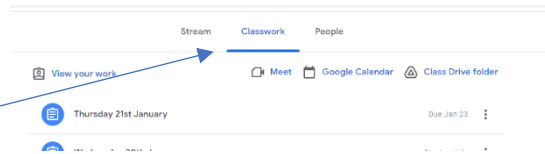


# Google Classrooms

## Submitting and uploading work

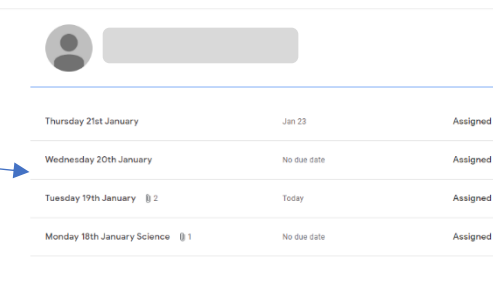
### STEP 1:

Once you are logged in, click on classwork.

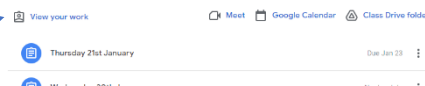


### STEP 2:

Find the relevant day/subject/assignment that you want to respond and submit a reply to.

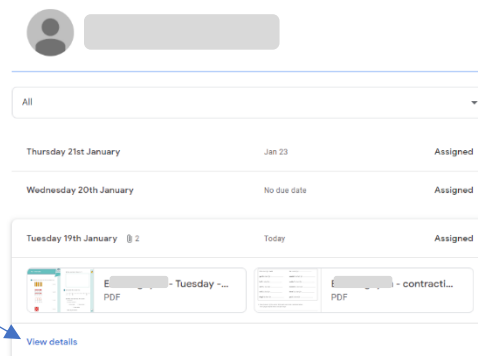


You can also find this by clicking "view your work"



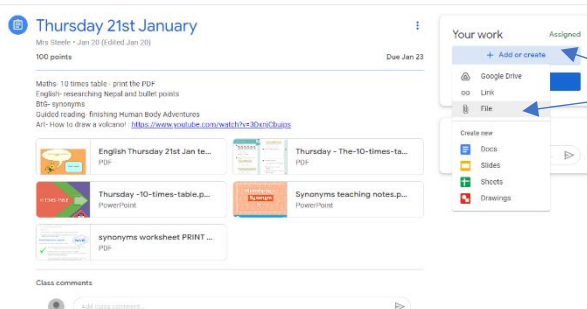
### STEP 3:

Once found, click on it and then on view details or view assignment.



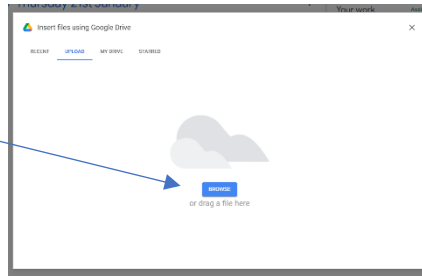
### STEP 4:

Click on 'add or create' and then select how you would like to upload your work. Either a file saved on your computer or from your google drive (if you have saved it there).



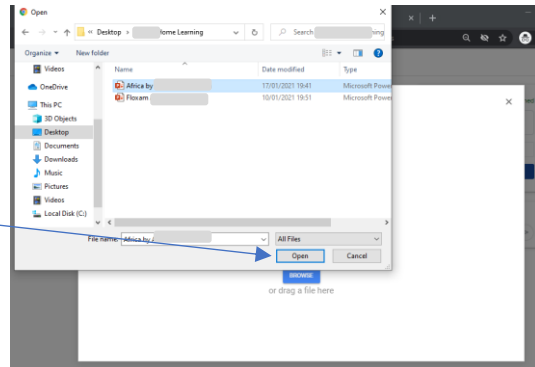
**STEP 5:**

Click browse.



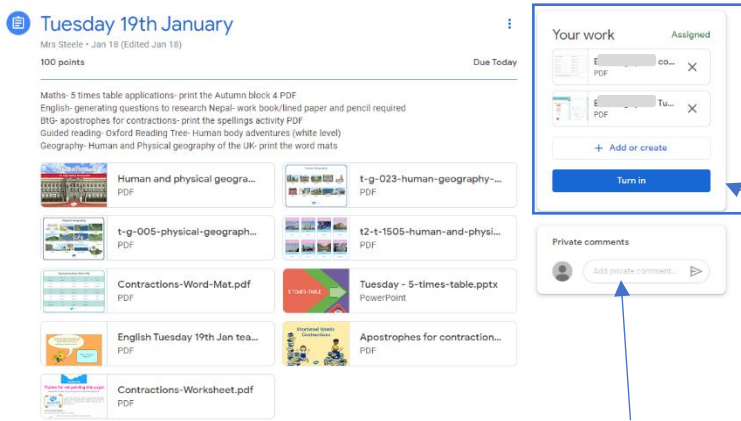
**STEP 6:**

Once you have found the file you wish to submit to the class teacher, click open and this will upload it onto Google classroom.



**STEP 7:**

You should now see the work you have uploaded added to the documents on the left. To add more, click “+ Add or create” and repeat steps 4, 5 and 6. When you have uploaded everything you want to, click “Turn in”.



You can also choose to upload a class comment (everyone in your class will see) about the work or a private comment which just you and the class teacher will be able to see.

**STEP 8:**

When you go back to “View your work” (see step 2) you will now see that your work has been uploaded and shows as ‘Turned in’.

