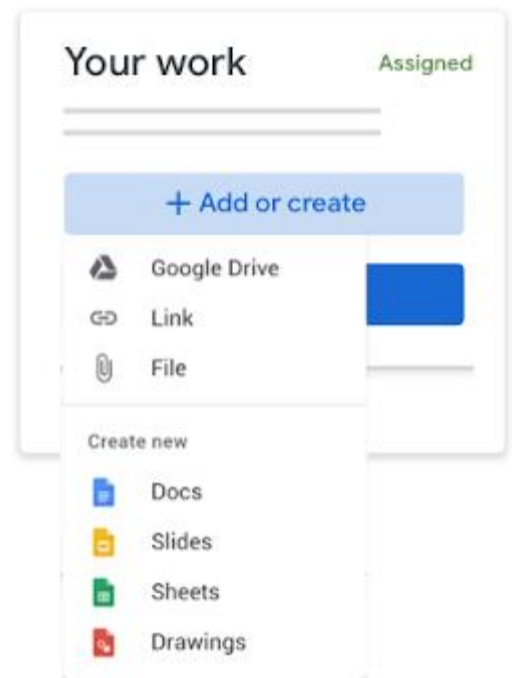## Submitting an attachment to Google Classroom

If you have completed your work in Word document or created a separate Google Doc, you can submit it back to your teacher using Google Classroom. Do this rather than share the document with your teacher:

1. Open the assignment in Google Classroom on your phone, tablet or laptop (using the app or web).

2. Underneath the instructions for the assignment in the **Your Work** section, there is an **Add Attachment** button.
   a. If you have created a Google Doc, choose "Google Drive". Then choose the document you created. It is easiest to find this by looking in Recent files.
   b. If you want to upload a Word Document or other file, click **File** and then browse for the file on your computer.

3. Finally, remember to Submit your assignment when you have finished the work. This tells us that you have finished. You should submit work by the end of the day on which it was set.

Submitting work to Google Classroom that you have completed on paper

If you have completed your work in your exercise book, or by printing out the worksheet, you can submit it back to your teacher by using a phone or scanner:

1. Open the assignment in Google Classroom on your phone (using the app or web). If you have been given a Google Doc worksheet to complete as part of the assignment you should open it.

2. On the tool bar there is a button for inserting photos - it looks like two mountains.

3. Choose the **Camera** option to use your phone to take a photograph of your work, and insert it into the Google Doc

4. You can then **Submit** your assignment which tells us that you have completed the work for that lesson.

5. If there is no Google Doc for that assignment, there is an **Add Attachment** button underneath the instructions for the task. Clicking that will give you the same option to take a photo of your work and **Submit** it to us.