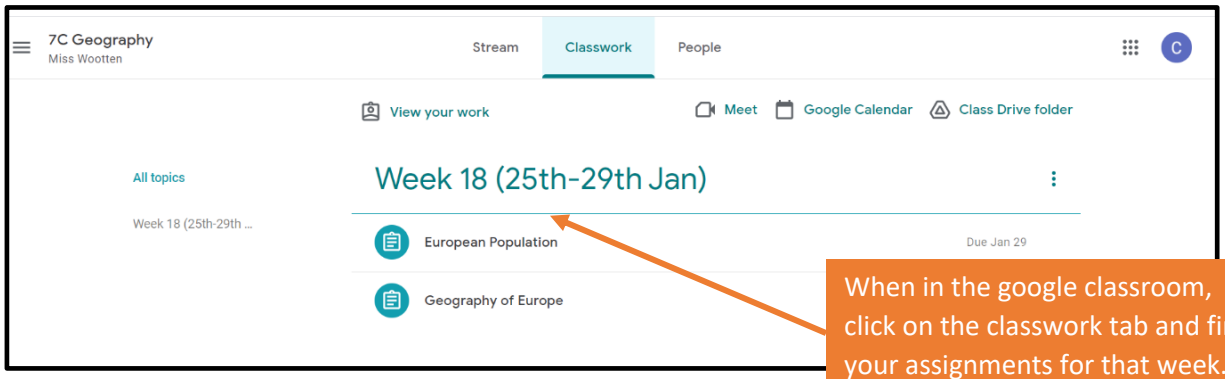
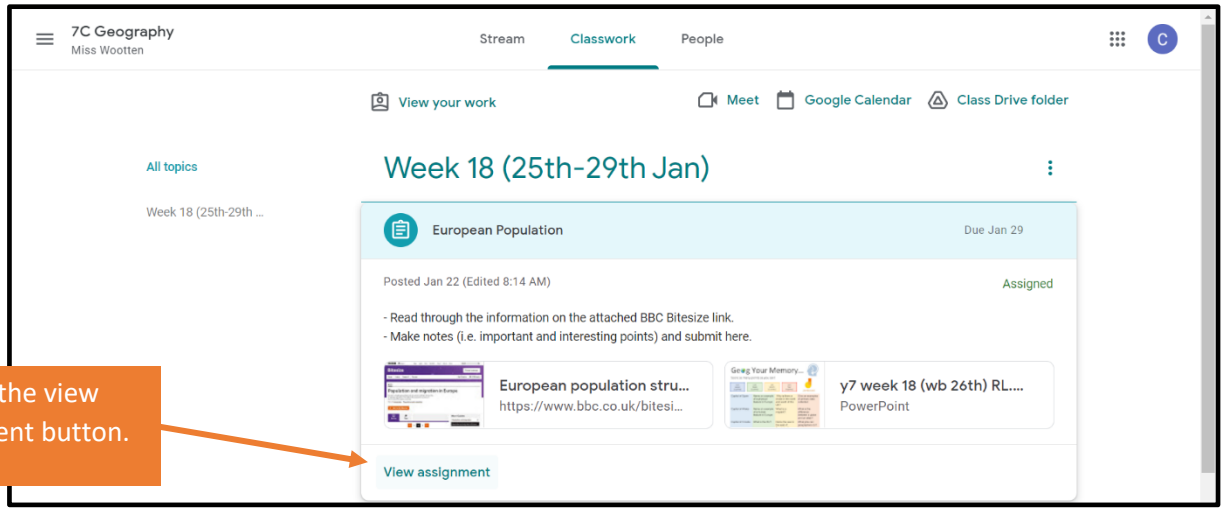
Support with submitting work on google classroom

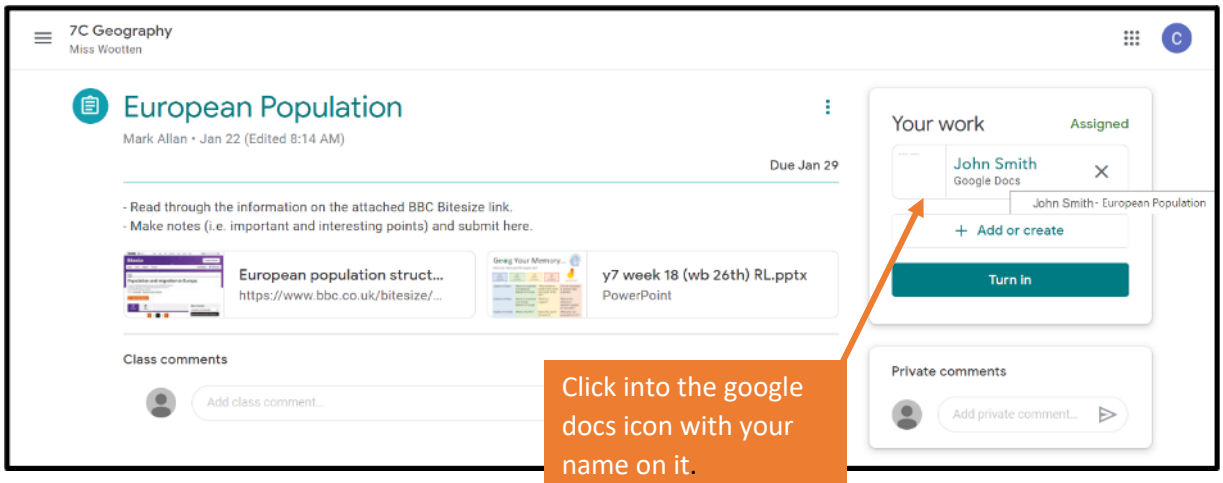
<u>If submitting your work in a google document:</u>



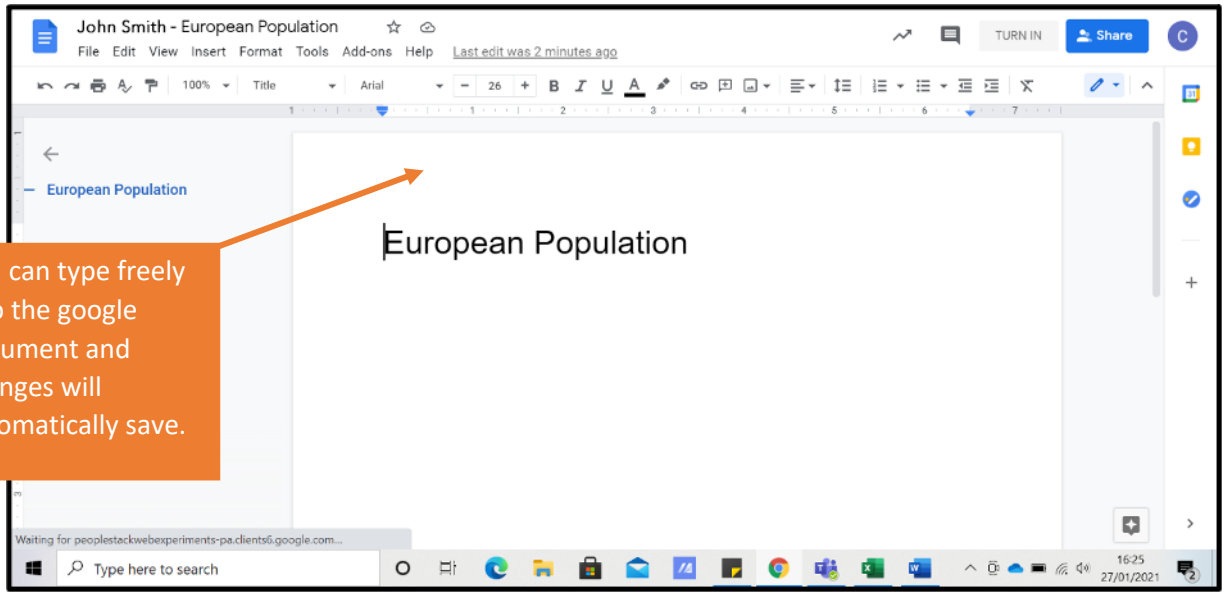
When in the google classroom, click on the classwork tab and find your assignments for that week.



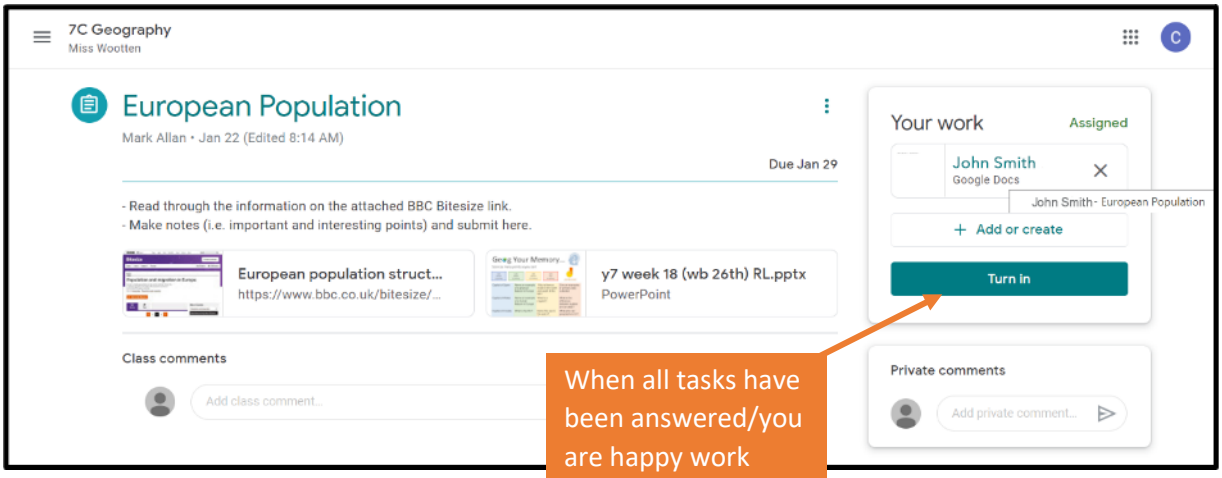
Click on the view assignment button.



Click into the google docs icon with your name on it.



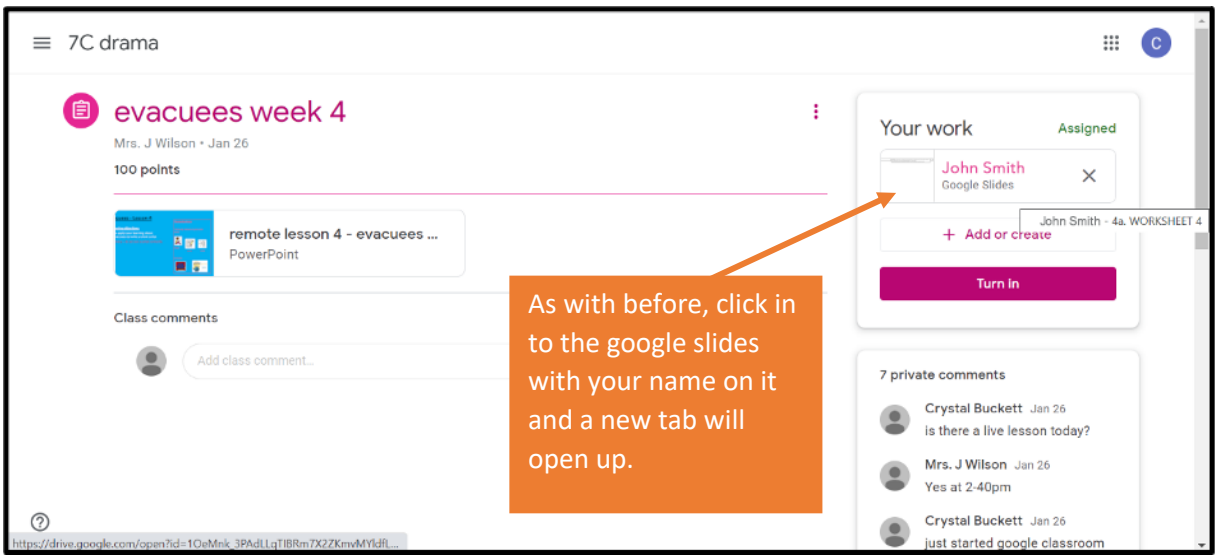
You can type freely into the google document and changes will automatically save.

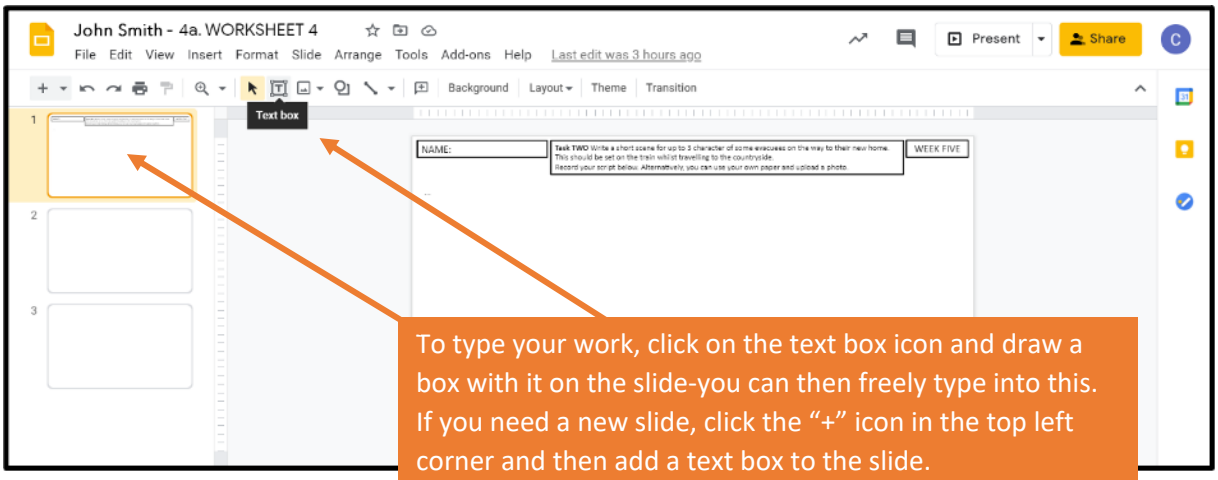


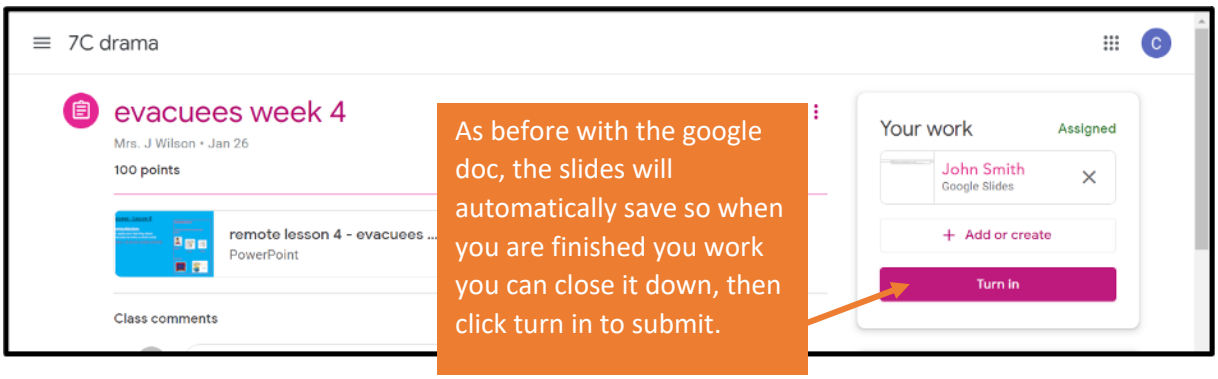
When all tasks have been answered/you are happy work work is finished, close the document and then click the turn in button to submit.

If submitting your work in a google slides:

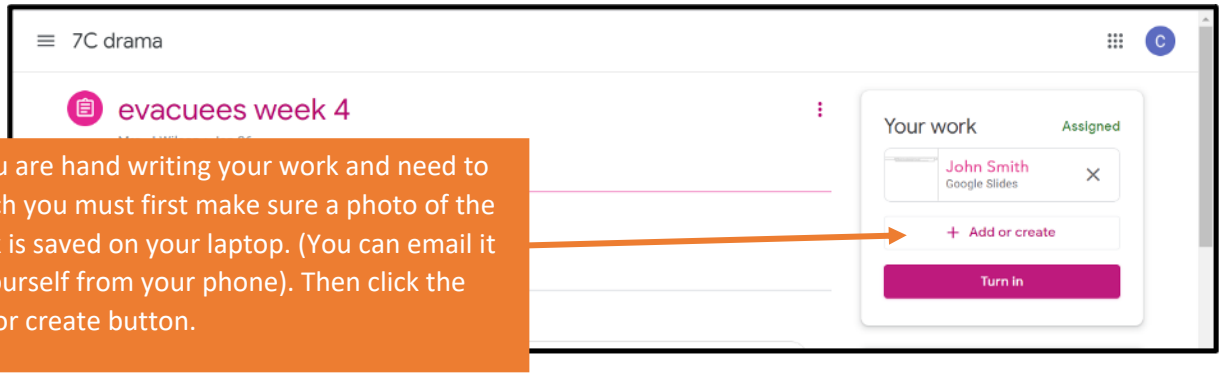
Follow all of the above steps up to clicking into the slides:



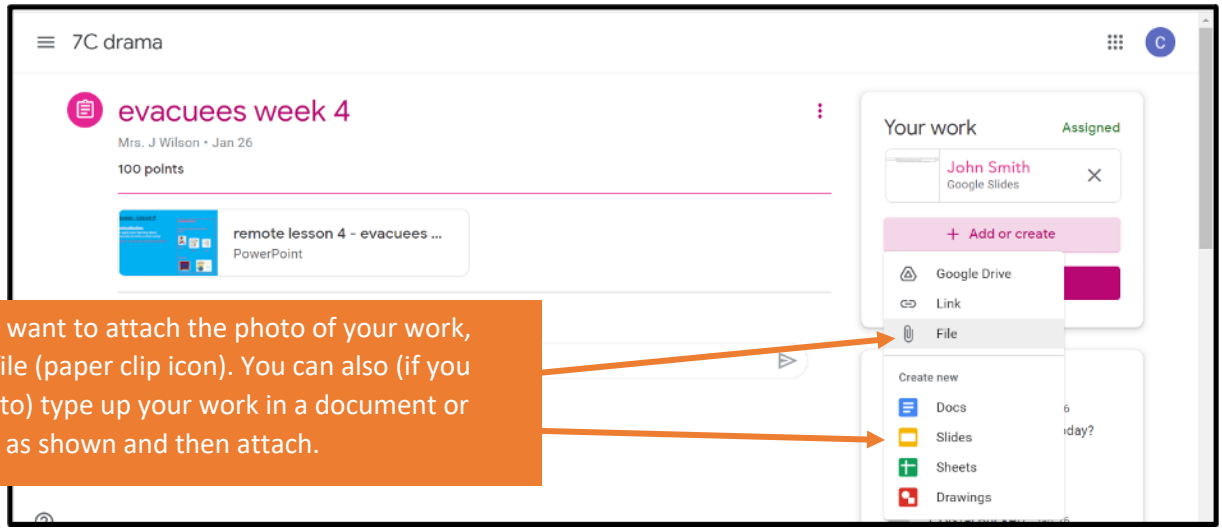




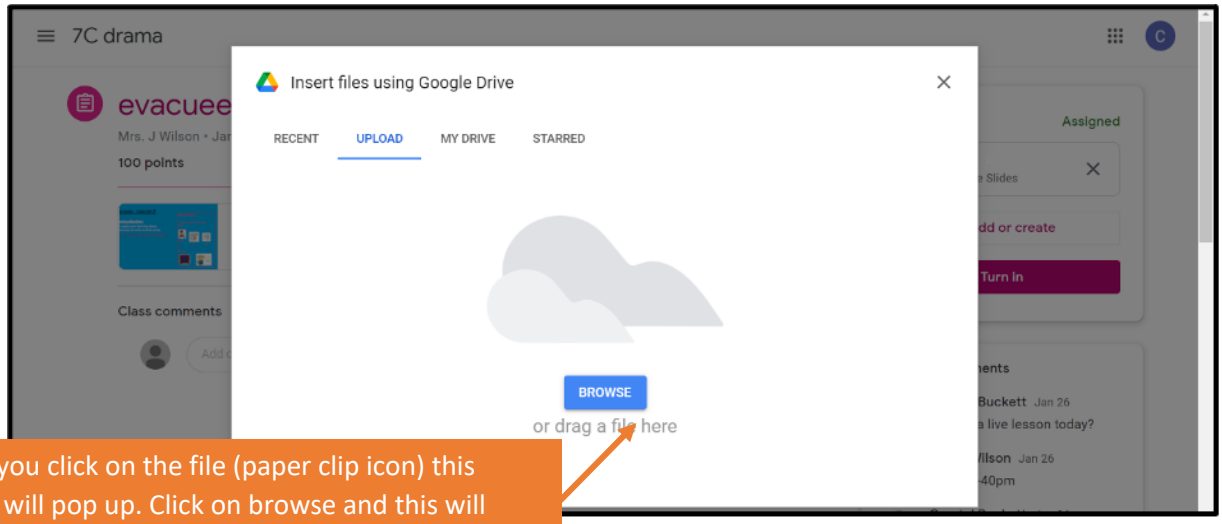
If submitting your work as an attachment:



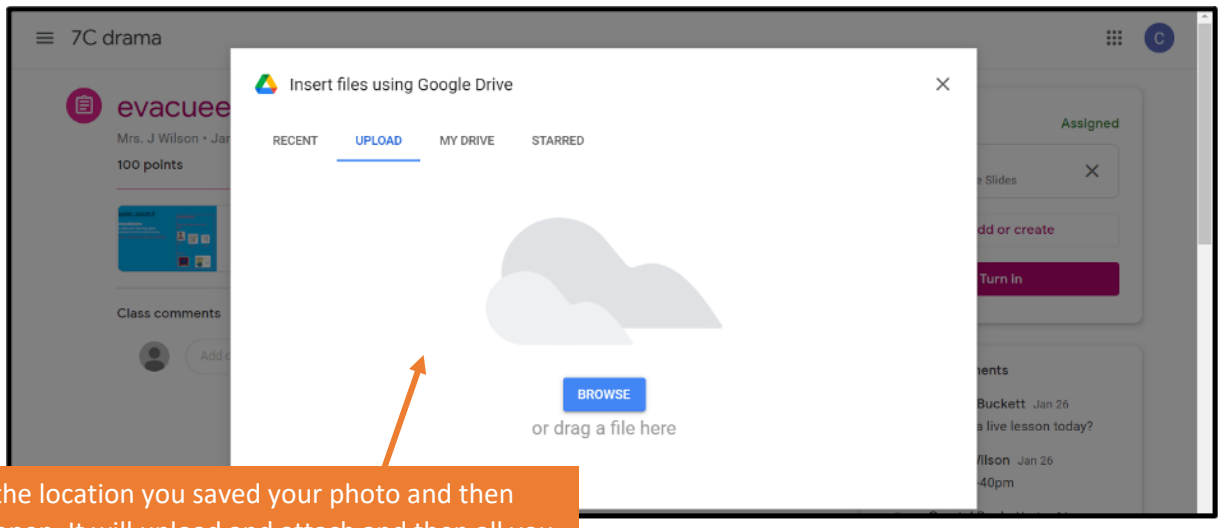
If you are hand writing your work and need to attach you must first make sure a photo of the work is saved on your laptop. (You can email it to yourself from your phone). Then click the add or create button.



If you want to attach the photo of your work, click file (paper clip icon). You can also (if you want to) type up your work in a document or slides as shown and then attach.



When you click on the file (paper clip icon) this screen will pop up. Click on browse and this will take you to the next screen.



Find the location you saved your photo and then click open. It will upload and attach and then all you need to do is click turn in.