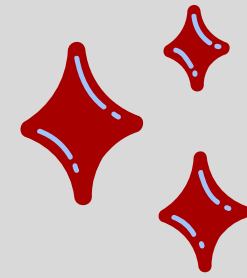
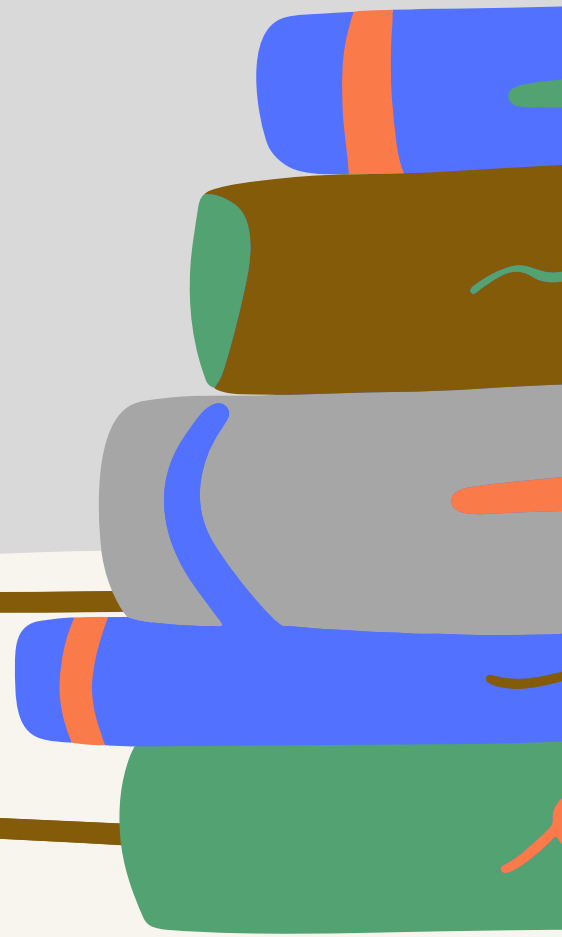
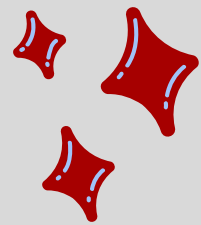




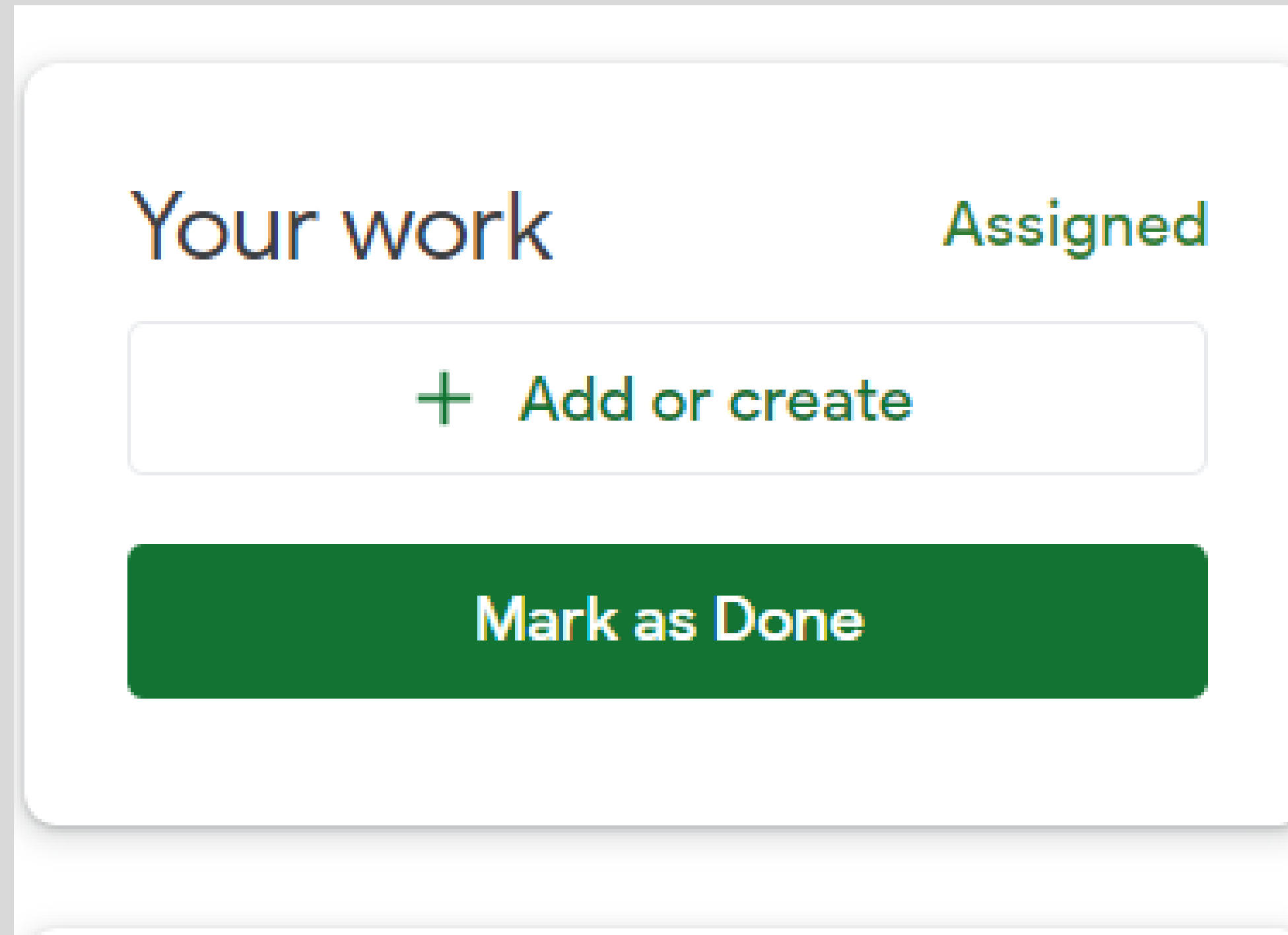
ENFIELD GRAMMAR SCHOOL



How To Upload Your Work Into Google Classroom

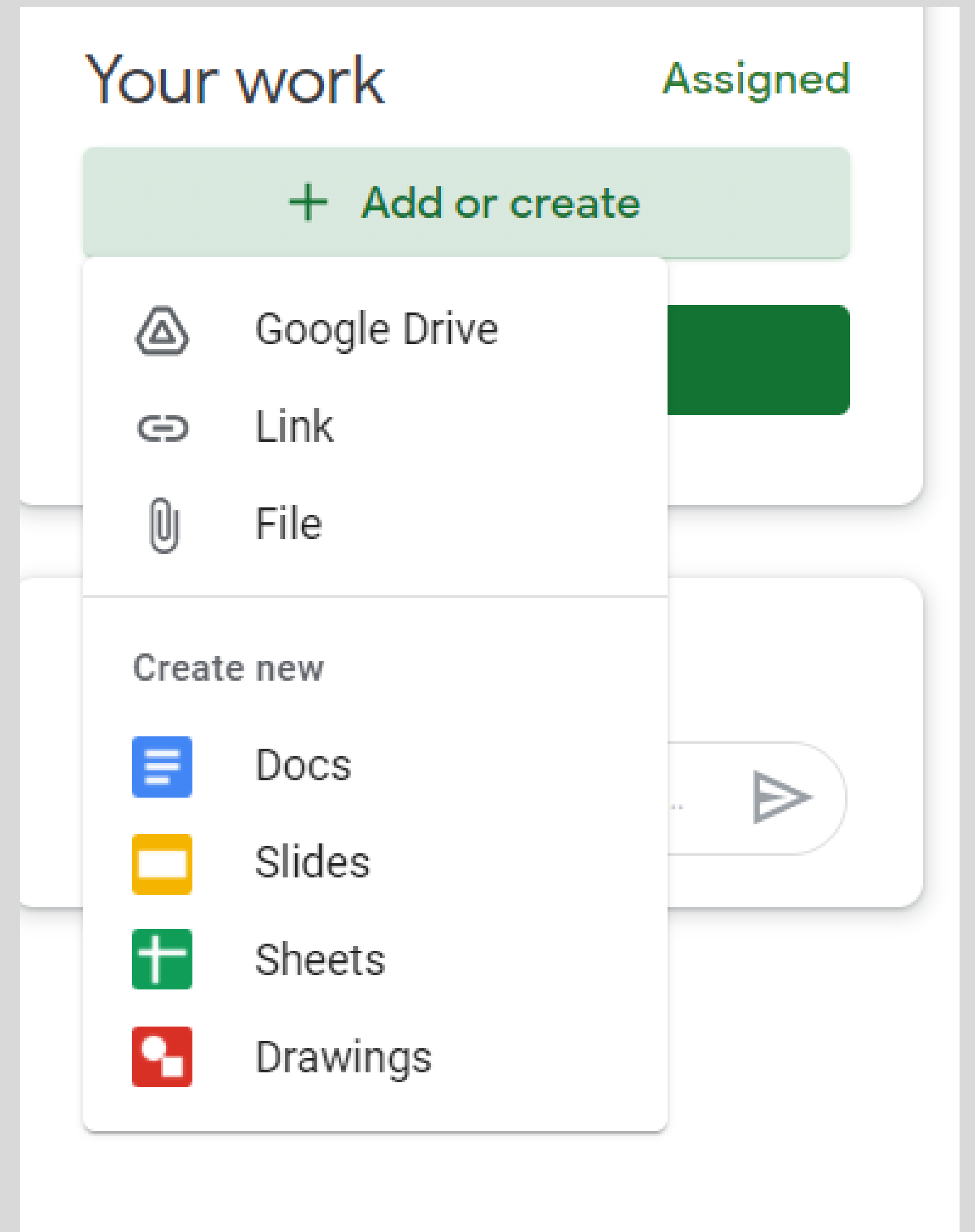


Step 1: Look for where it shows:



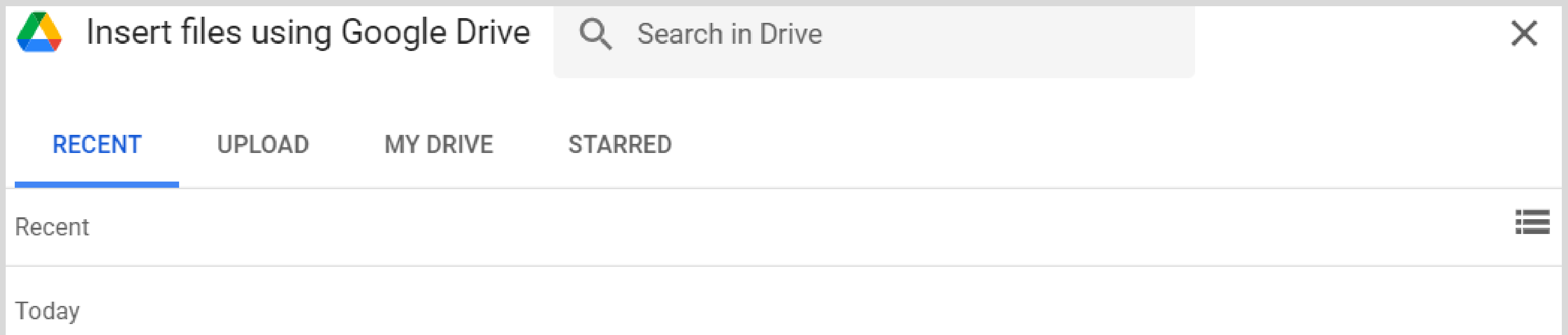
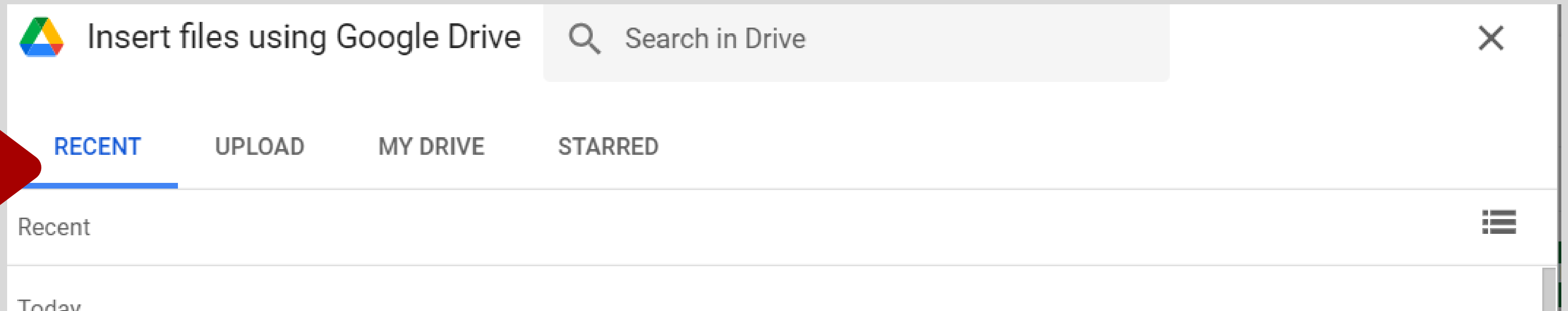
Step 2: Click on '**ADD**' or '**CREATE**'

Step 3: Scroll down to the options where the document is saved:



Step 4: Click on the **application** where the work is saved (e.g Google Drive or document/file

Step 5: If the work is in Google Drive:

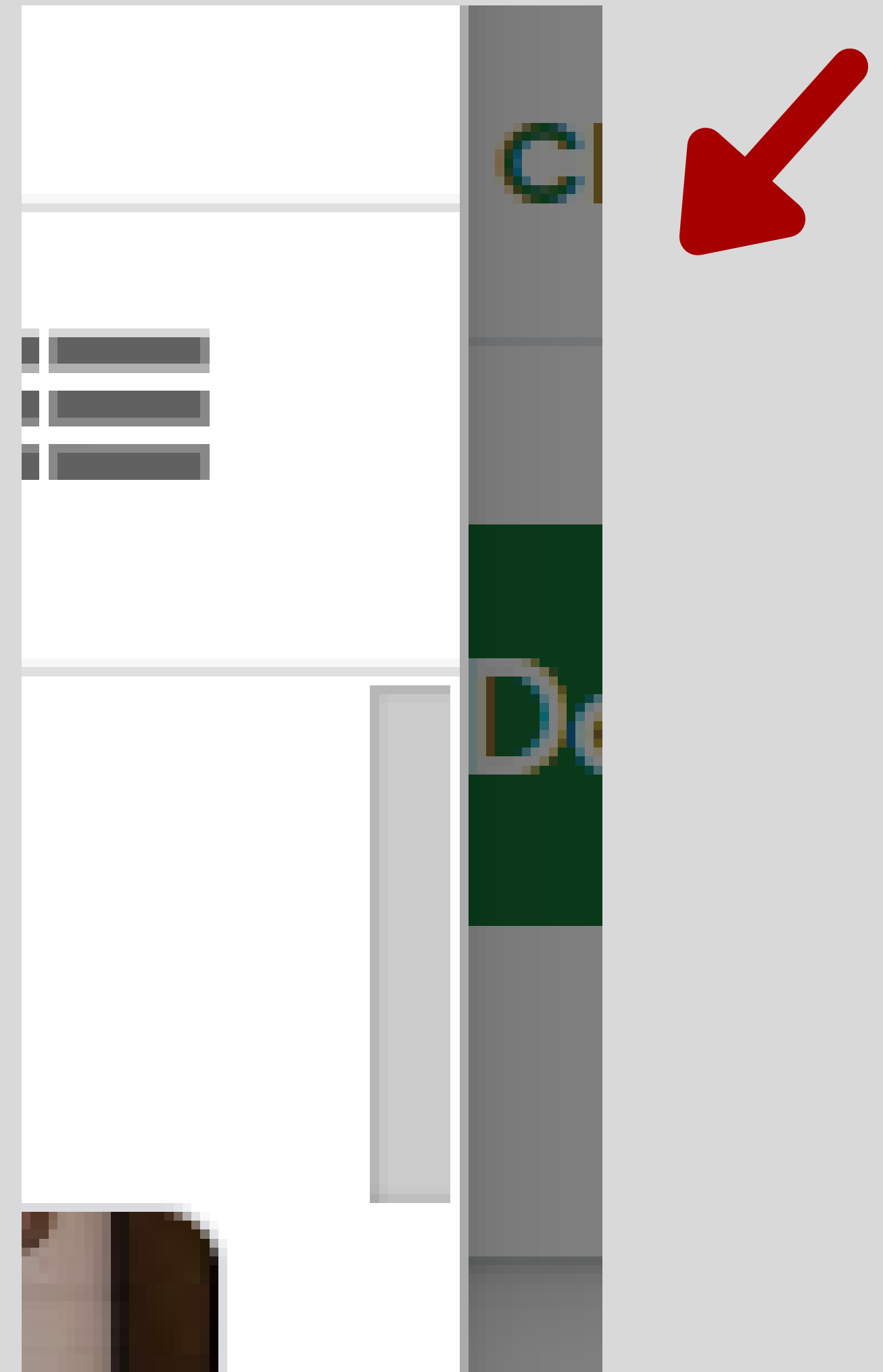


Clicking on 'today' will show the most recent file opened

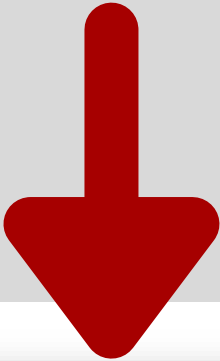
Or if the work has been saved in the past, scroll down to find the document

Step 6:

Click on the appropriate work document



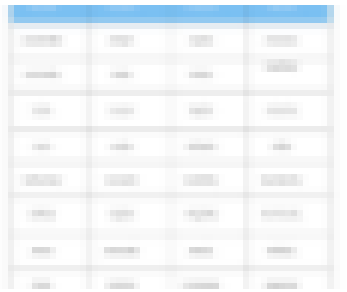
Step 7: Click on '**INSERT**' file button



INSERT

This takes you straight into Google Classroom

Your work Assigned




Mrs S Sathish - en...
Google Docs ✕

+ Add or create

Hand in

Step 8: Click on '**HAND IN**' to hand in your work

Your work Assigned



Mrs S Sathish - en...
Google Docs ✕

+ Add or create

Hand in

