How to upload work to a Google Classroom

Student guide (iPad version)

If your teacher has set you an assignment you will see it in the stream like this….

9A//Fr1 Français

Share something with your class...

New assignment: Page 54 1. Es-tu fais pour ce métier?
Posted 13:19 (Edited 13:22)

Add class comment

Click on the assignment to open it. It will look something like this..

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Page 54 1. Es-tu fais pour ce métier?

100 points

💬 Add class comment

Please write your answers on your individula document below :)

Your work   Assigned

💬 Add private comment

You can add a class comment - the whole class can see this when you post

<

Page 54 1. Es-tu fais pour ce métier?
100 points

💬 Add class comment

Please write your answers on your individula document below :)

Your work   Assigned

💬 Add private comment

You can add a private comment - only you and the teacher can see this when you post it

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Page 54 1. Es-tu fais pour ce métier?
100 points
Add class comment

Please write your answers on your individula document below :)

Your work

Assigned

Add private comment

Click on the small arrow to add and attachment

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Page 54 1. Es-tu fais pour ce métier?
100 points

Add class comment

Please write your answers on your individula document below :)

Your work

Add private comment

Assigned

Click on add attachment

Click on one of the options
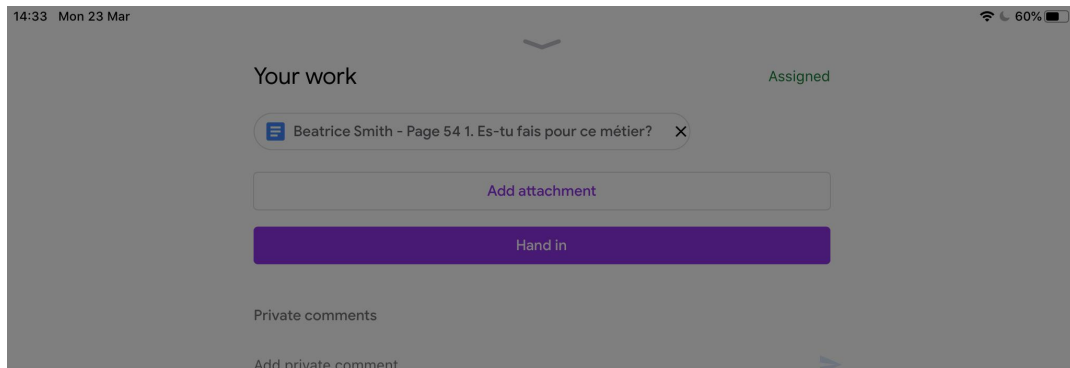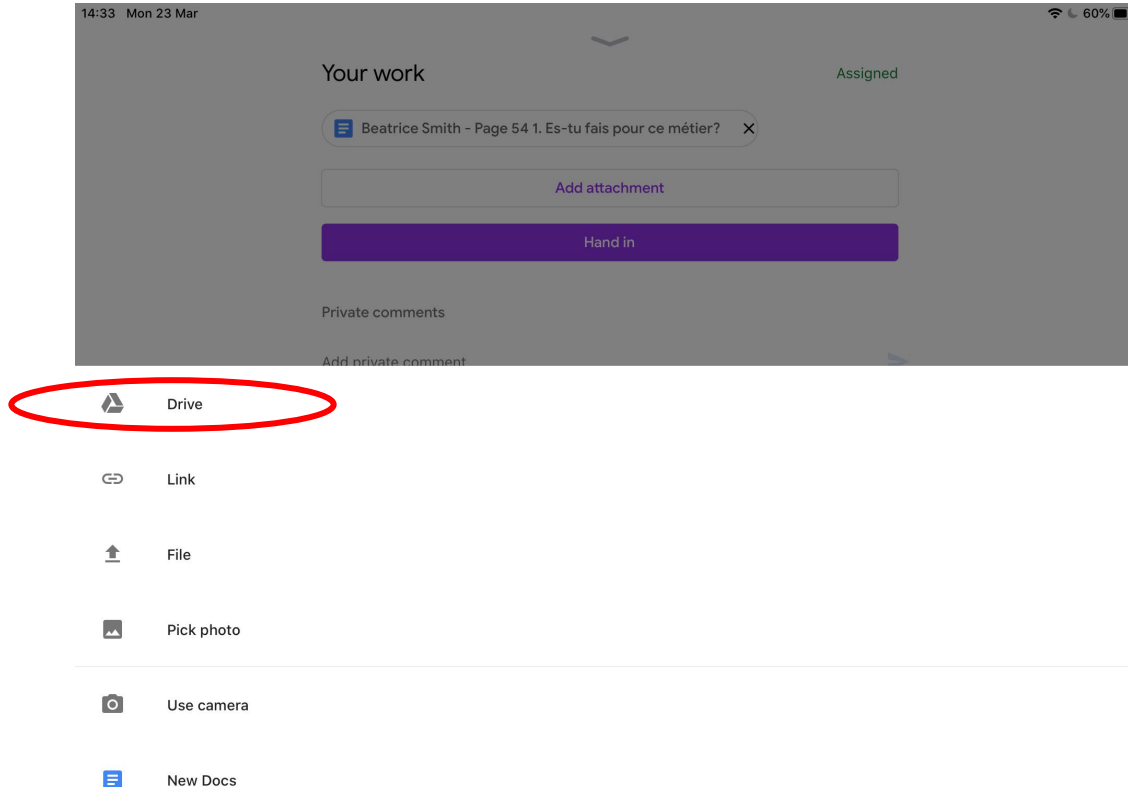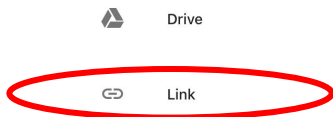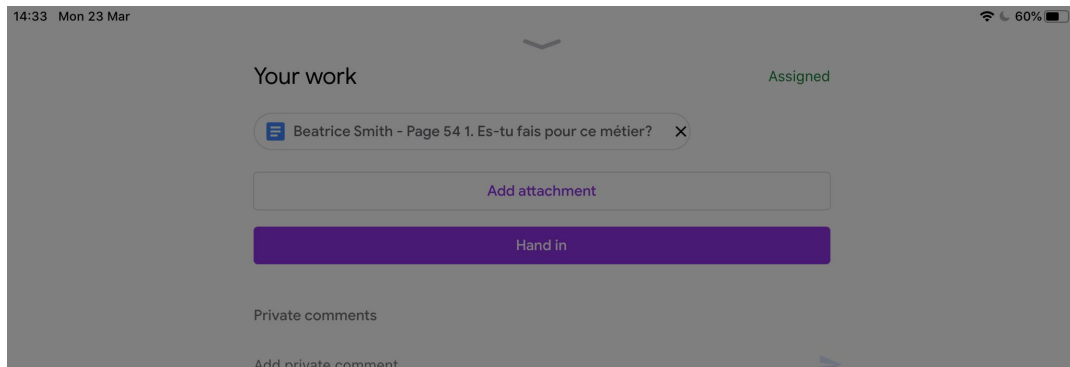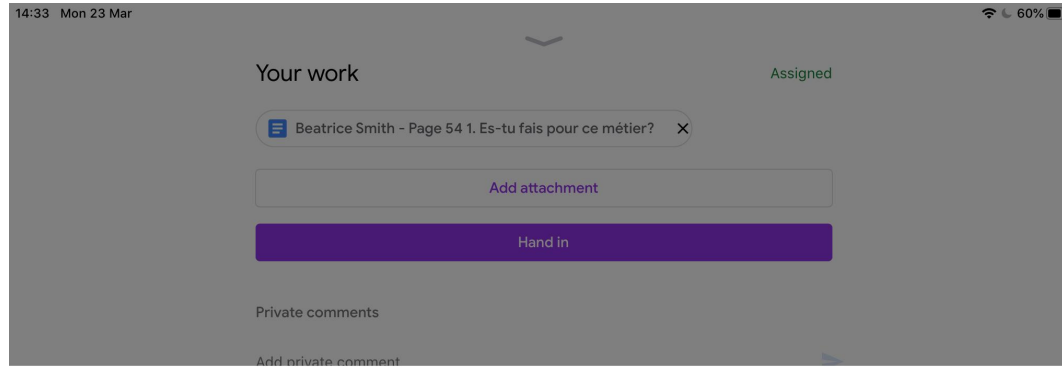
Drive will take you to your Google Drive. Select the file that you wish to up load

Link allows you to add an internet link

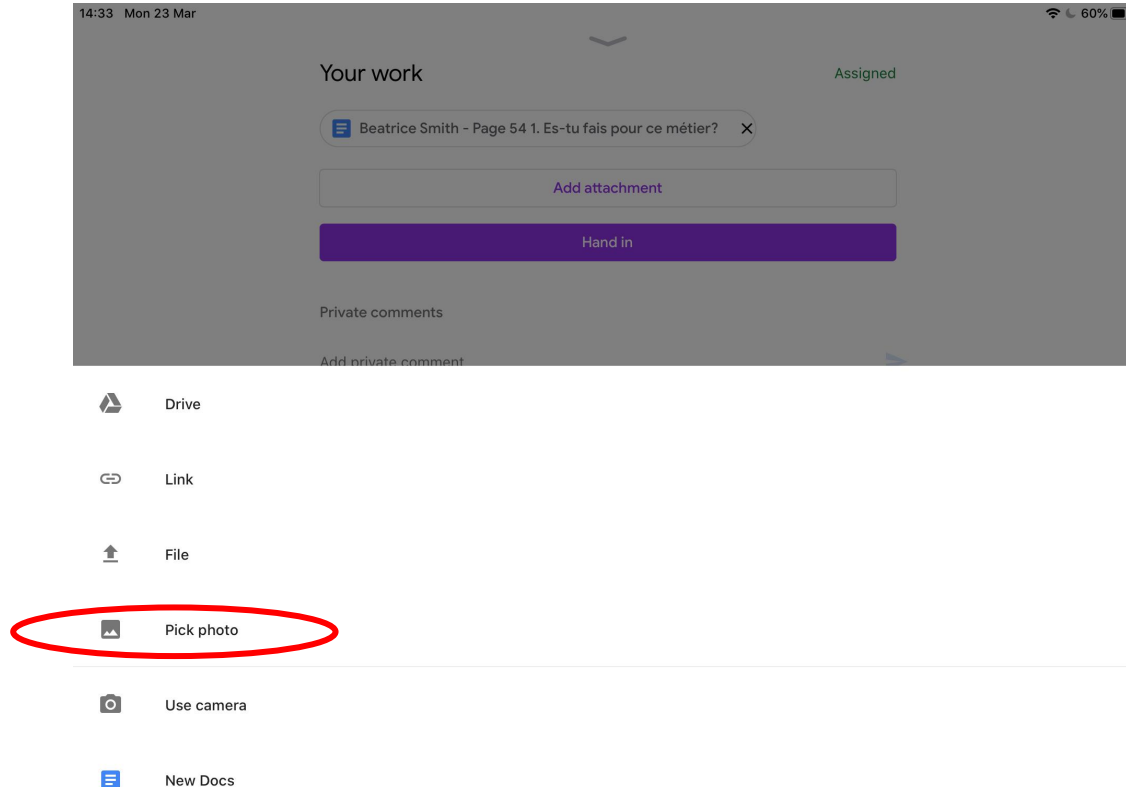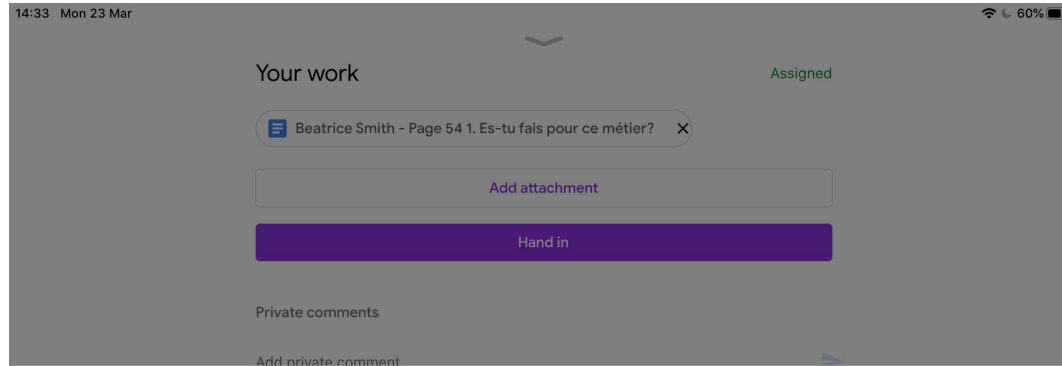# File allows you to select a file from your computer or tablet

Pick photo will take you to your camera roll here you can choose a photo or video to upload

This will open the camera, you can take a photo or video and upload it to the assignment
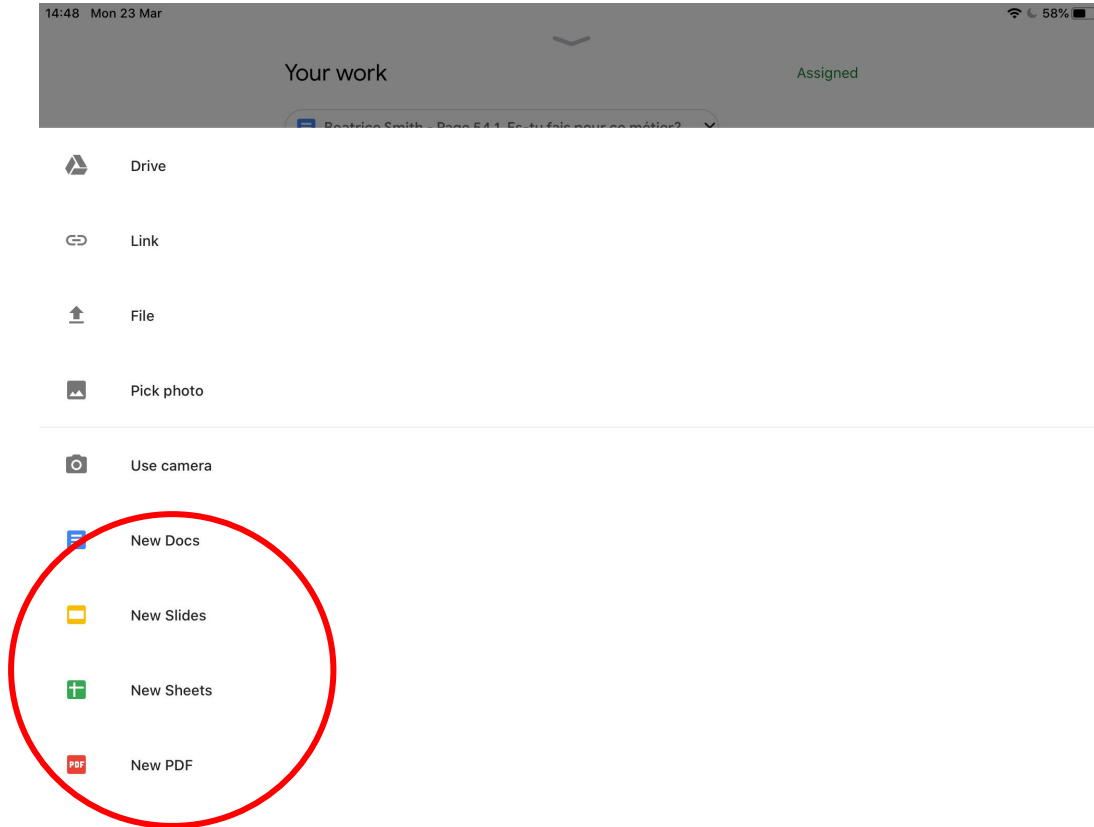
All of these will open a new document either slides, docs, sheets or a pdf for you to work on and then submit

If you make a mistake with your submission you can click unsubmit and delete or add files to you assignment

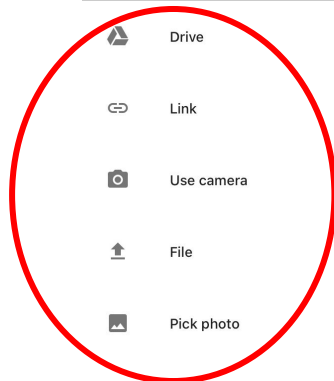If you want to share some work into the class stream click on 'share something with your class'

Click on the paperclip

You will see that you have most of the same options as you do when you hand in an assignment. The only thing that you can't do is create new documents

These instructions are based on an iPad BUT the principles are the very similar when you upload from a desktop or laptop. If you get stuck ask your teacher or there are lots of how to videos about Google Classroom on YouTube