

# Guide to help upload class work in Google Classroom

## Submitting a document

**1. Go to classroom.google.com.** Click the **Class** > **Classwork** > the assignment.

**2. Attach the item or document.** Under **Your work** click **Add or create** > **Google Drive** then select "link" or "file".

Select the attachment or enter the URL for a link and click **Add**.

**3. Click **Your Work** to attach a new document.** From there, select "Add or Create".

**4. Selects the type of document you want to submit.** Choose from docs, slides, sheets, or drawings.

A new file attaches to your work and opens.

**5. Click the file and enter your information.** You can attach or create more than one file.

**6. Click **Turn In** and confirm.** You can add a private comment to your teach under private comments.

## Submitting a PDF

**1. Take a photo of your homework on your phone.** Save it to your google drive.

**2. Go to your computer and search up google drive.** Make sure you use the same google account that you used on your phone.

**3. Select the photo you saved.** Once selected, there will be a list of options you can do to the file you saved.

Click **download**.

**4. Save the file to your computer.** You could rename you file if you want.

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- 5. Go back to google classroom.** On the assignment, there will be an option button to create/add a file. Click on it. Once you have clicked on it, there will be another set of options. One of the options will be called **file**. Click on that
- 6. Click on the gray rectangular button that gives you the option to download.** Once you click on it, it will take you to all of the files you have saved. Check to see if your photo was downloaded. It is likely that your photo has been downloaded. If it has, click on the **download** button.
- 7. Click on the blue rectangular button on the left corner that says upload.** After that it will appear as a PDF in the box where you give in homework  
Click on "turn in" to give in your homework, and you have finished.

### Submitting a Quiz

- 1. Go to classroom.google.com.** From here you will be able to submit your homework or assignment on google classroom.
- 2. Click **Class** > **Classwork** > the assignment.** Click the form and answer the questions provided.
- 3. Click **Submit** and mark as done.** If there is only one form to complete, the status will show up as "Turned In".
- 4. Confirm once you submit the assignment.** If there is more work available for the assignment, click "Open Assignment".