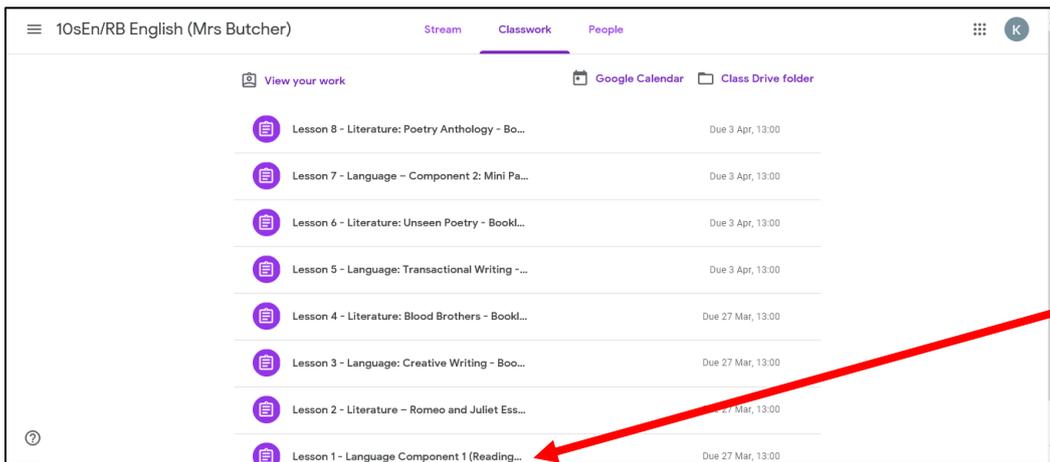
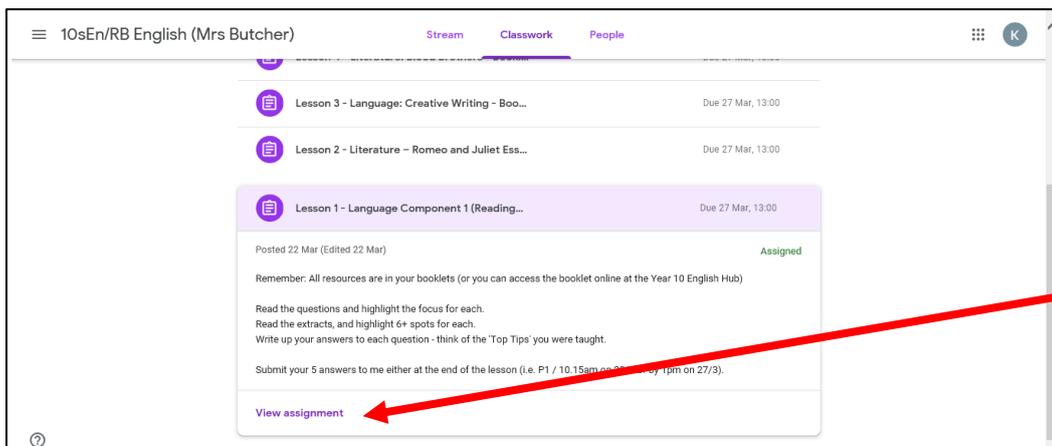


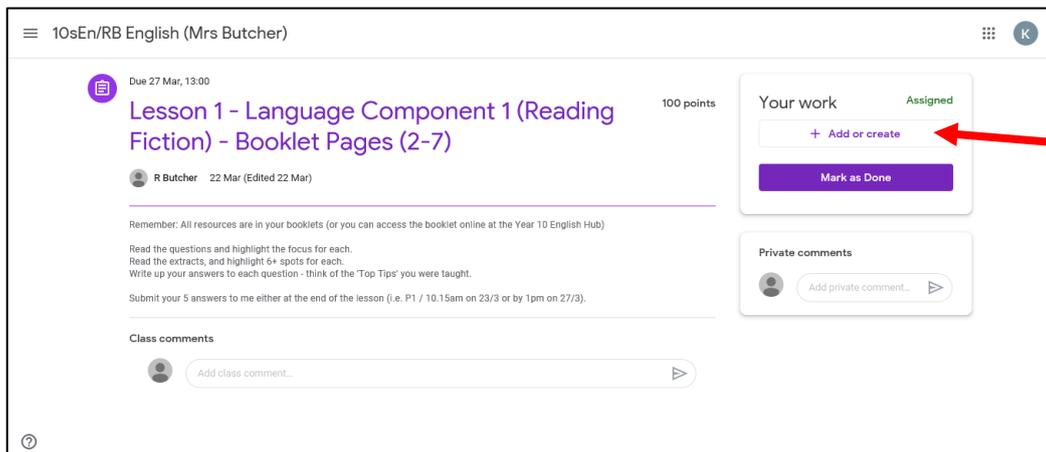
How to submit work online using Google Classrooms: Uploading a file.



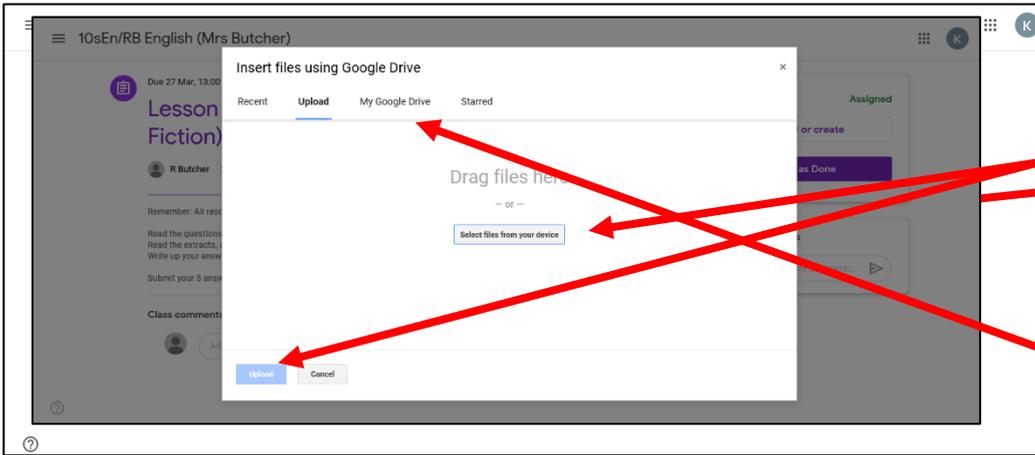
Go to the Assignments page of your Google Classroom. Click on the assignment you want to submit work for.



Details of the assignment will expand. Click 'View Assignment'.



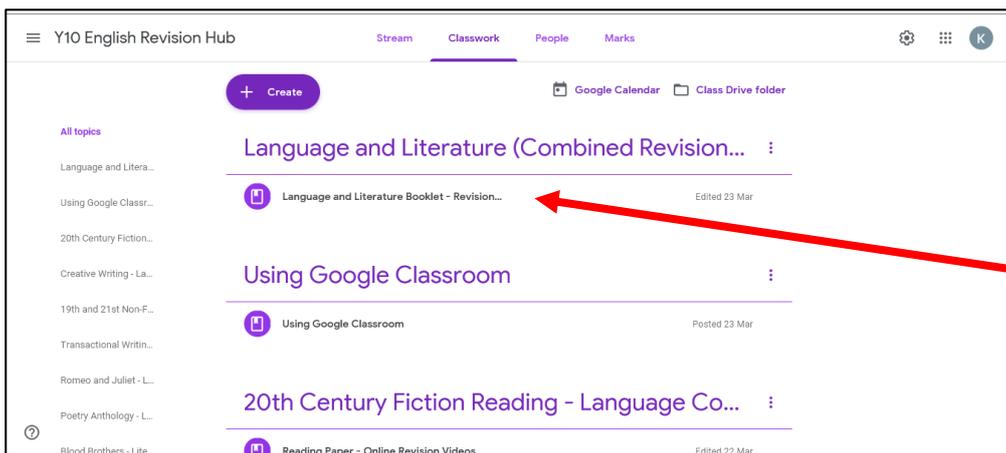
To submit work, go to 'Add or Create.'



You will see this dialogue box. You can select the file from your device (i.e. a Word doc) and attach it, clicking 'Upload' when you have finished.

Alternatively, click at the top to your Google Drive if you have saved work using this format.

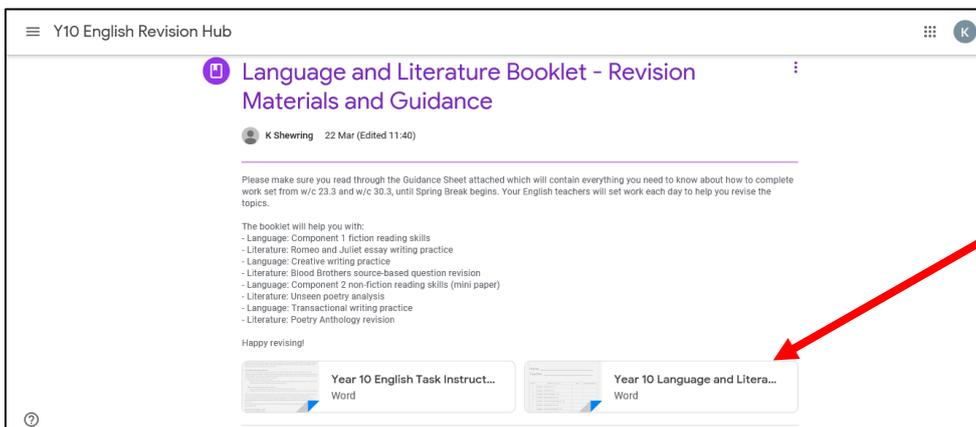
How to submit work online using Google Classrooms: Uploading using Google Docs.



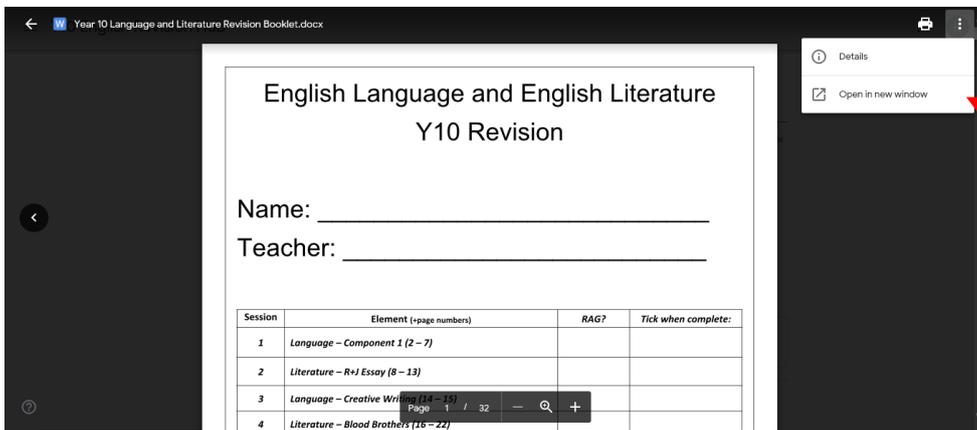
Go to the Year 10 English Revision Hub and click on 'Classwork' where you will see this page.

The Revision booklet you have been given is available in electronic format at the top.

When you click on the tab, it will drop down. Click on 'View material'

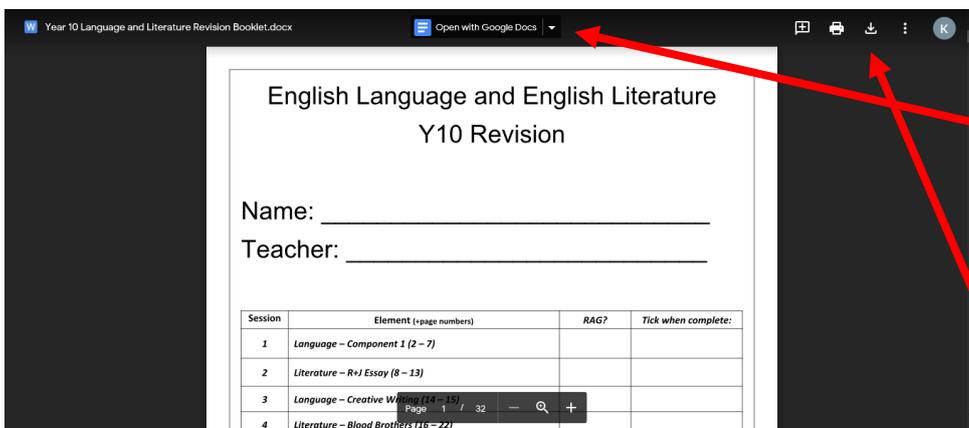


Click on the document called 'Year 10 Language and Literature Revision Booklet'.



The booklet will open in a new window.

To make it editable, click on the three dots in the top right hand side and select 'Open in a new window.'



You can either:

1. Open in Google Docs which will take you to an editable form of the booklet. You can then save work and upload it as an assignment using the above instructions.
2. Click on the 'Download' icon which will open the document in Microsoft Word for you to work on and save. Again, you can then upload as a file from that point.

Remember:

- Submitting the work electronically is the preferred method.
- ONLY email the work to your teacher if you have not been able to follow these instructions.
- Message on your Classroom Board if you have any problems OR ask someone from your class how to do it.