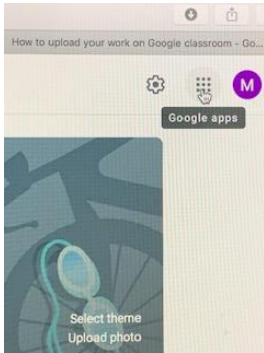
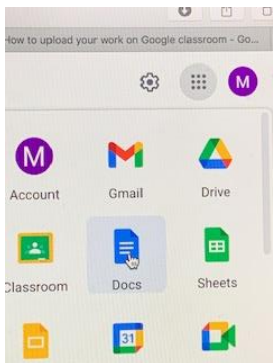


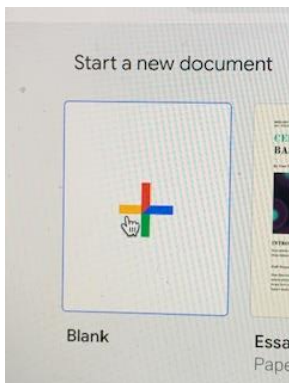
## How to complete your work using google Docs



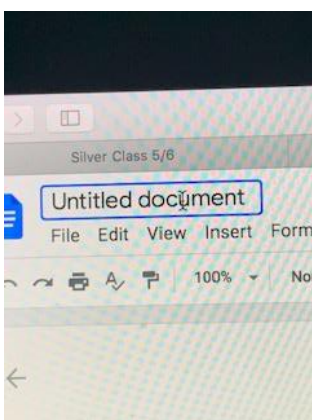
1. On your class homepage, on the right hand side, click on the nine dots.



2. Click on the blue Docs icon



3. Then click on the blank document

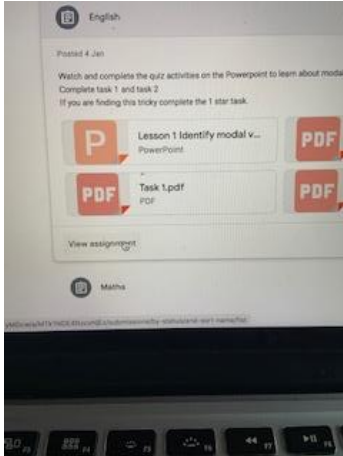


4. Give your document a title – tell us the task and which star you have completed.

5. Complete work on this document – type your answers.

6. Your work will save automatically onto your Google drive

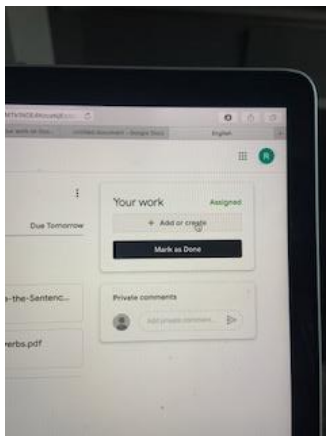
## How to send us your work



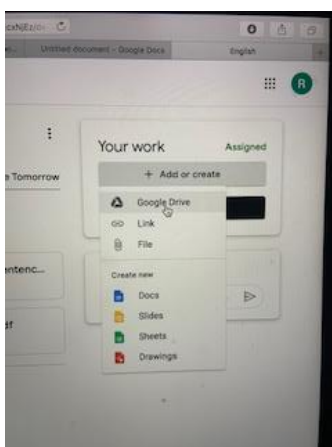
1. Once you have completed your work, go back to 'Classwork' on your class page.

2. Click on a subject.

3. Click on view assignment.



4. In the right corner, click on +Add or create.

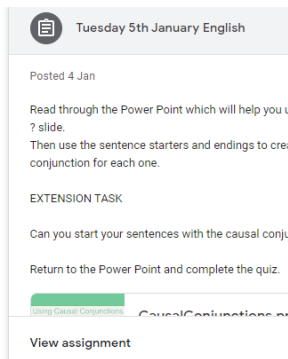


5. Then click on Google Drive – your completed work will be here.

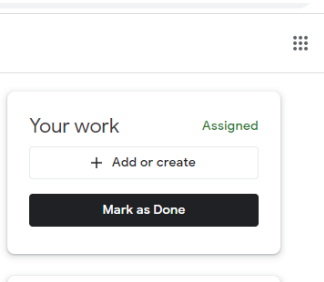
6. Double click on the document you want to send.

7. Click hand in.

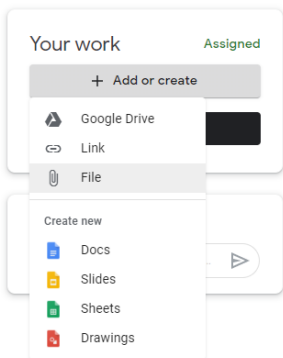
## How to send a photo of your work:



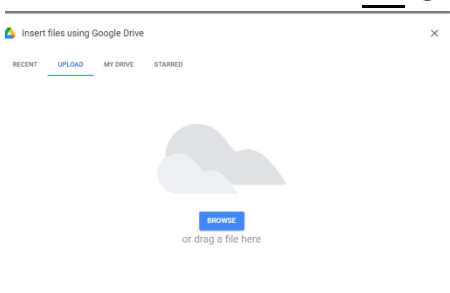
**1.** Click on View assignment



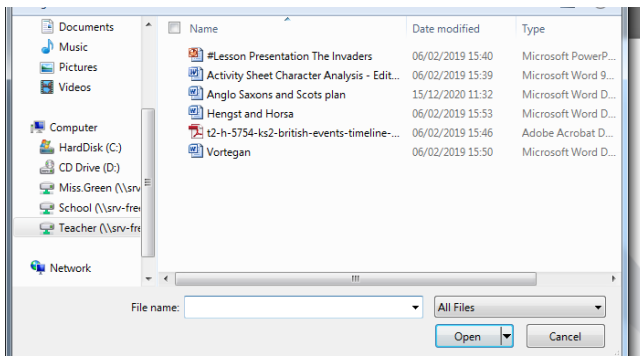
**2.** Then click on + create/add



**3.** Now click on File in the drop down menu



**4.** Click on Upload and then Browse



**5.** Find where you saved your picture and then click on the file name. After that you need to click on Open.

If you have taken a picture using a different device, and this is not linked to where you are completing your work, you

may need to email it to yourself and then save it to your desktop.

**6.** Please send your teacher a private comment to let them know that you have sent some images