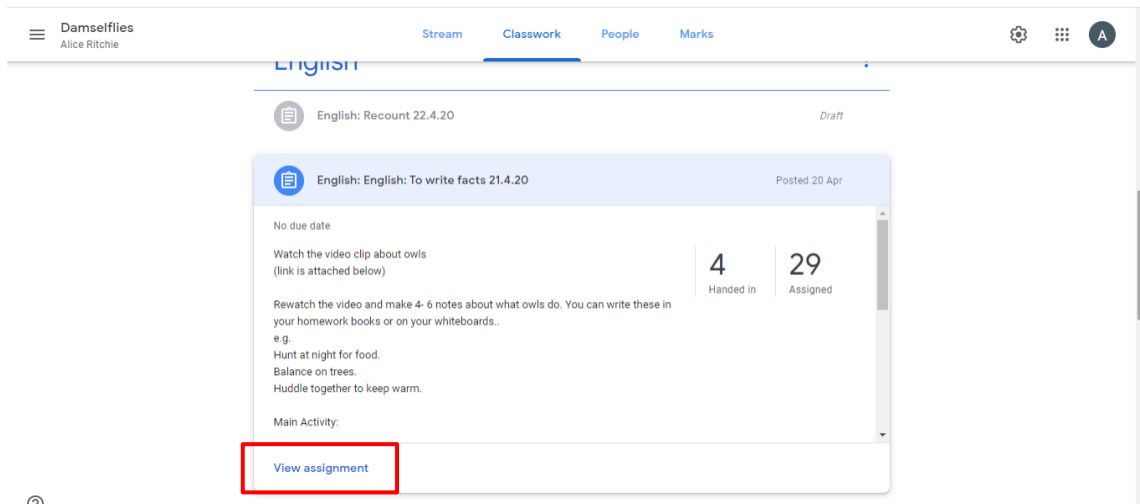
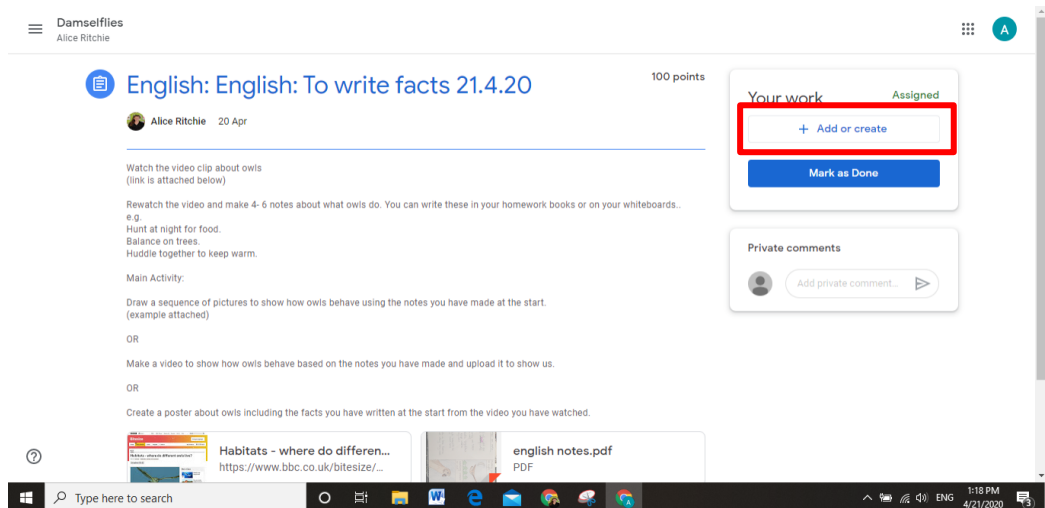


Submitting work on Google Classroom

1. Well done for managing to login and access your online learning on Google Classroom!
2. Click '**view assignment**' on the activity you would like to complete.



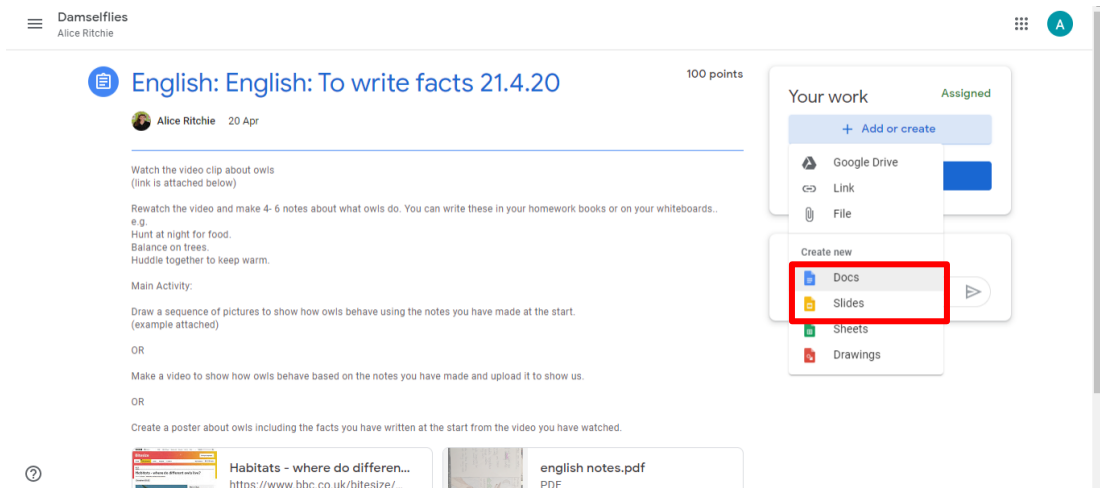
3. Click + **Add or create**



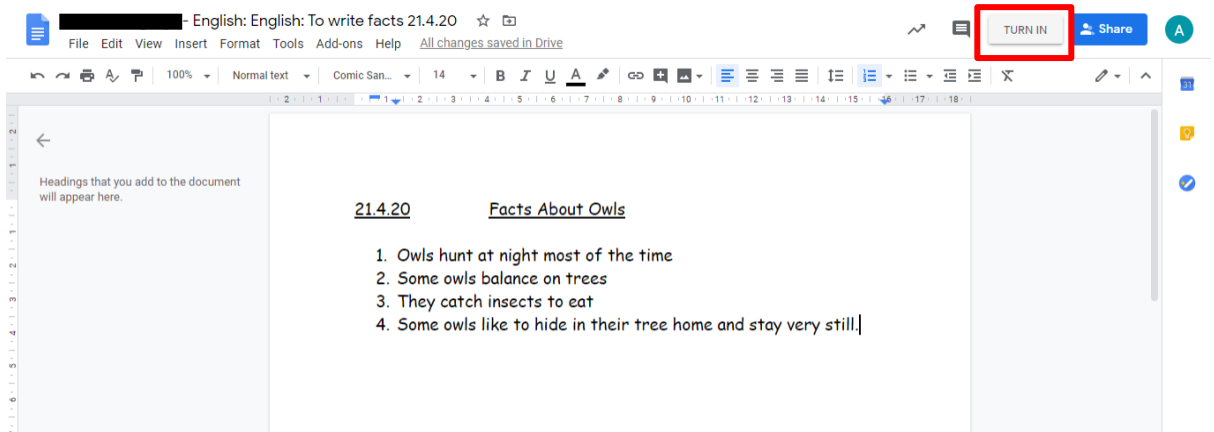
Option 1

If you would like to complete your work on a computer/ tablet

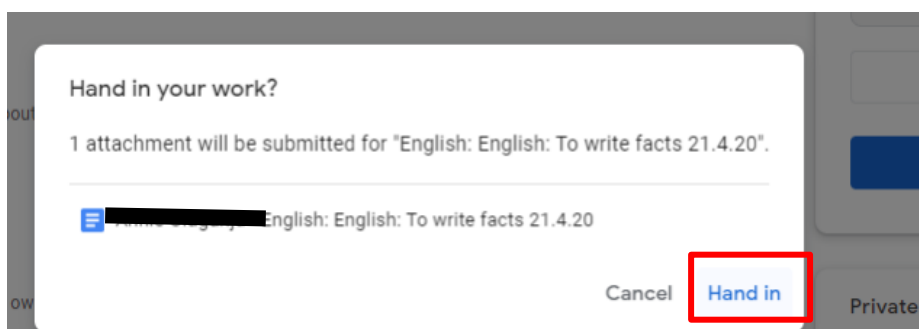
4. Select **docs** or **slides** (whichever you would prefer to record your work on)



5. Type your work into the document and when you are happy with it select **turn in** in



6. Then select **hand in**

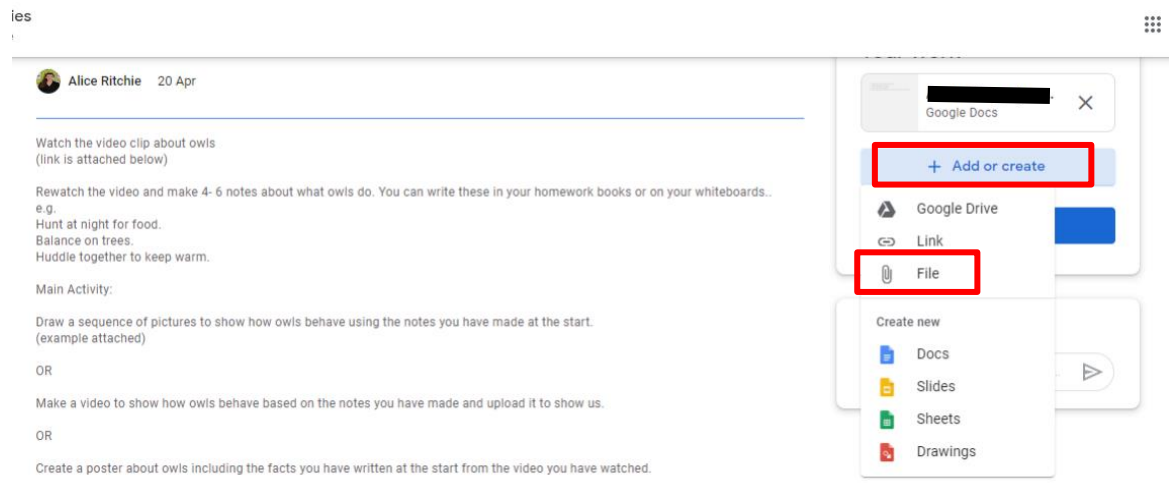


Option 2

(If you would like to complete your work on paper)

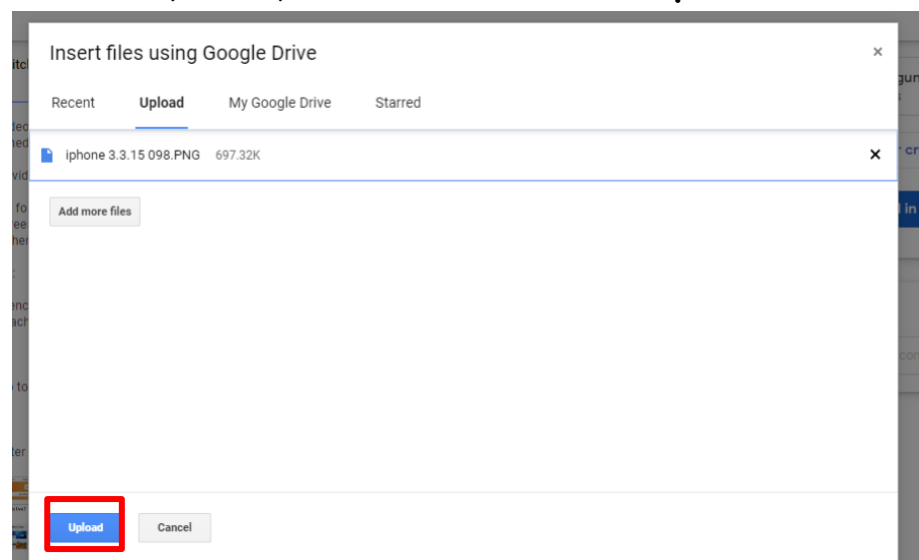
4. Take a picture of your work and upload this to your device

5. Select + **Add or create** and then select **File**



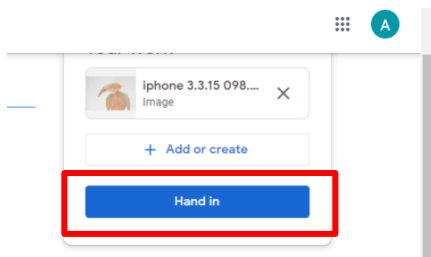
The screenshot shows a Google Docs document titled "Alice Ritchie" dated "20 Apr". The document content includes instructions to watch a video clip about owls, take notes, and then create a sequence of pictures or a video based on the notes. A floating menu is open on the right side of the document, showing options to "Add or create" (highlighted with a red box), "Google Drive", "Link", and "File" (also highlighted with a red box). Below these options is a "Create new" section with icons for Docs, Slides, Sheets, and Drawings.

6. Find the picture you have taken and select '**Upload**'

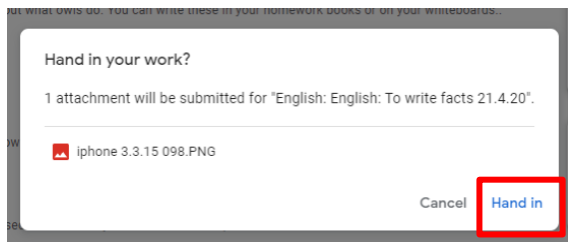


The screenshot shows the "Insert files using Google Drive" dialog box. It has tabs for "Recent", "Upload", "My Google Drive", and "Starred". The "Upload" tab is active, showing a list of files. One file is listed: "iphone 3.3.15 098.PNG" with a size of "697.32K". Below the list is an "Add more files" button. At the bottom of the dialog, there are two buttons: "Upload" (highlighted with a red box) and "Cancel".

7. Select 'Hand in'



8. Then select 'Hand in' again!



Thank you very much for taking the time to read this. We hope it was helpful. If you are unable to access homework online, please let us know and we will provide paper copies. If you have any other questions please contact us.