

# Pudsey Grangefield School

## Guide to Submitting Work

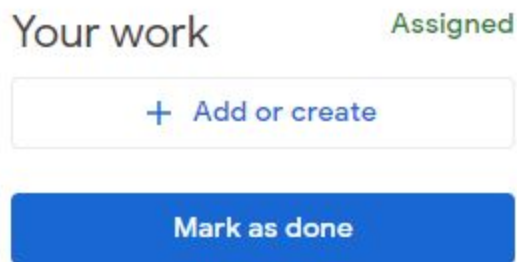


In this guide you will find different methods for sharing work to Google Classroom: Please refer to the screenshots to aid in your preferred / chosen method

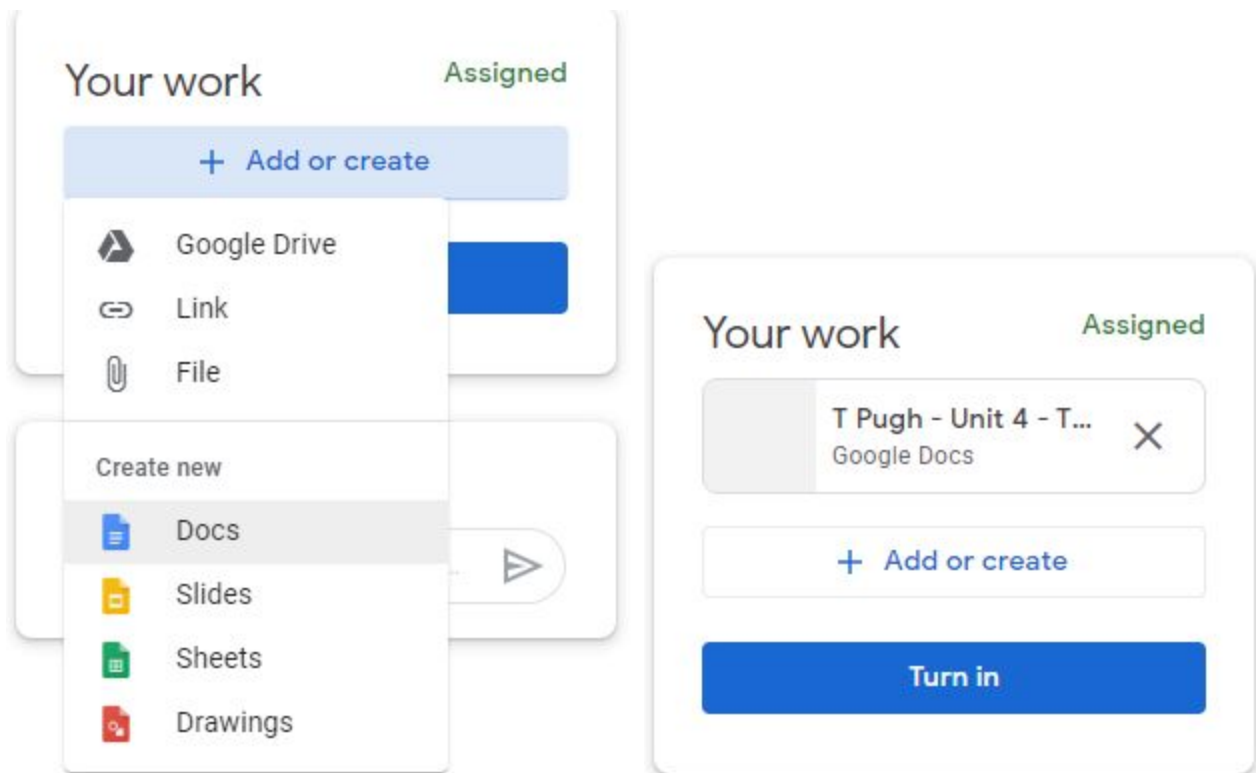
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# Creating Files From a Computer:

1. Open/View the assignment



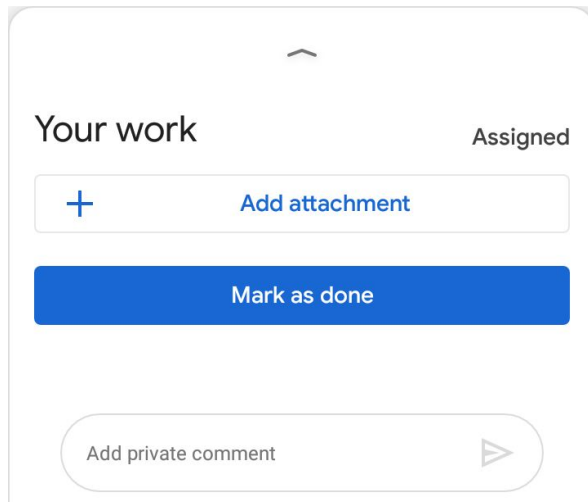
2. Click on the + Add or create button
3. From here select the type of file you want to make (Docs for a document, Slides for a presentation, Sheets for a spreadsheet, Drawings for a picture)



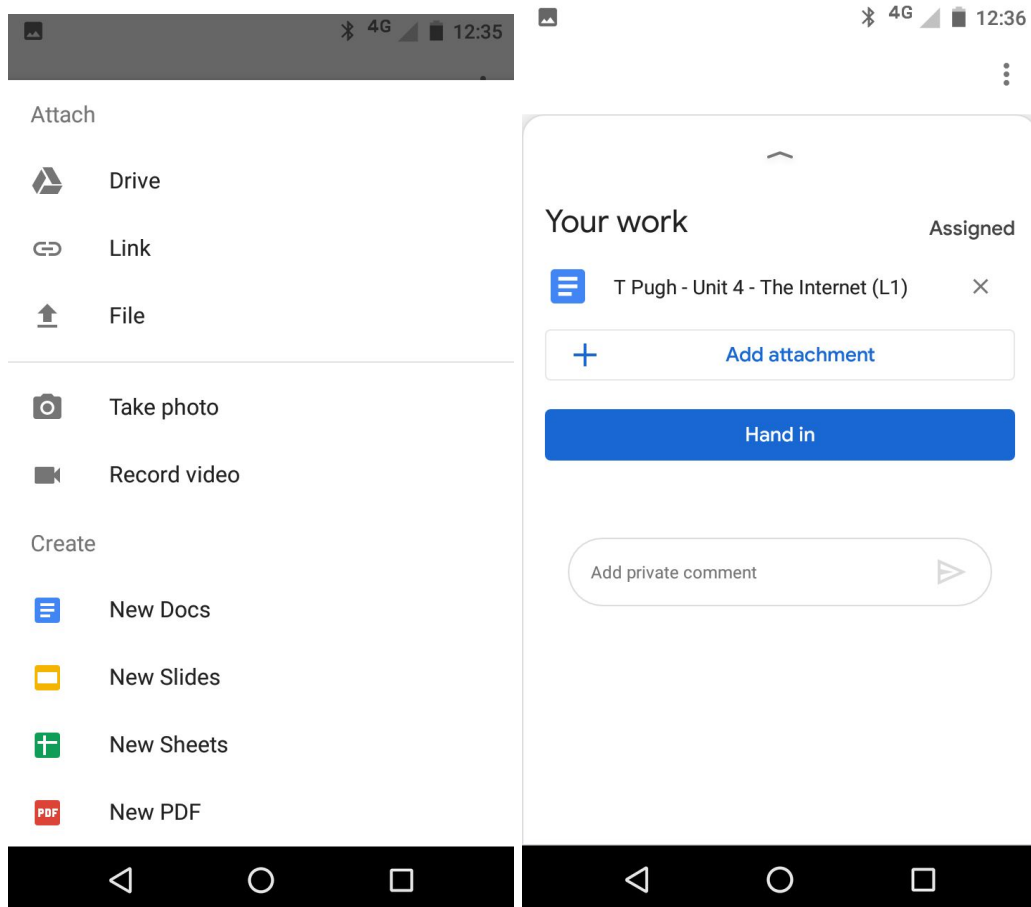
4. Any work completed in this file is automatically saved and submitted

# Creating Files From the Google Classroom App

1. Open/View the assignment



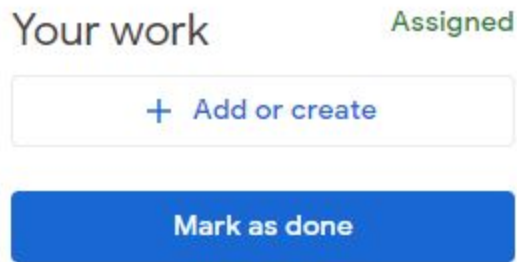
2. Click on the **+ Add attachment** button
3. From here select the type of file you want to make (Docs for a document, Slides for a presentation, Sheets for a spreadsheet.) Make sure you have the correct app installed (docs, sheet, slides)



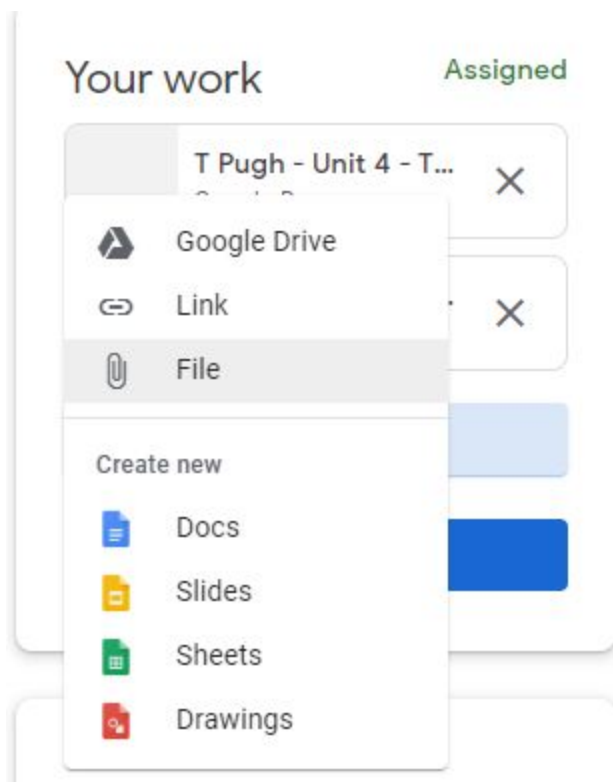
4. Any work completed in this file is automatically saved and submitted

# Uploading a file to Google Classroom from a Computer

1. Open/View the assignment



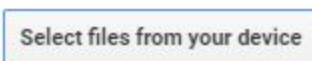
2. Click on the + Add or create button



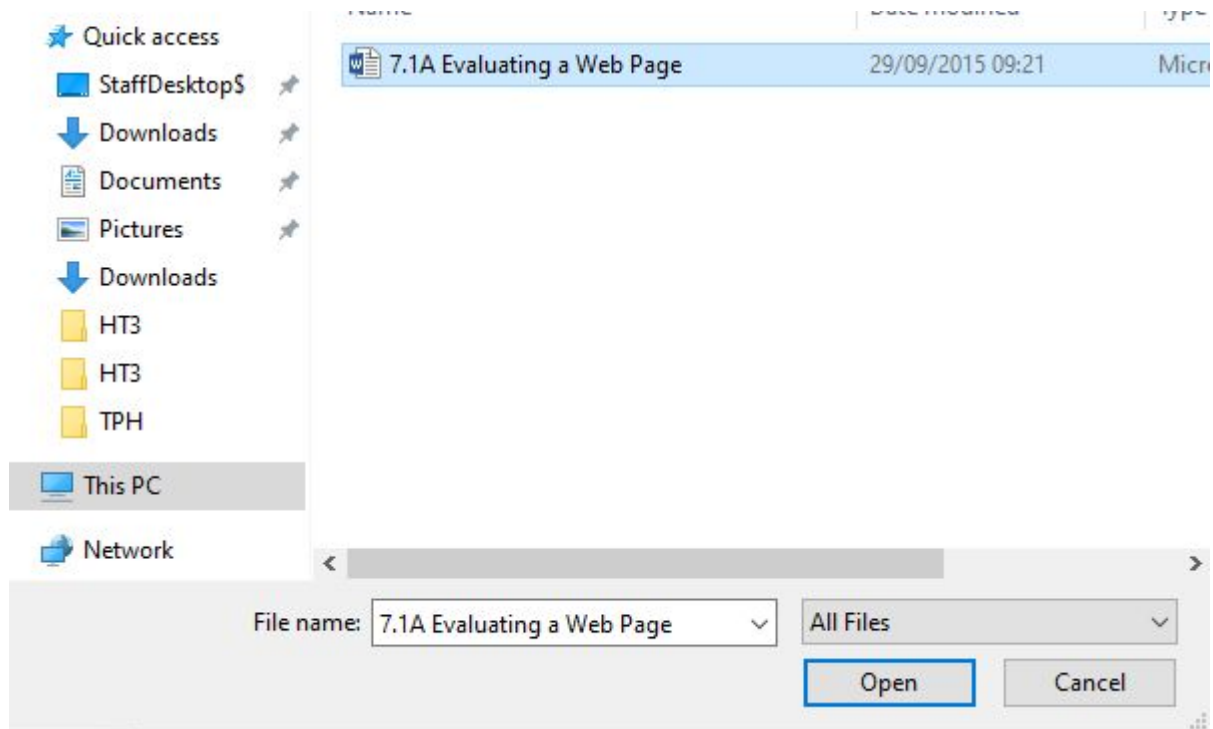
3. Choose FILE to upload a document/presentation/photograph you have already created.

Drag files here

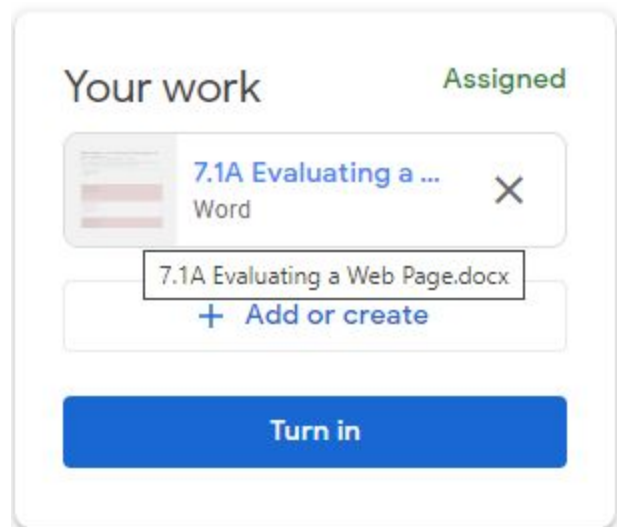
— or —



4. Click on the button **"Select files from your device"**



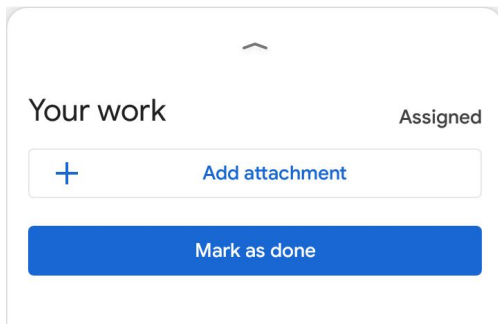
5. Select the file you want to upload and click **Open**. Any file type or photo can be uploaded here.



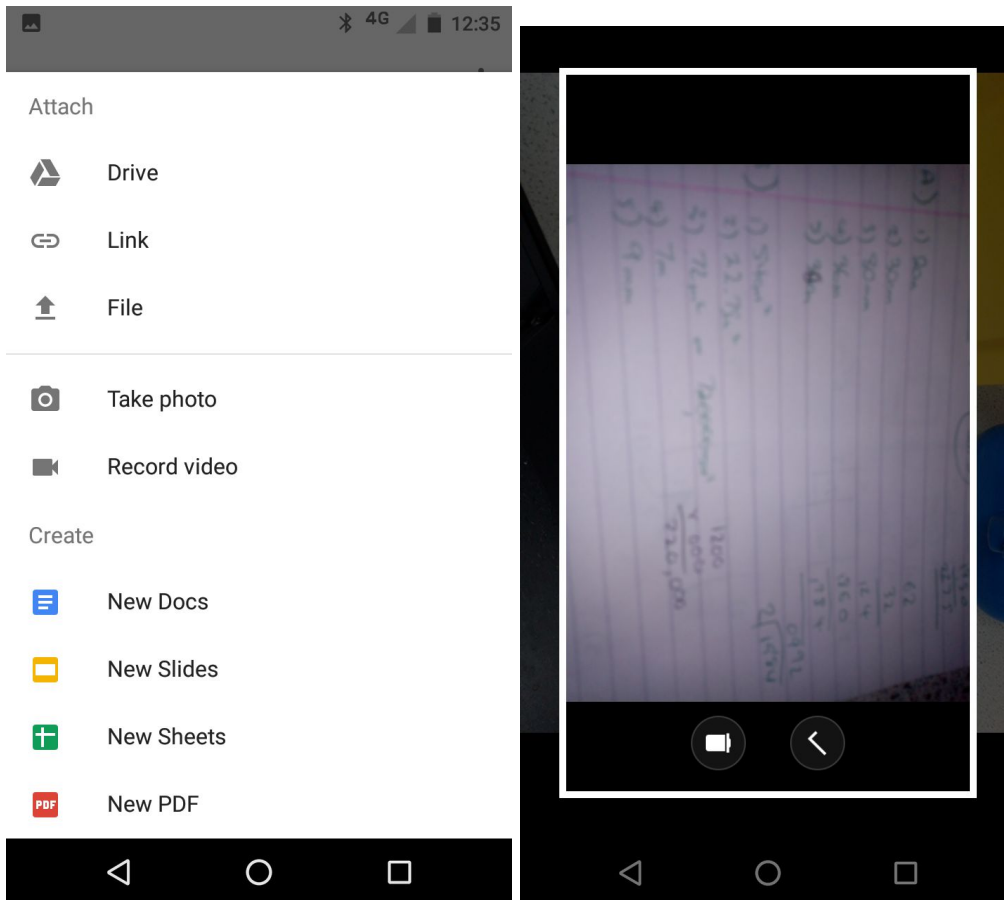
6. Click **Upload**
7. Your work will appear in Your Work. Only click **Turn In** when you have uploaded everything. (You can click **unsubmit** if you want to add any more files/photos)

# Uploading a photograph of your work from Classroom App

1. Open/View the assignment



2. Click on the + **Add attachment** button
3. Select "Take photo" - and click the ✓ (Important: WAIT FOR THE PHOTO TO UPLOAD)



4. Check that your photo has uploaded - add other photos in the same way, as many as needed

## **NOTE:**

You can also choose FILE to upload photos already taken and choose them from the list available on your phone