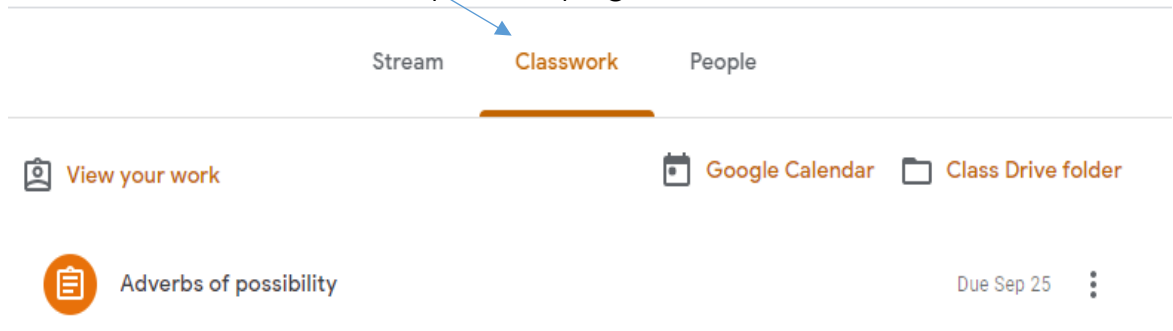


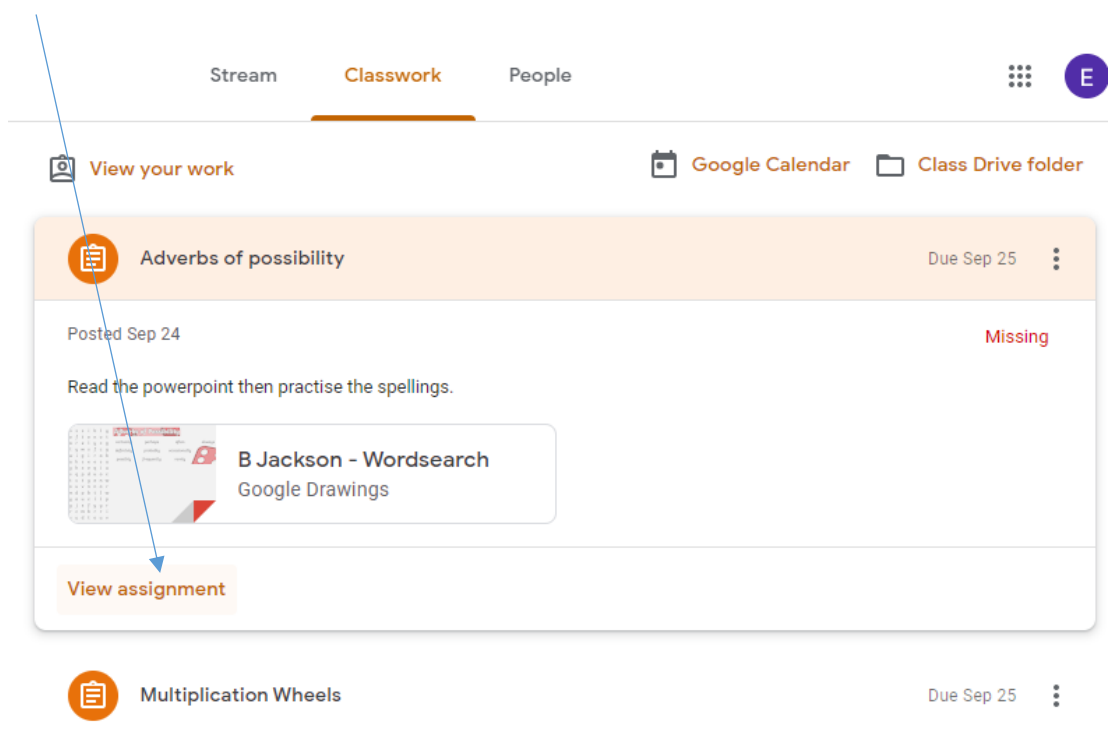
Step by step of how to upload your work to google classroom.

Look at where the arrows are pointing and make sure you click exactly where the arrow is pointing.

1. Click on classwork at the top of the page.



2. Click on the assignment and then click 'View assignment'



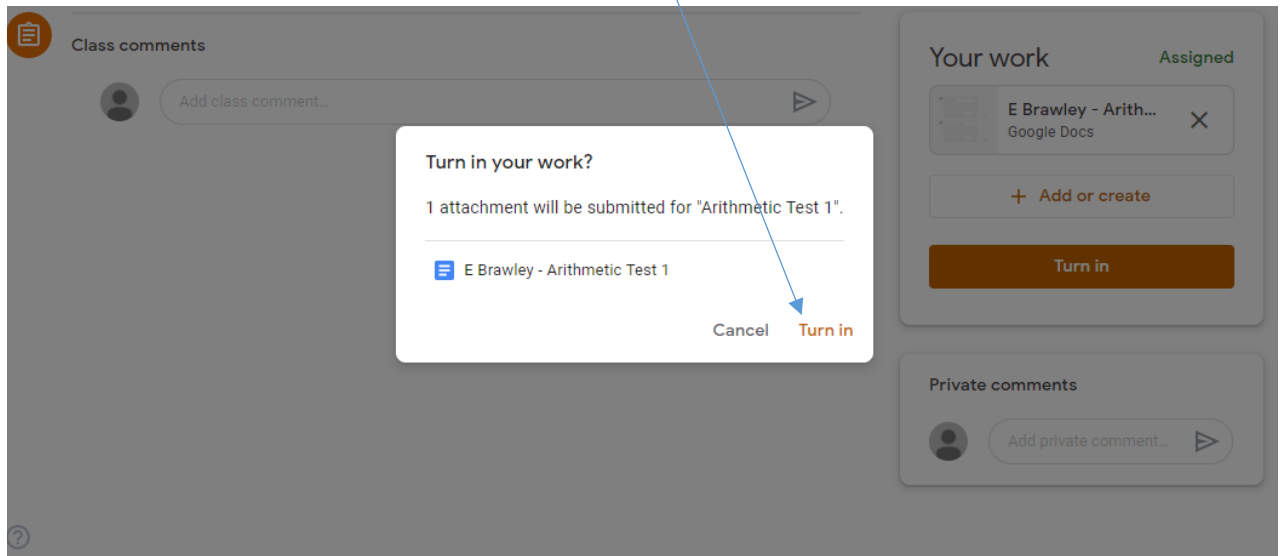
3. Look at where it says 'Your Work' and click on the document.

The screenshot shows a classroom assignment interface. On the left, the assignment title is 'Arithmetic Test 1' with a due date of 'Due Oct 5'. Below the title is a description: 'vision of your learning from Year 5 - don't worry if you have forgotten something or don't v to do it. ow, so that we can go over it with you. work on paper if it is easier, but please send us a message letting us know how you have 'then 'turn in''. There is a comment input field with the placeholder 'Add class comment...'. On the right, a 'Your work' panel shows the assignment is 'Assigned'. It contains a document icon labeled 'E Brawley - Arith...' with 'Google Docs' underneath. Below this is a '+ Add or create' button and a prominent orange 'Turn in' button. A 'Private comments' section at the bottom right has a placeholder 'Add private comment...'.

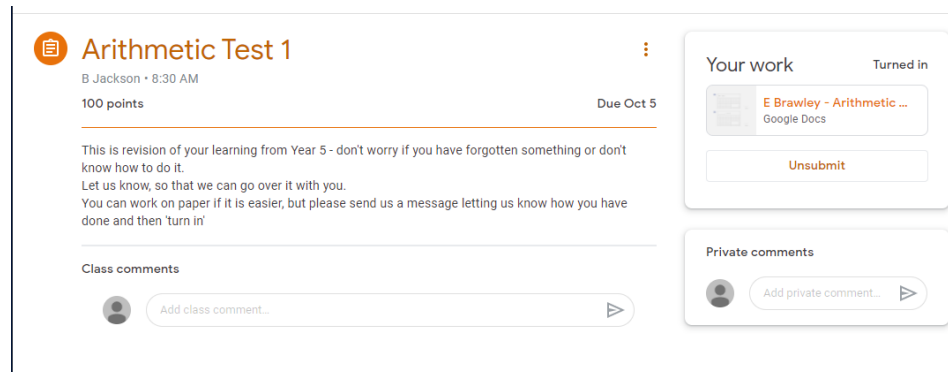
4. The google docs page will load with the work you have been sett. You can now write on the page and edit the work. When you have finished you click on 'turn in' , you do not have to save anything whatever is on the page will upload.

The screenshot shows a Google Docs document interface. The title bar reads 'E Brawley - Arithmetic Test 1' with a star icon, a share icon, and a user profile icon. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Add-ons', and 'Help'. The status bar indicates 'Last edit was seconds ago'. The main toolbar shows various editing tools like undo, redo, bold, italic, underline, text color, background color, link, unlink, insert table, insert image, list, indent, and zoom. The document content area shows the text 'Hi Year 3!' with a cursor at the end. A 'TURN IN' button is visible in the top right corner of the document area.

5. When this box appears click on 'turn in'



6. You can see the piece of work that you have turned in here.



If you do not want to edit on a computer and you would prefer to do it on paper, you can get an adult to take a picture of the work and upload it or you can upload a file from your device

. This is how you upload it.

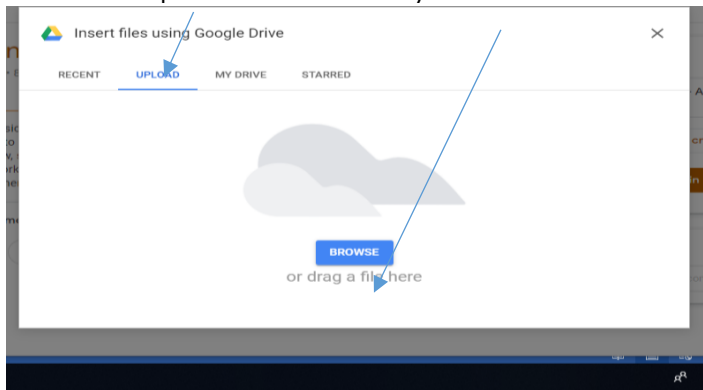
1. Click on +Add or create

The screenshot shows a classroom assignment interface. On the left, the assignment is titled 'Arithmetic Test 1' by 'B Jackson' at '8:30 AM', worth '100 points' and due on 'Oct 5'. Below the title is a message: 'This is revision of your learning from Year 5 - don't worry if you have forgotten something or don't know how to do it. Let us know, so that we can go over it with you. You can work on paper if it is easier, but please send us a message letting us know how you have done and then 'turn in''. There are input fields for 'Class comments' and 'Private comments'. On the right, a 'Your work' panel shows an assigned file 'E Brawley - Arith...' from Google Docs, an '+ Add or create' button, and a 'Turn in' button. A blue arrow points from the text '1. Click on +Add or create' to the '+ Add or create' button.

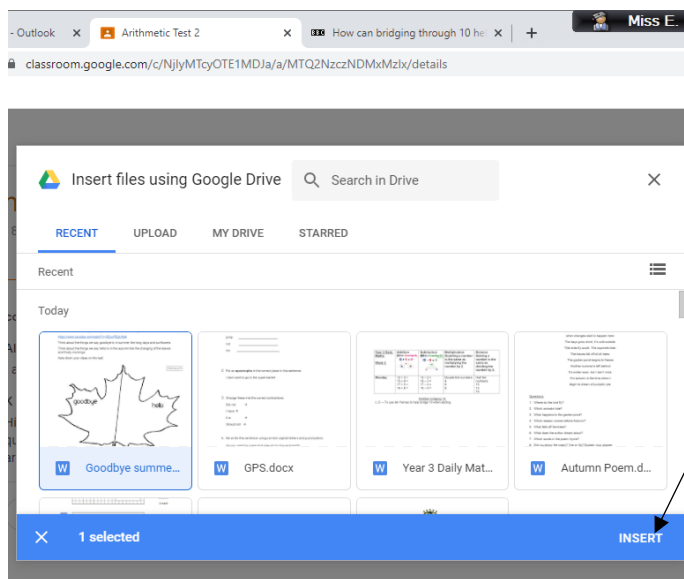
2. Click on file

This is a close-up of the '+ Add or create' button from the previous screenshot. The button is highlighted, and a dropdown menu is open. The menu has three main sections: 'Your work' (containing 'E Brawley - Arith...' and 'Add or create'), 'Add or create' (containing 'Google Drive', 'Link', and 'File'), and 'Create new' (containing 'Docs', 'Slides', 'Sheets', and 'Drawings'). A blue arrow points from the text '2. Click on file' to the 'File' option in the 'Add or create' section.

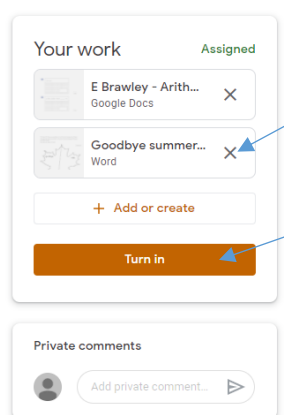
3. Click on upload and then you can browse files from your computer.



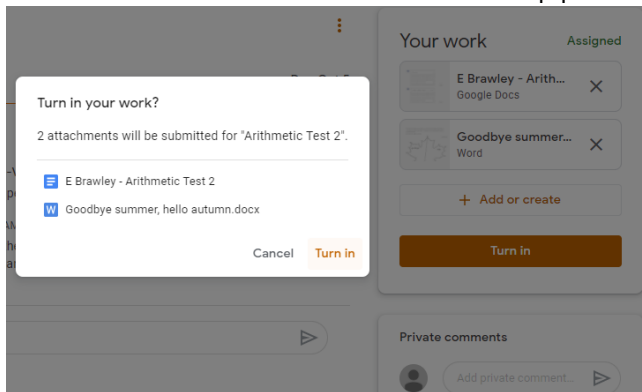
4. Click on the file you want to upload and then click on insert.



5. The uploaded file will appear under 'Your Work' and then you can click on 'Turn in'



6. Click on 'Turn in' on the box that appears.



7. You can now see that the work has been turned in, if you wanted to make any changes you can click on unsubmit and then follow the instructions again to add a different file.

