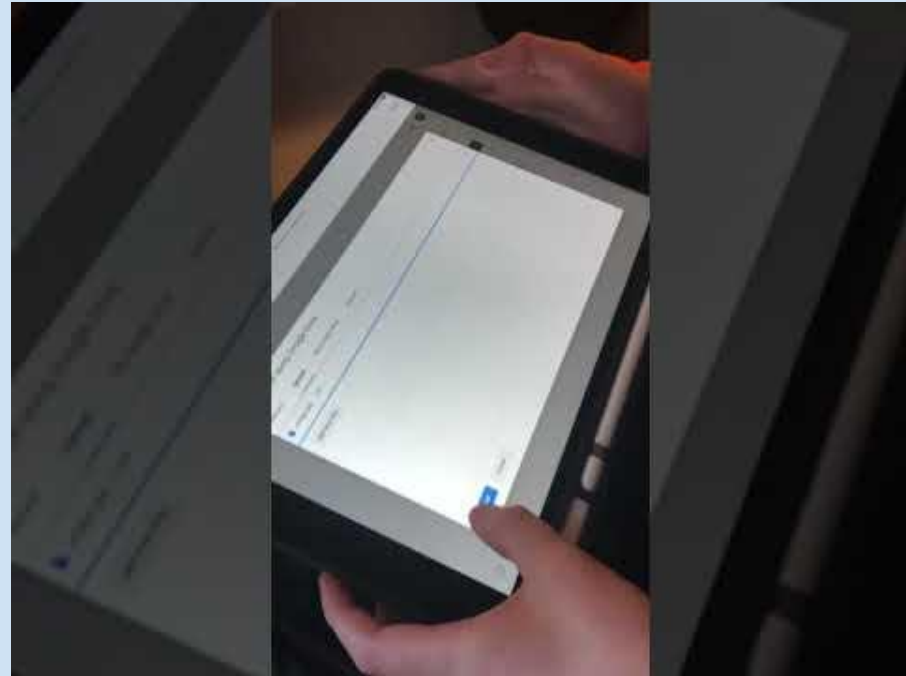
Uploading and Handing in work

Quick guide

This is a quick guide to uploading work on Google Classroom.

(this is on an iPad, but the principal and the steps will be very similar whatever device you use)

Here's a short video on how to do it:



Some of the assignments we give you will require uploading of work, pictures or videos.

For example, this is my home classroom!

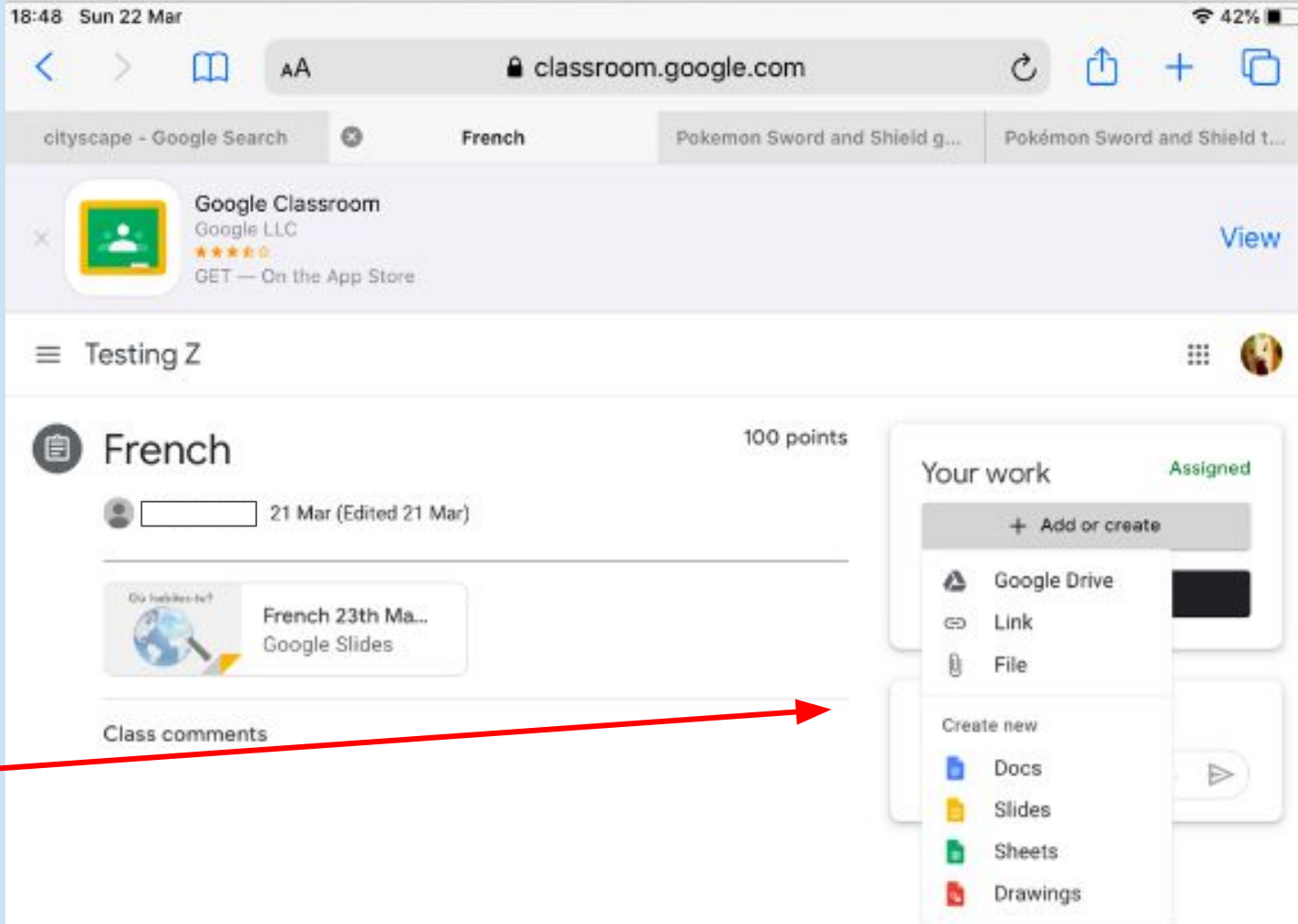
It's easy to do, each of the tasks we set will have options for you to respond. Sometimes this is just messages, other times we will ask you to upload a particular type of response.



When you are ready, take a picture or video to respond to the assignment.

If you are working on the same device you took the picture with, go to the next slide.

If you are working on a laptop and used a phone to take the picture for example, you will need to transfer the photo to the laptop first.



On every assignment there is a box with two options: “**hand in**” and “**add or create**”.

If you click “**Add or Create**” it will give you a drop down menu with a few options

Google Classroom
Google LLC
★★★★☆
GET — On the App Store

Testing Z

French 100 points

21 Mar (Edited 21 Mar)

French 23th Ma...
Google Slides

Class comments

Your work Assigned

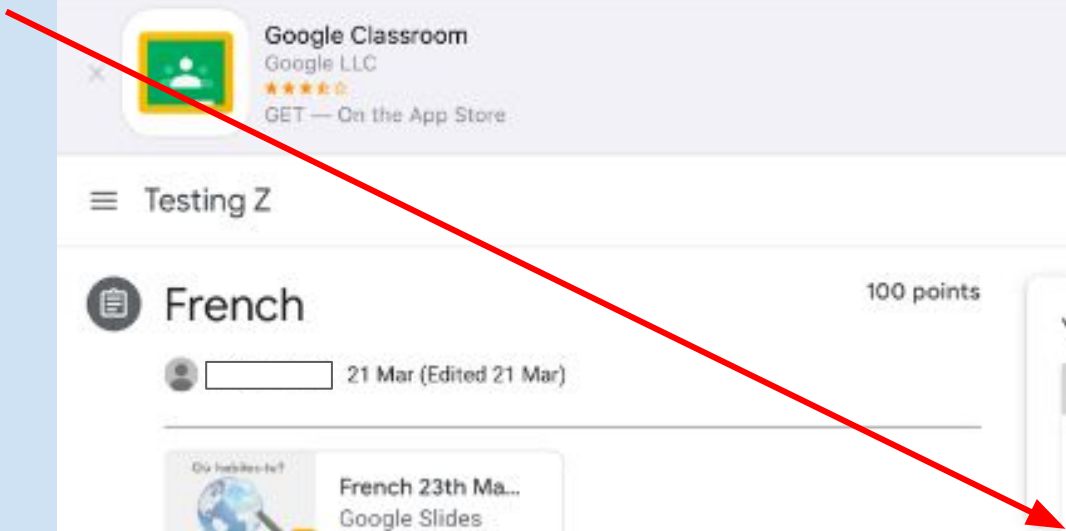
+ Add or create

- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings

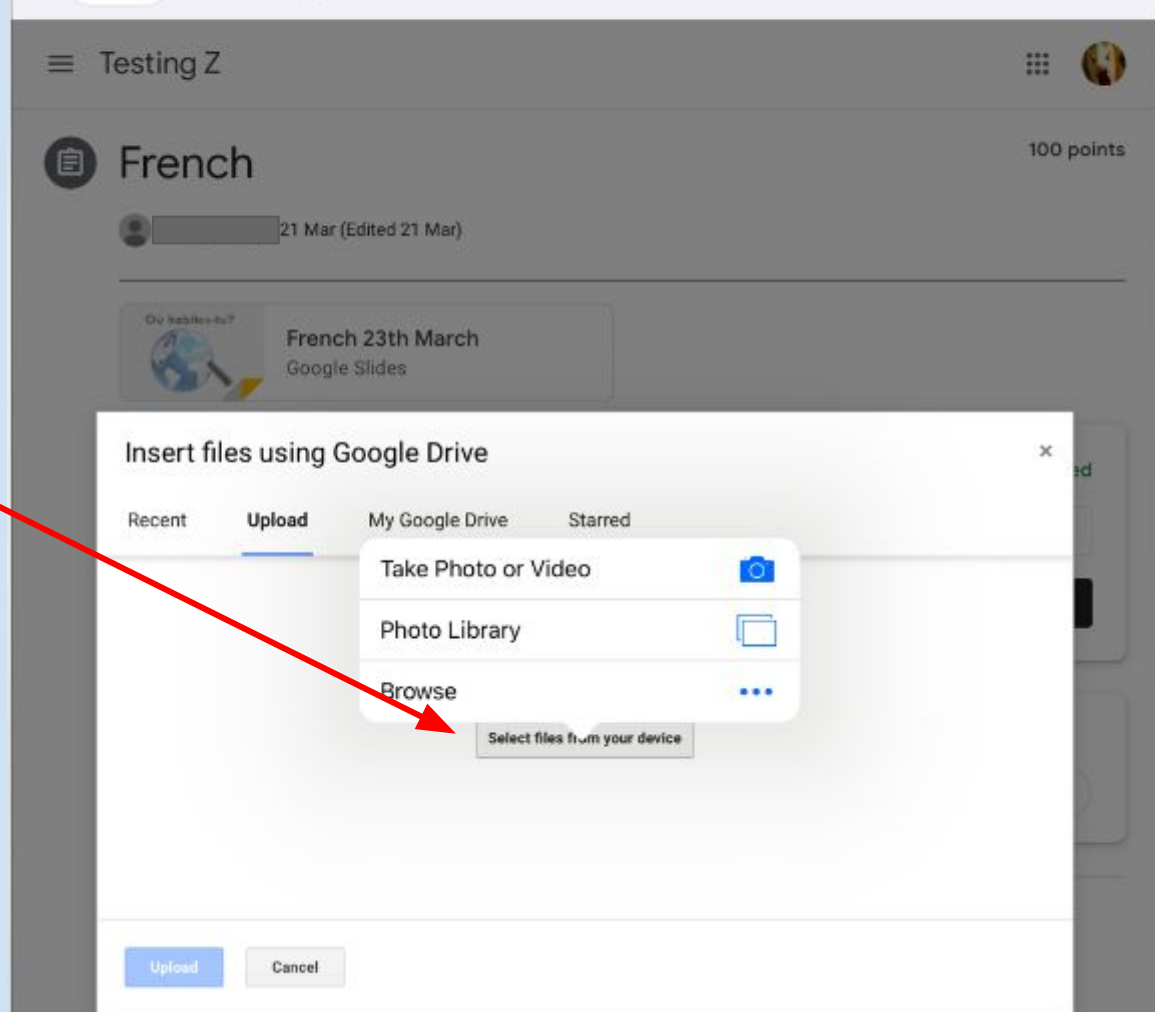
Click or tap on "file"



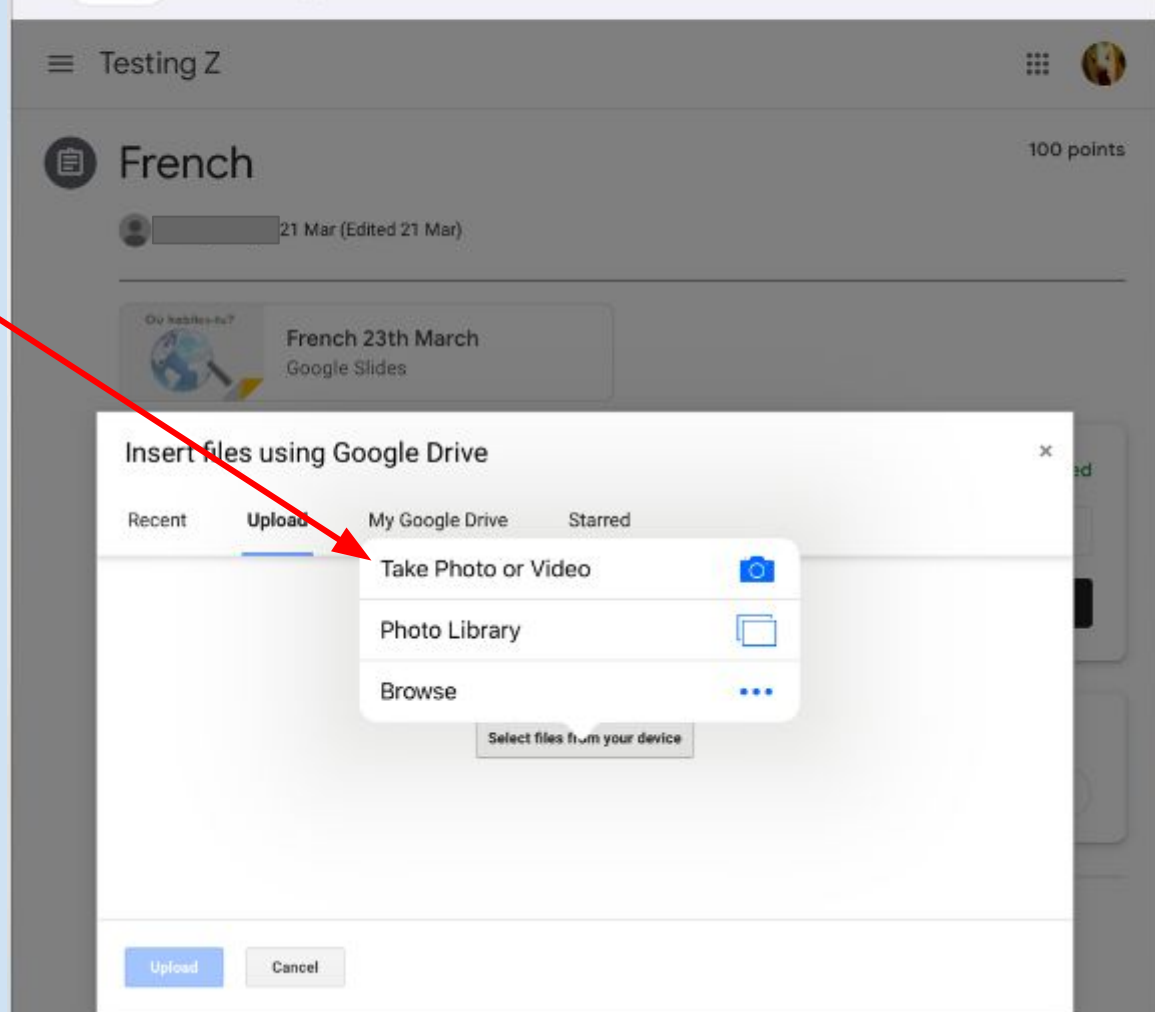
It will open a new window with some more options.

This is the one we want.
“Select files from your device”

Click on it and go to the photo library (on your phone) or Browse (on a laptop)



If you just want to take a picture of some work you can choose this option and hold it up to take a snap.

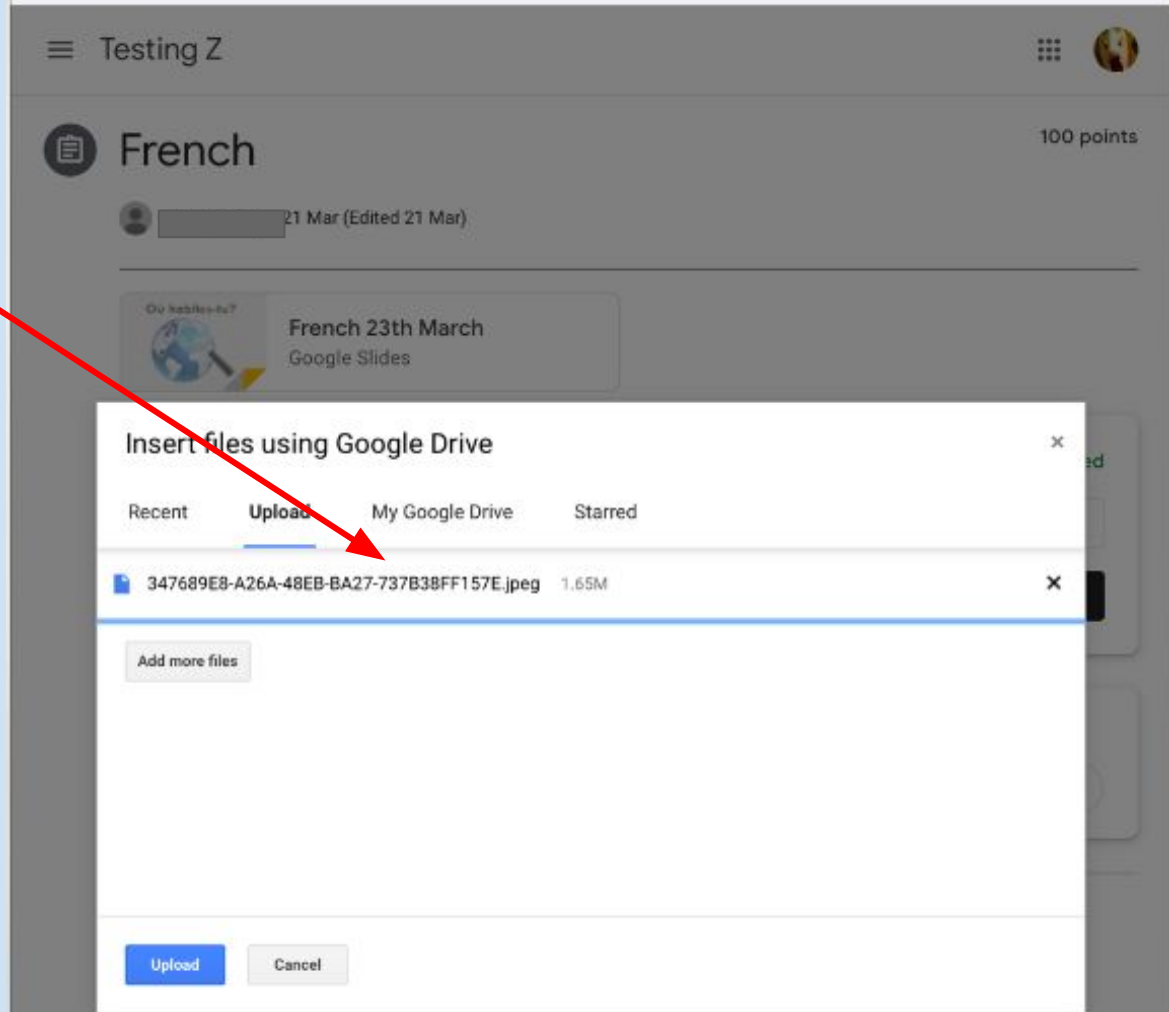


Once you have chosen your picture, file or taken a snap it will appear in the window.

You can either add more files or click upload.

Finally click “hand in” to complete the assignment.

I will see your file when I look at your assignment.



That's it!

Please keep an eye on Google classroom for more quick guides

I'm looking forward to seeing all your good stuff :)