## If the file is a *Google Sheet* or *Google Doc*:

1. Just open a file. It will open straight away in Google Sheets / Google Docs.



2. Type your answers in a text box, show your workings, and then mark your work using the highlighter.

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3. Check the file has your work in (you can click on it to open it).



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# If the file is a PowerPoint or Google Doc:

1. Click "Open in Google Sheets" / "Open in Google Docs"



2. Type your answers in a text box, show your workings, and then mark your work using the highlighter.



3. IMPORTANT: At the end of the lesson, click "Add or Create" and select "Google Drive"

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4. Look in the "recent" tab and click on the file you just worked on. Click "Insert"

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5. Check the file has your work in (you can click on it to open it).

## At the end of the lesson, click "Hand in"

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# If you are working on paper:

#### 1. Either:

Print the worksheet and write on it (show your workings and answers)

Or:

Write all your work on paper (Include Date, Question numbers, workings and answers)

Mark your work at the end and show this with ticks or crosses.

### 2. Using a phone / tablet:

Take a photo of your work on your phone / tablet.

Go into the Google Classroom app and "add" the photo(s) you just took.

Now click "Hand in"

## 2. Using a PC (computer / laptop):

Take a photo / scan your work.

Save the photo / file to your computer.

In Google Classroom, click "Add or Create" and select "file"



3. Click "Browse" and locate the file on your computer. Click "open" and it will upload.

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4. Check the file has your work in (you can click on it to open it).

### Now click "Hand in"

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