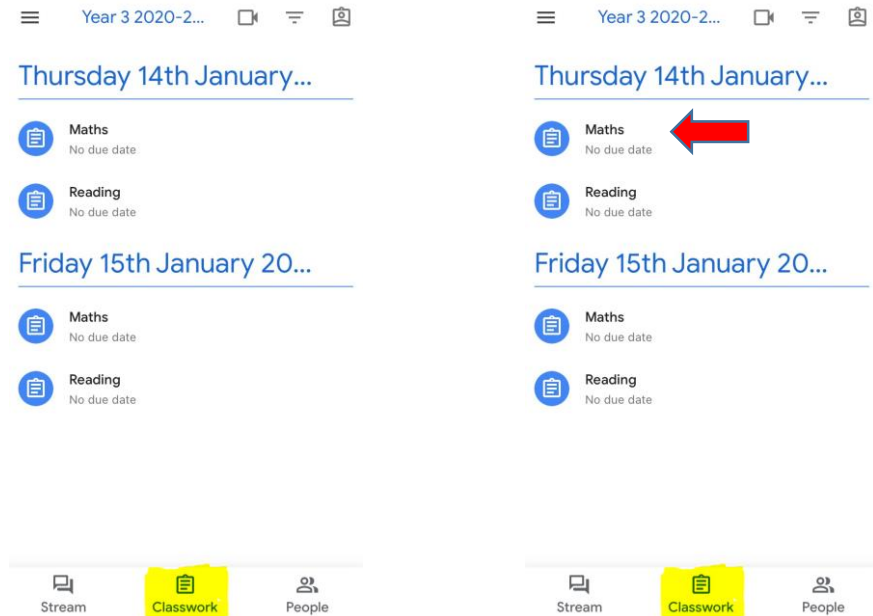


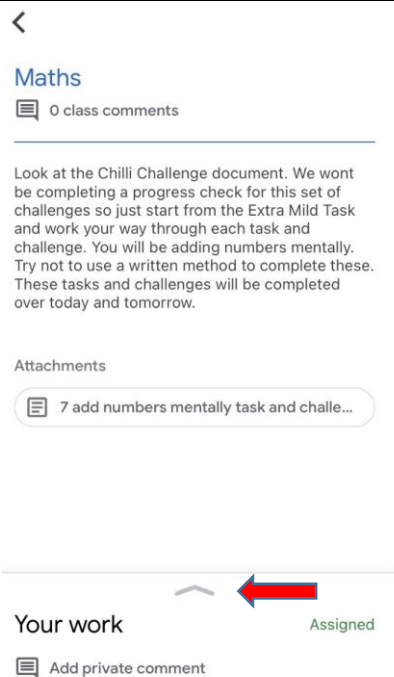
## 4. Google Classroom (App Version) - Completing and Uploading Work

Work can be completed by editing the document in the Google Classroom App and then uploading it. It can also be completed, photographed and then uploaded to the Google Classroom App.

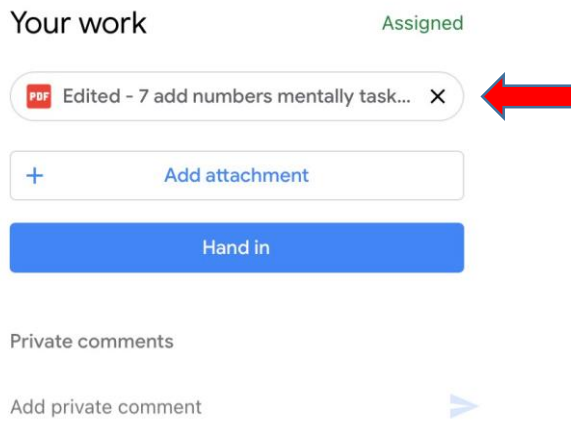
1. Once you are ready to upload the completed work, select the 'Classwork' tab once again. Then select the task that you have completed.



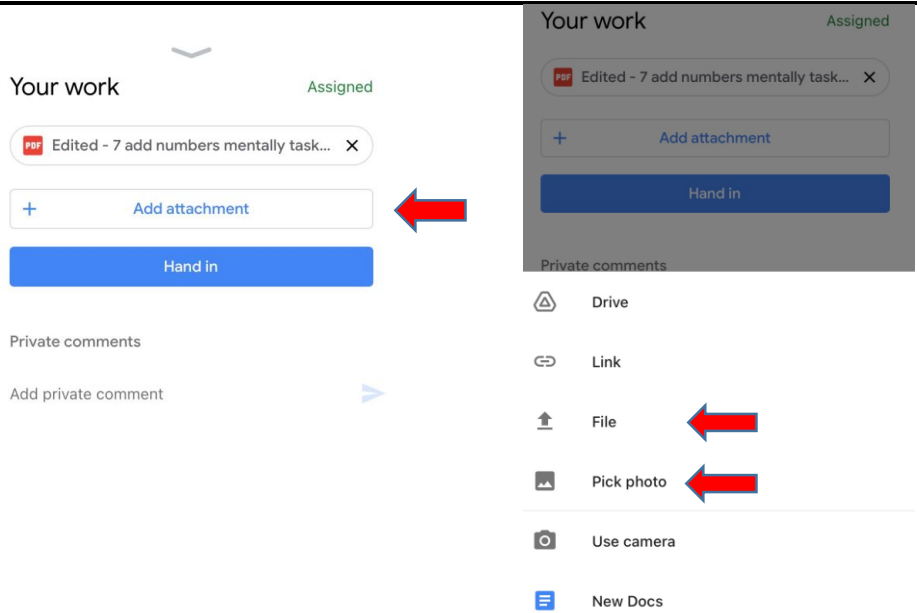
2. Select the arrow at the bottom of the screen to open this section.



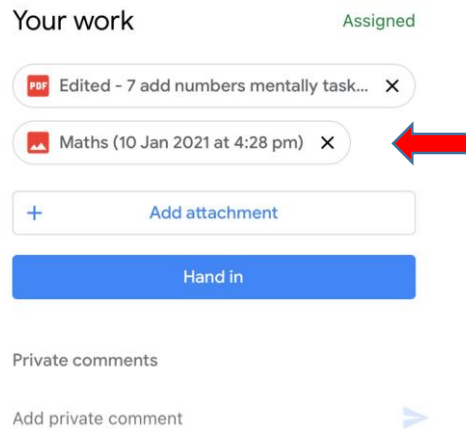
3. Once opened, you will be able to attach your work. If you have edited your work in the App, it will automatically appear here.



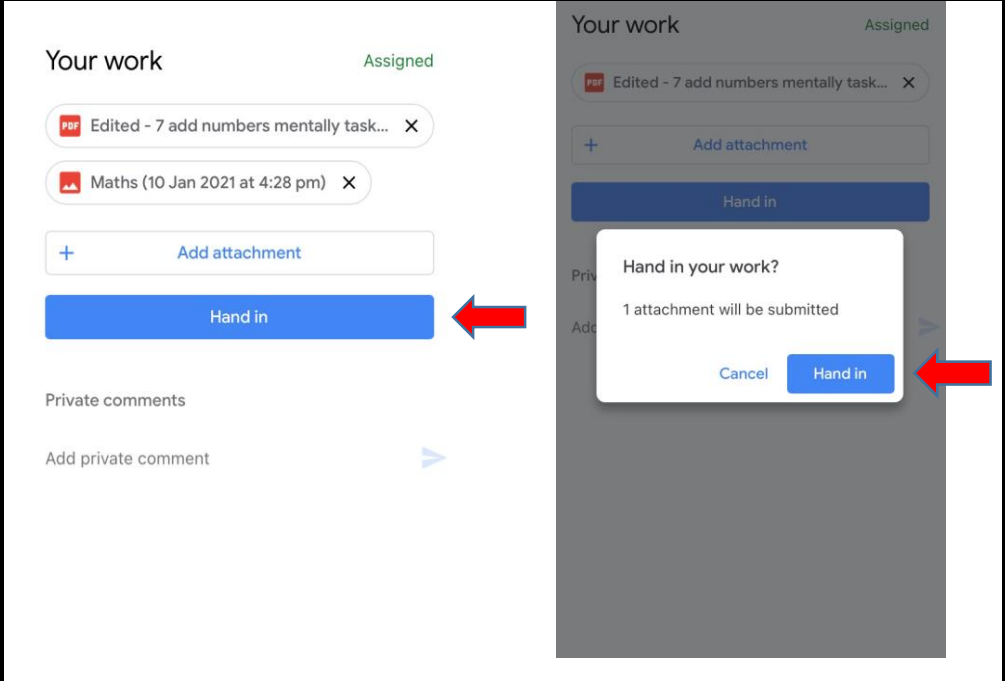
4. If there is something else you wish to attach, select 'Add attachment'. This will allow you to upload a file or a photo.



5. Once you have selected the correct file from your device, it will appear here.



6. Select 'Hand in' to upload your work. You will then get a second message showing the amount of attachments that you are uploading. Select 'Hand in' again from this second screen. Your work will upload to Google Classroom, ready to be viewed by the class teacher.



7. When the file has been successfully uploaded, the 'Hand in' section will change to 'Unsubmit' as shown. If a comment needs to be made about the activity, please use the private comments box shown here.

