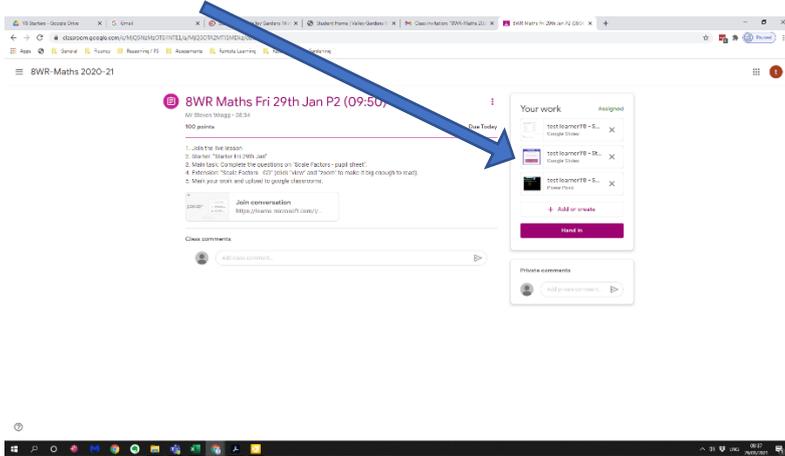
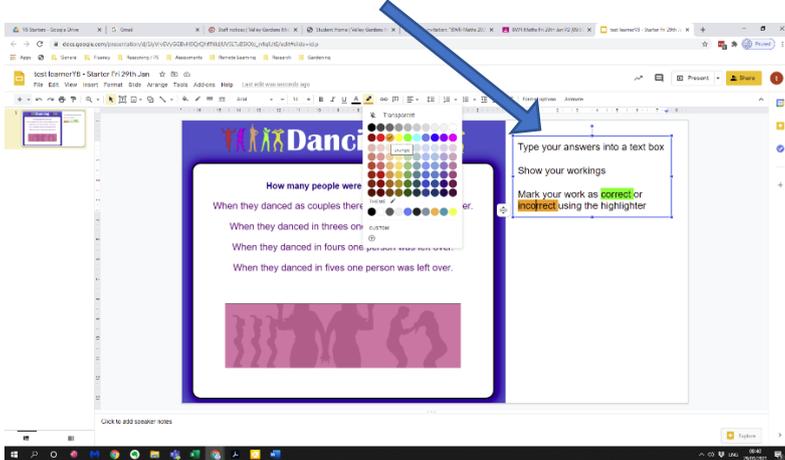


If the file is a *Google Sheet* or *Google Doc*:

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

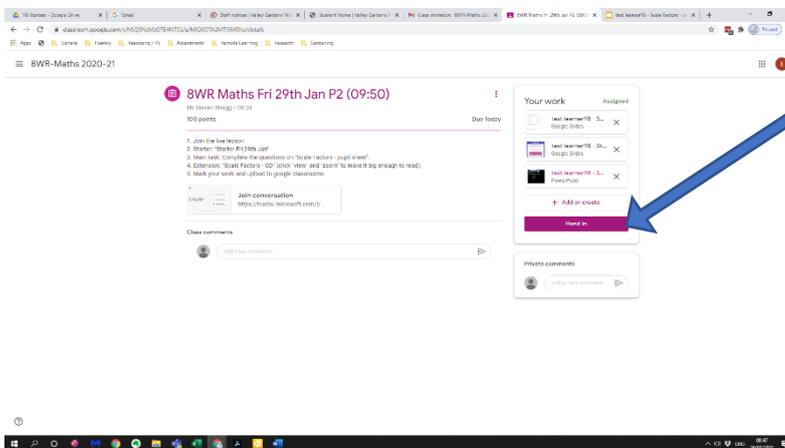


2. Type your answers in a text box, show your workings, and then mark your work using the highlighter.



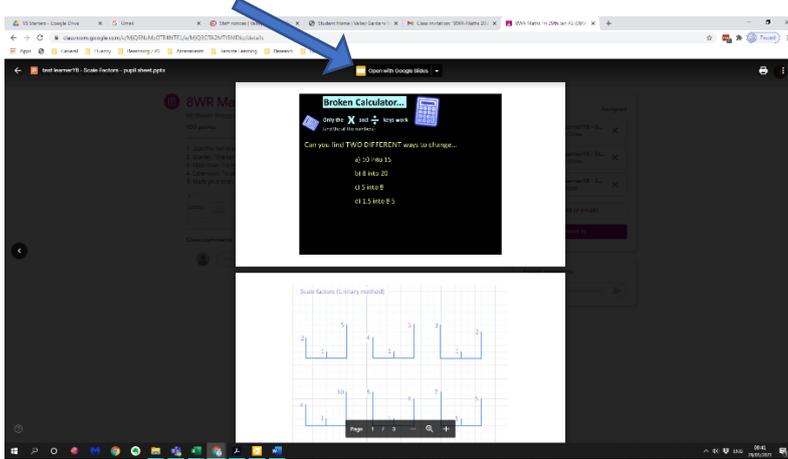
3. Check the file has your work in (you can click on it to open it).

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

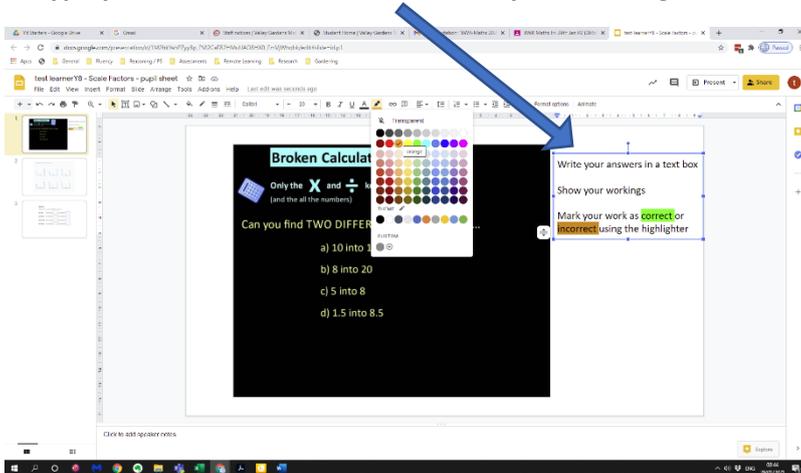


If the file is a PowerPoint or Google Doc:

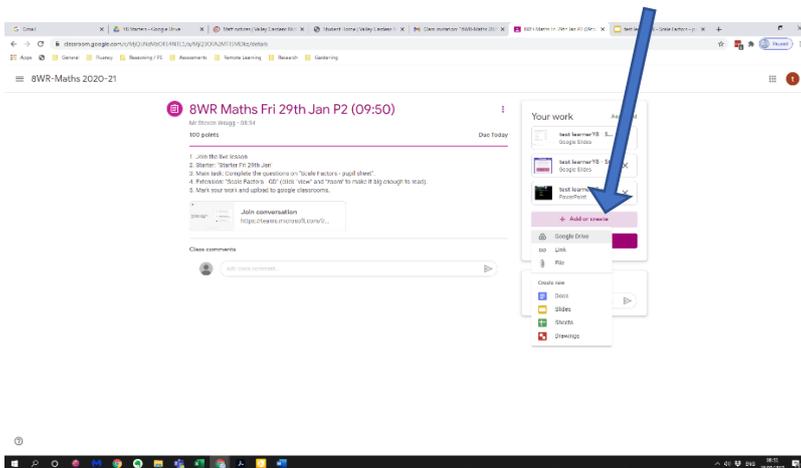
1. Click "Open in Google Sheets" / "Open in Google Docs"



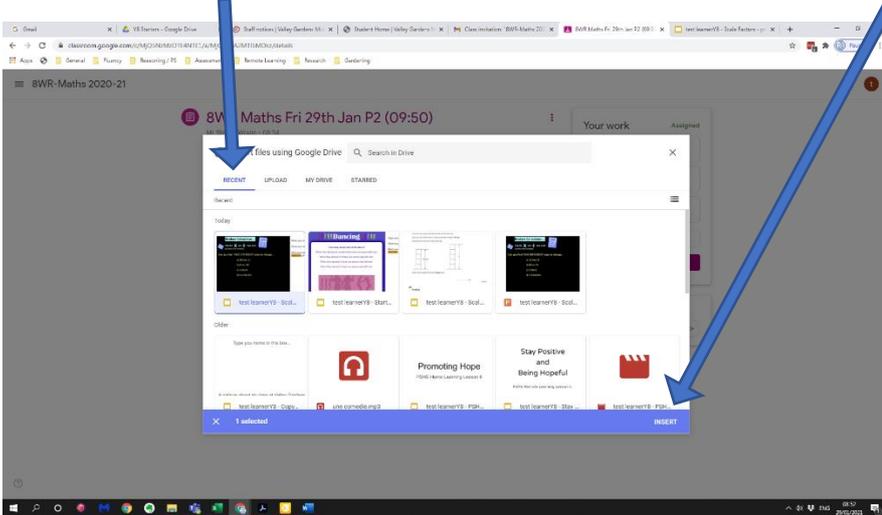
2. Type your answers in a text box, show your workings, and then mark your work using the highlighter.



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

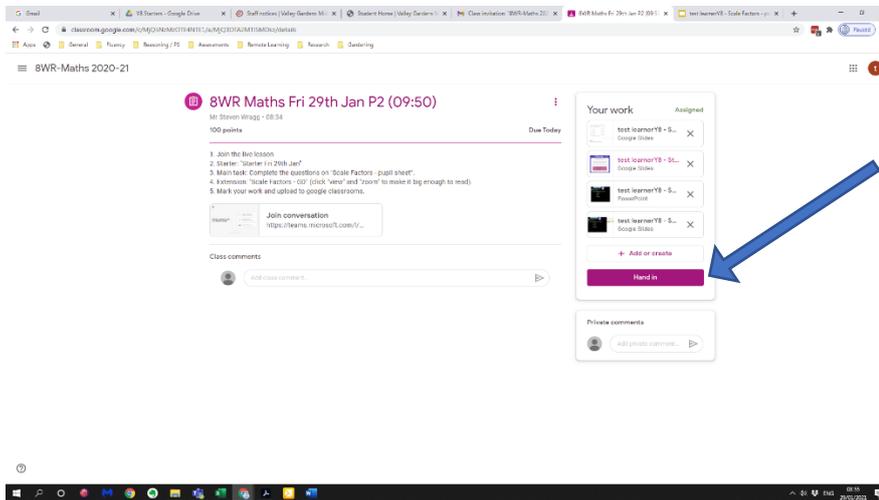


4. Look in the “recent” tab and click on the file you just worked on. Click “Insert”



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”



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.

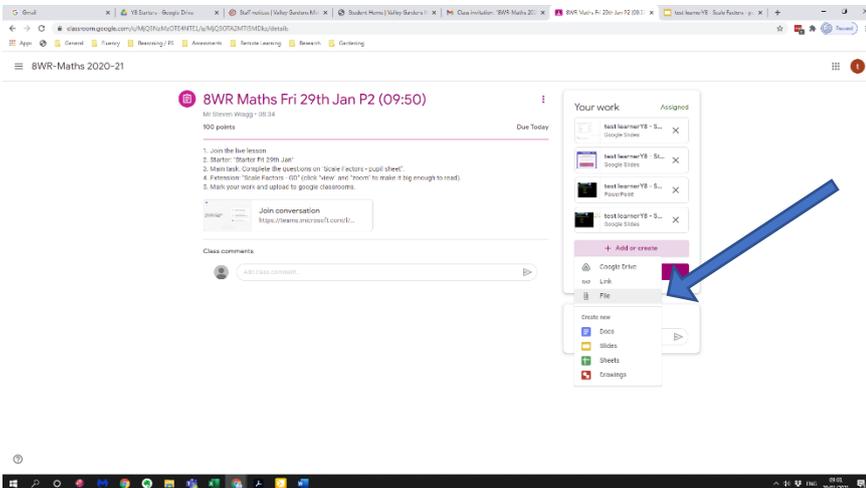
Now click “Hand in”

2. Using a PC (computer / laptop):

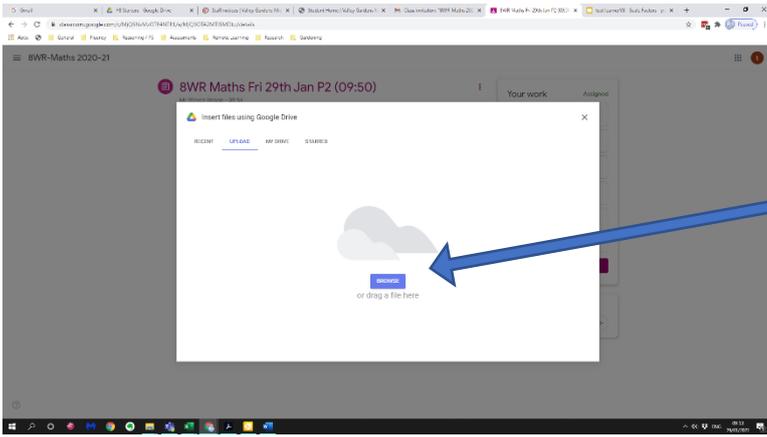
Take a photo / scan your work.

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.



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

Now click “Hand in”

