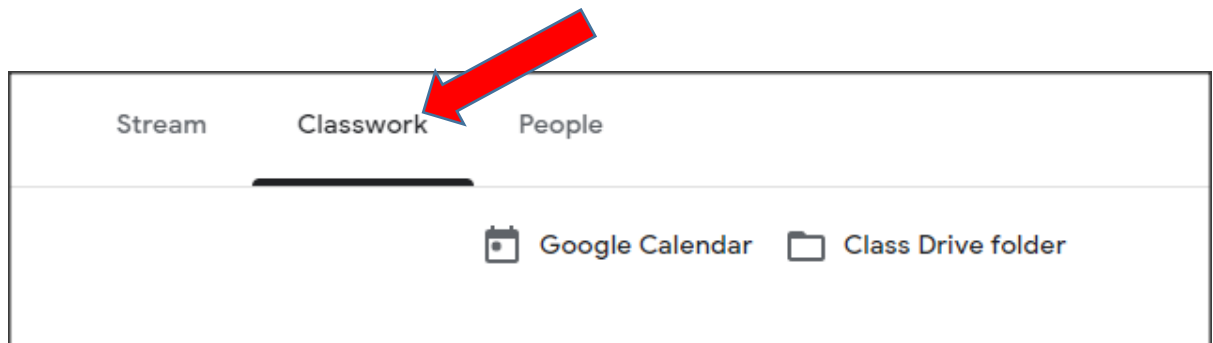# <u>Google Classroom – How To Attach and Send Photos / Documents to Your Class Teacher ("Turn in" your assignments)</u>
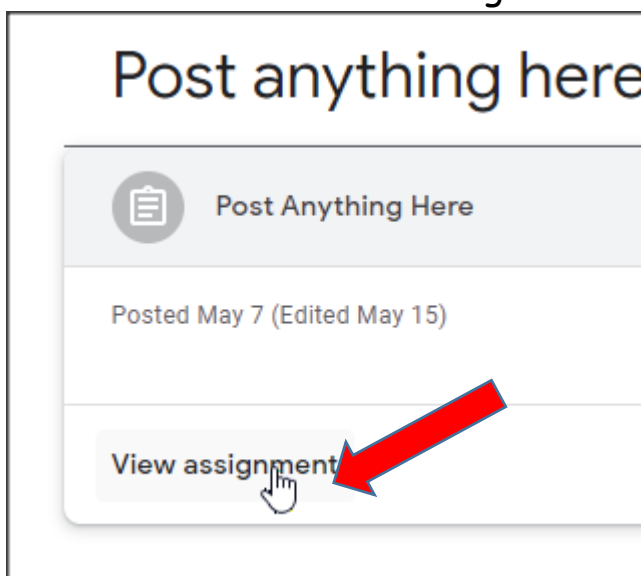
1. Log in to classroom.google.com
2. Choose the middle Classwork tab at the top

3. Click on the title of the assignment that you want complete OR click on Post Anything Here to submit any other photo or document
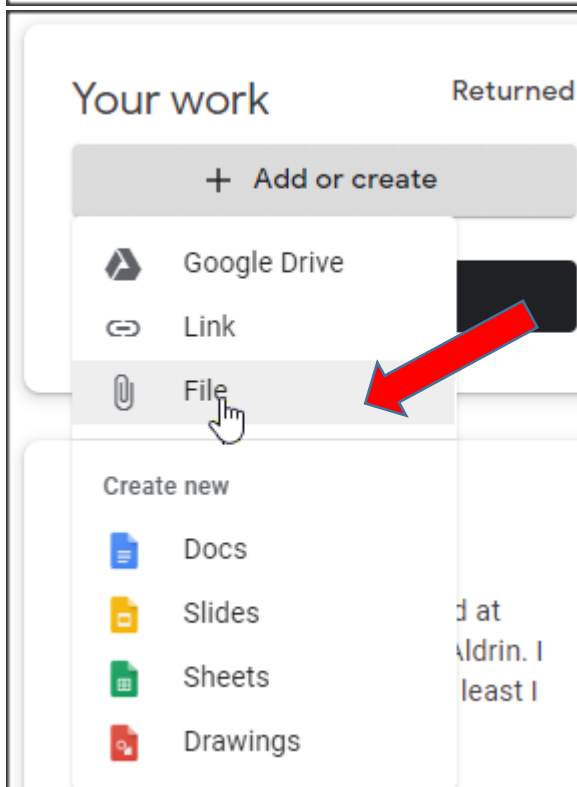

4. Next click on the View Assignment Link

5. On the assignment page, look at the top right hand corner and click the big 'plus' sign 'Add or create'. Then choose 'file' where you can browse our own device for the photo or work you want to send.
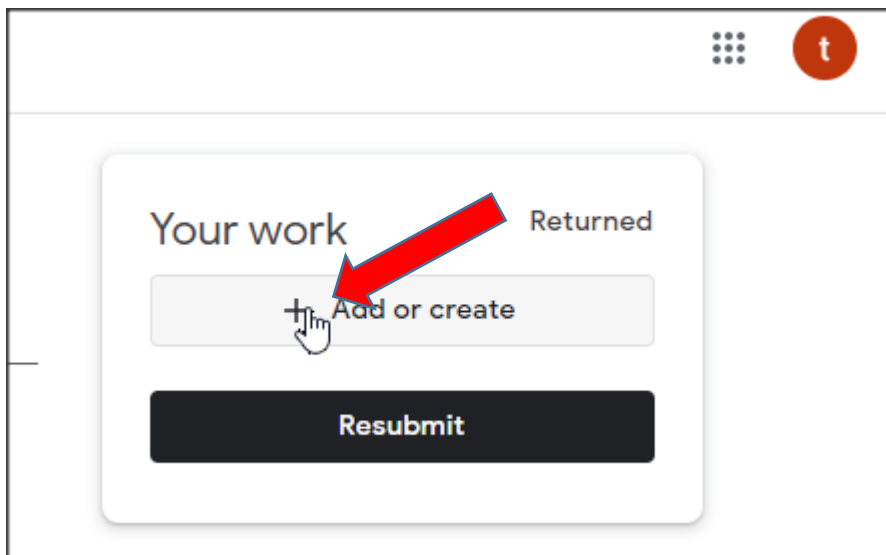

6.

7. You can repeat this process to add as many documents as you wish.

8. When you are ready, you click the black 'Turn in' button (or 'Resubmit' button if you have already submitted other documents and your teacher has returned them).
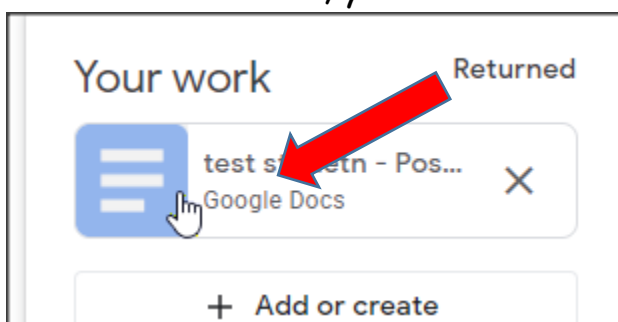
9. That's it! Your documents have been submitted.

   If you want to type your work, you can do this using Google Docs:

10. Choose to create a Google Doc or Drawing here – if you do, it will create a new document for you:
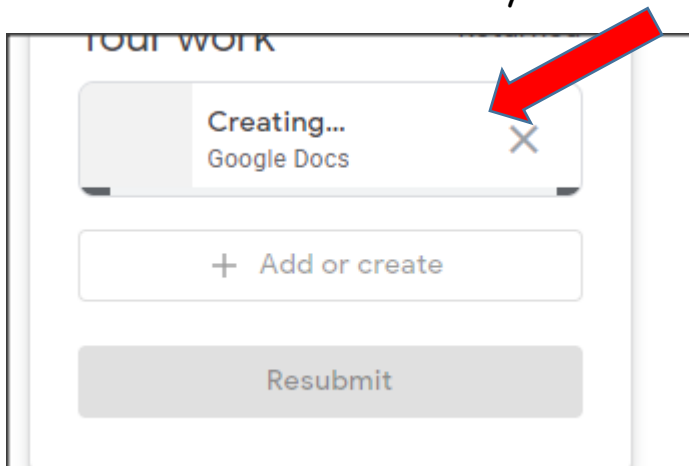
11. Once it is created, you will need to click on it.

12.   This will then open the Google Doc (just like word) and you can type whatever you want to submit.

13.   When the Google Doc is finished (you don't need to save – it will save automatically), click the Turn In button at the top right.