How to upload a file to Google Classroom

Here are 4 ways of uploading your completed work:
Option 1: For an I-pad or android tablet device
**Option 2:** For if you have "Word" on your laptop or PC computer
Option 3: For using an online Word document on your laptop or PC computer
**Option 4:** For typing into a "Google Docs" file on your laptop or PC computer

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Option 1: For an I-pad or android tablet device

If you are accessing Google Classroom from an ipad, the best way to do it is as follows.
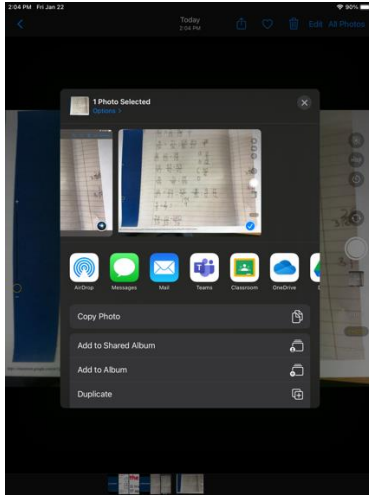(It will be similar but not exactly the same from an android tablet).

1. Do the work on paper.

2. Take a photograph of the piece of work using the device that you access Google classrooms on (as below).
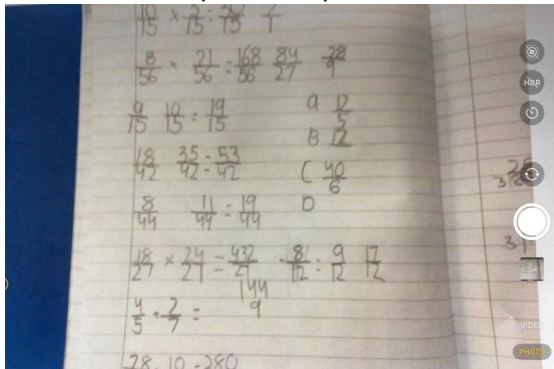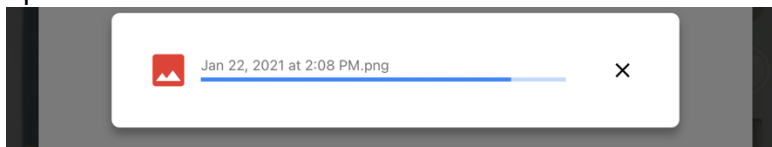

3. Then on the camera roll, select the upload button.
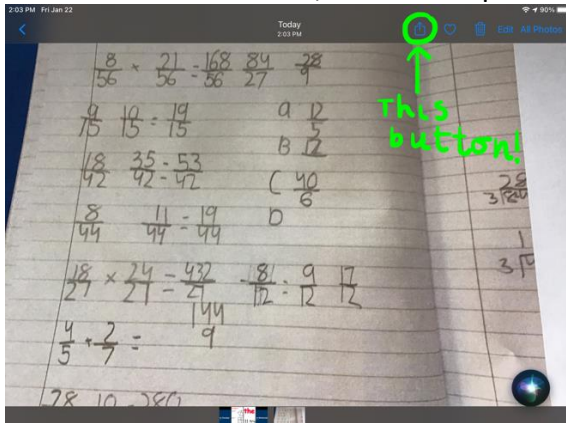
4. After this, ensure the photo or photos that you which to upload are ticked and select the "Classroom" icon.

5. You will then have to select which lesson post you want it to be attached to and then upload.
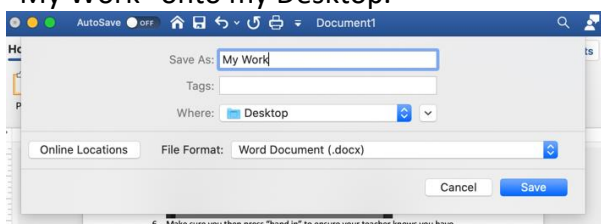

6. Make sure you then press "hand in" to ensure your teacher knows you have completed it that you want them to check your work.

Option 2: For if you have "Word" on your laptop or PC computer

1. If you are working on a computer and have "Word" you can just open up a New Word Document and simply type up your answers in there.
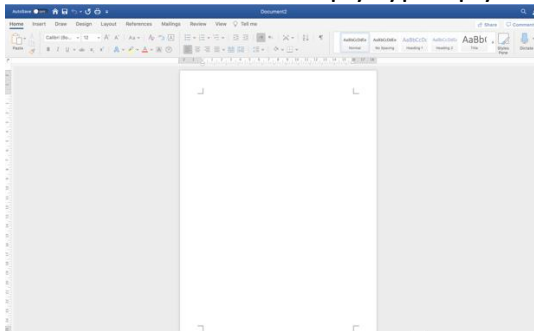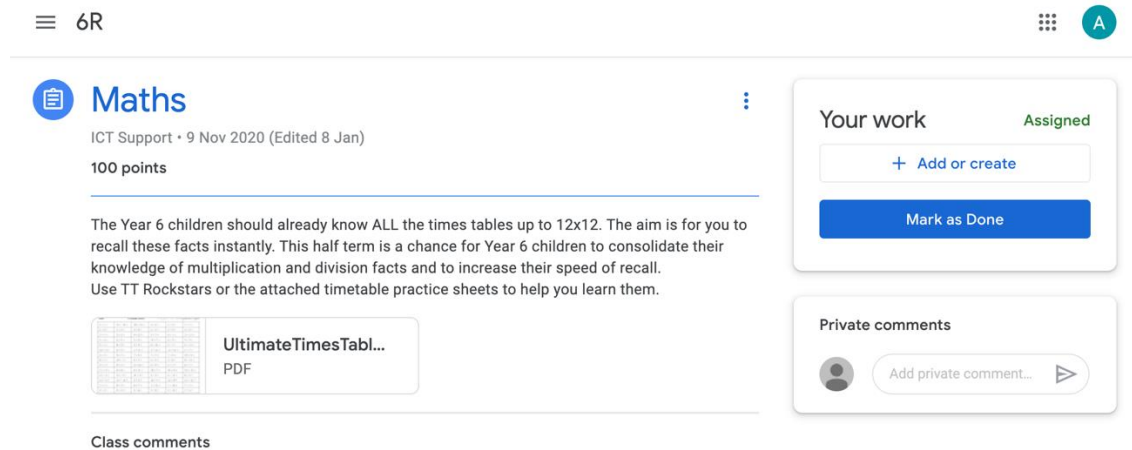

2. When you have done your work in this document, you must save it on your own computer in a folder that you can access later. For example, I have chosen to same "My Work" onto my Desktop.
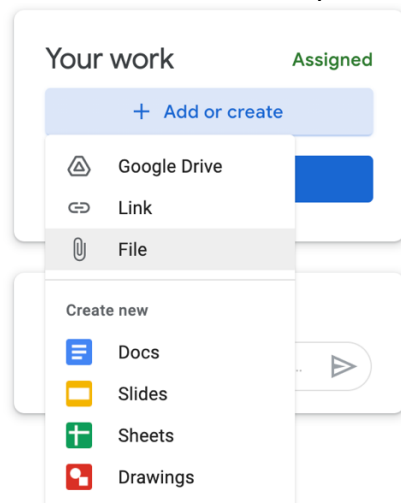
3. When it is saved, you need to go into Google Classrooms to this screen and press "add or create".

4. You will then be able to select the paper clip "File" tab and select the file from the browser from wherever you saved it!
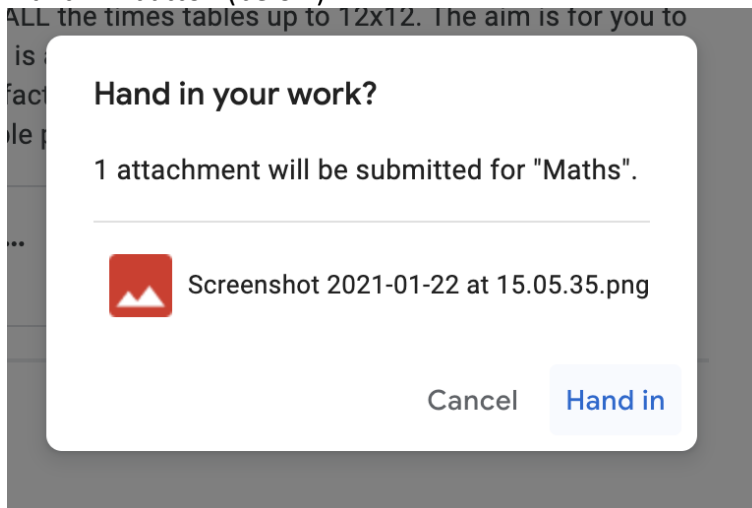

5. When you have done that, your work should then upload and appear. Mine is the "Screenshot 2021" image file.
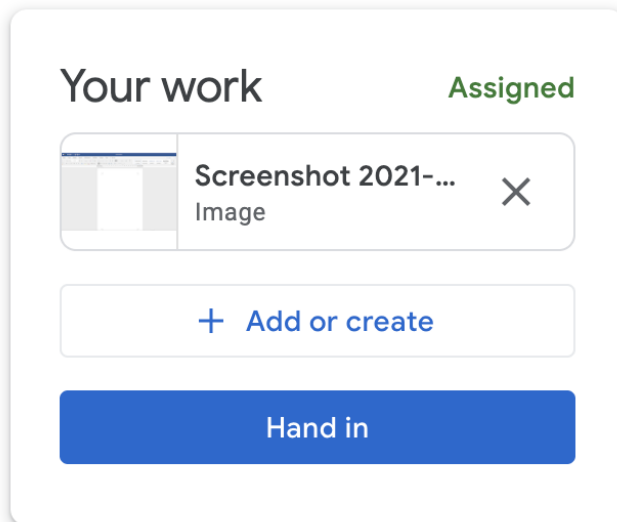
6. There's just one more step… Click the blue "Hand in" button (above) and then the "hand in" button (below).
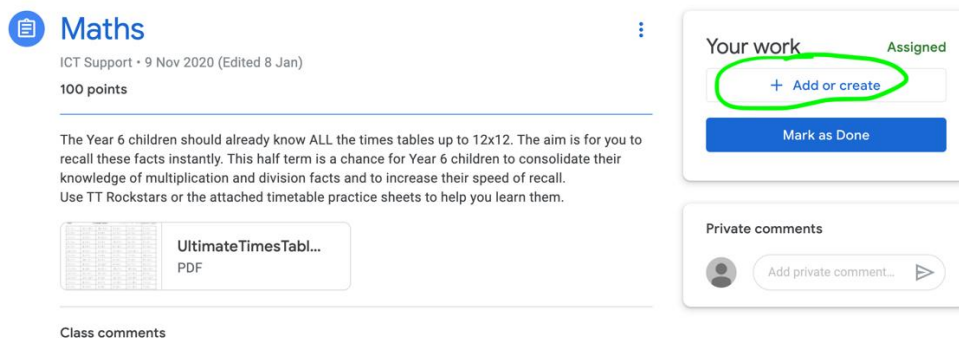

7. Then you've handed your piece of work in.

Option 3: For using an online Word document on your laptop or PC computer

If you don't have a programme like "Word" (for PC) or "Pages" (for Mac) then you can use the online version of the programme.
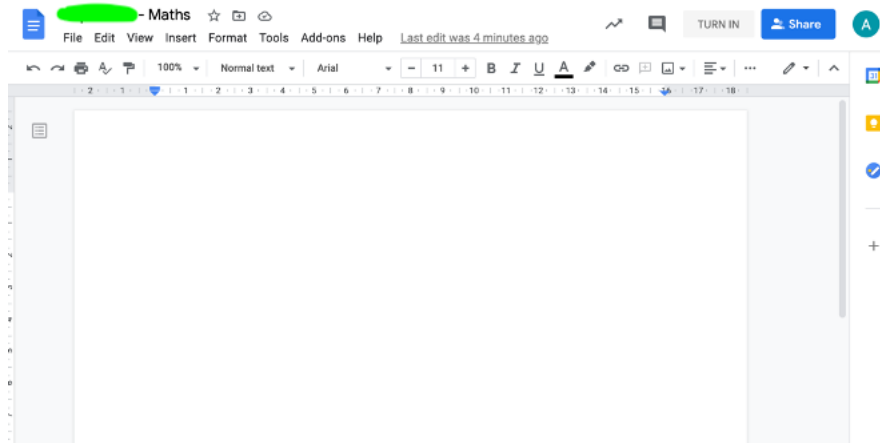
1. Go to the piece of work that you want to attempt. Click on the "+ Add or create" button circled in green below.
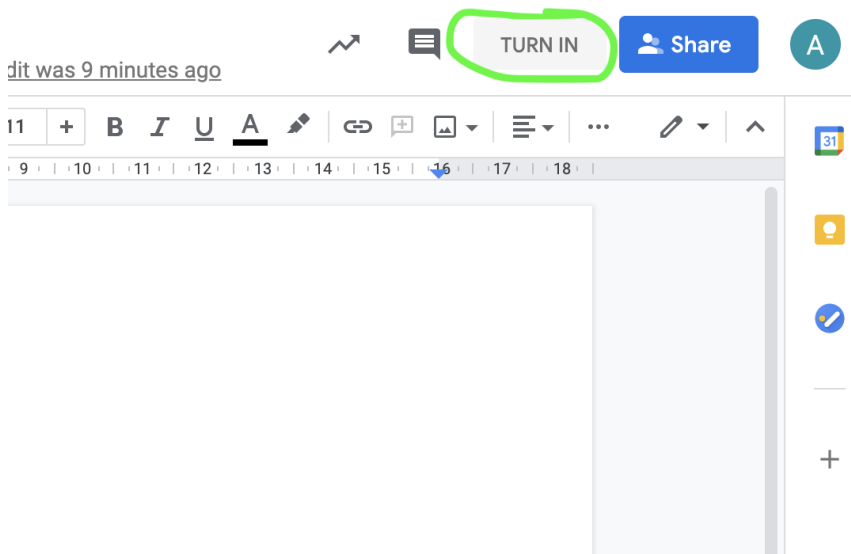
2. Now click on the… Create new "Docs" button circled in green below.
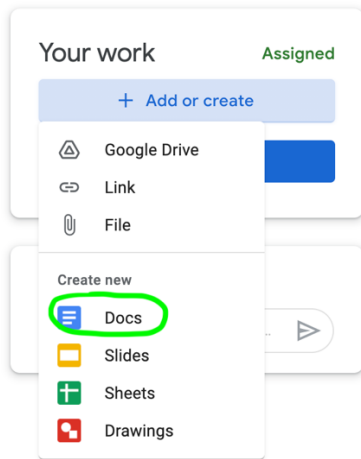
3. This will open you a new page which you can then type your answers into. It will then automatically save these changes onto the computer so you don't need to press save!

4. When you have finished typing the piece of work… press the "Turn In" button.

5. The computer will then ask you if you want to "Hand in your work?" Click "Hand in". You've done it!
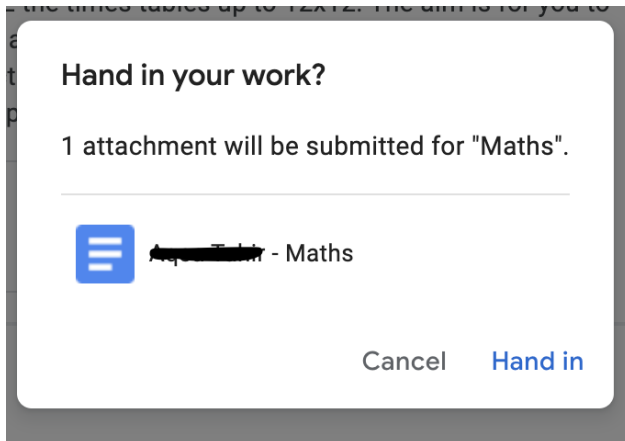

Option 4: For typing into a "Google Docs" file on your laptop or PC computer

1. This option is good for editing a Word file but can be quite tricky to edit a PDF document so please be aware of this.
2. Open up a task by clicking on the green circled area in a lesson post.

3. Then click the button: "Open with Google Docs", see below:

4. Sometimes the formatting goes a little bit strange. You must click in "file" and "Save as" to save a copy in your Google Drive to begin with.
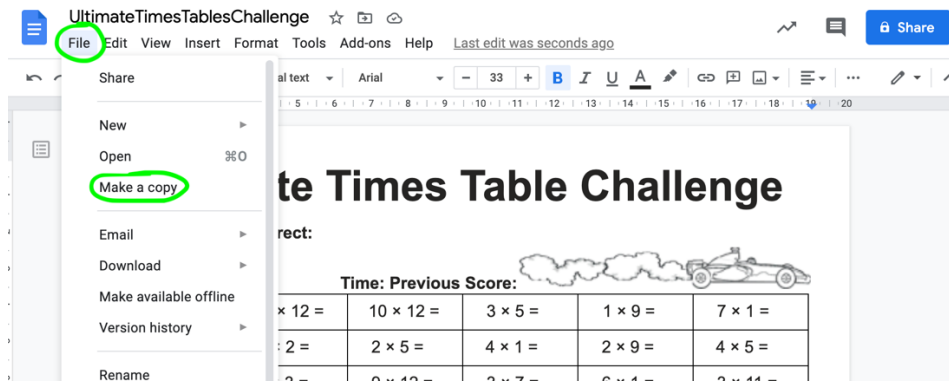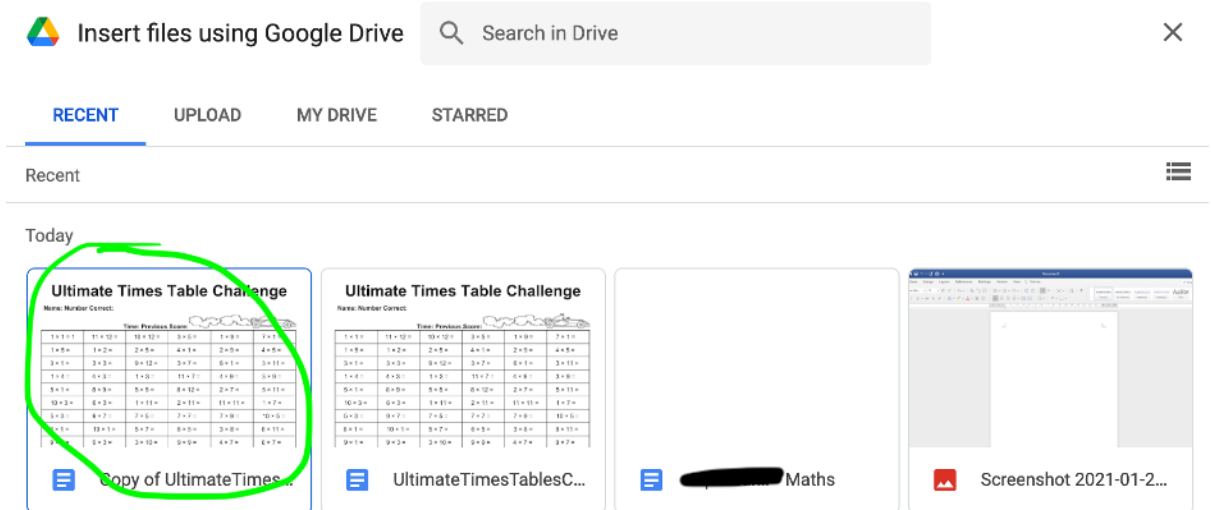
5. This is now your copy of the piece of work which you can now edit and it will be automatically saved in your google drive.
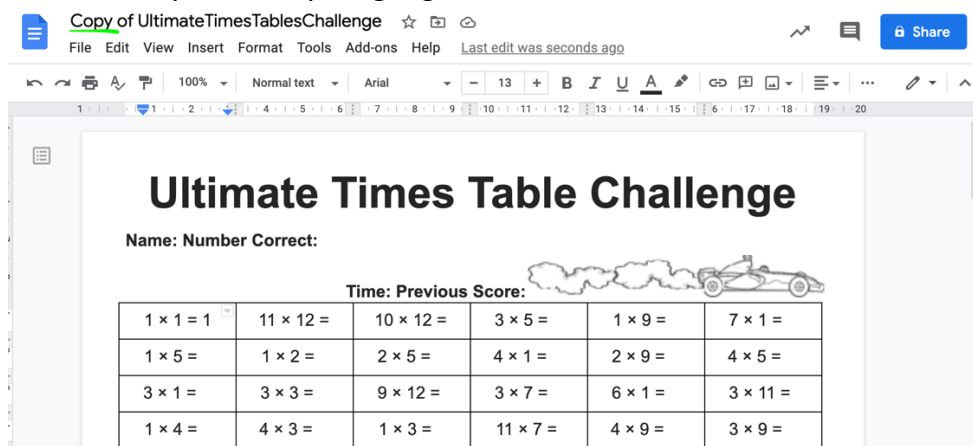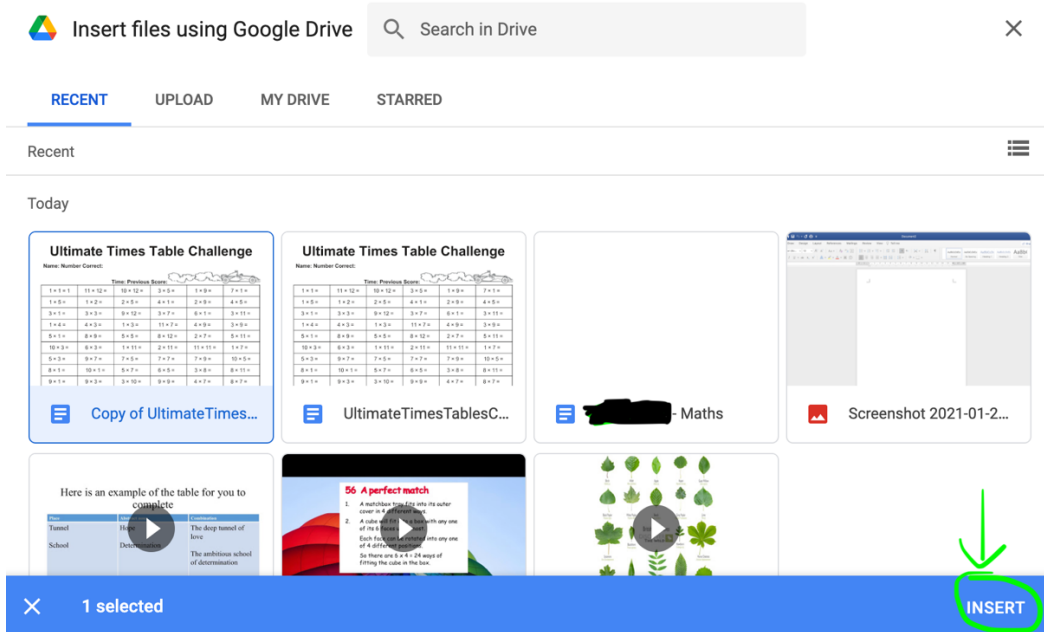
6. I can close the piece of work and then go to the upload page on the original lesson post. Click on "+ Add or create" and select "Google Drive".
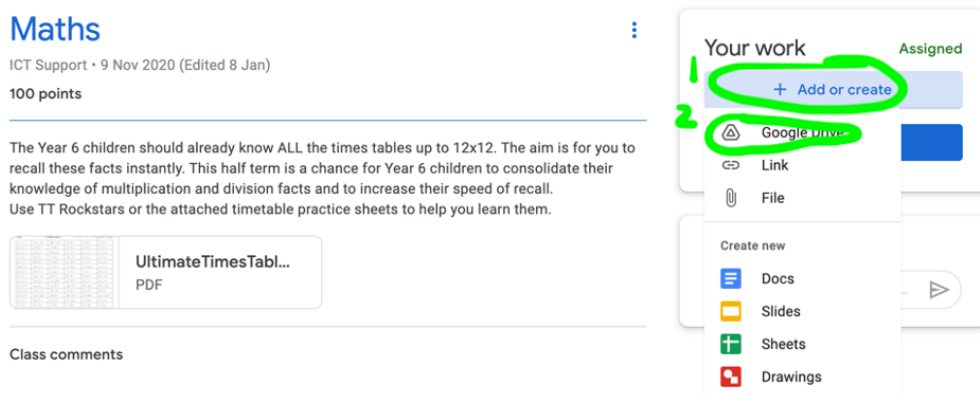
7. You then need to select the file that you have just been working on.

8. Then the option to "insert" the file appears at the bottom right. Click on this.

9. And finally, click "Hand in" and the second "Hand in" on the right.

BC – January 2021 (Based on Video by HS)