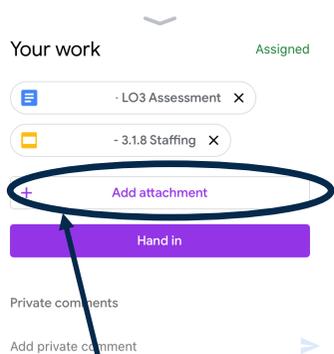
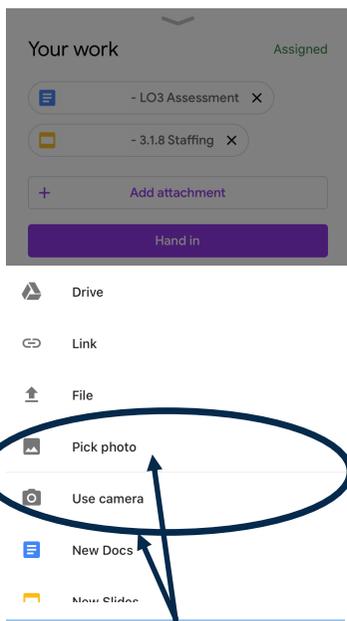


USING A SMARTPHONE TO PHOTOGRAPH AND UPLOAD WORK TO GOOGLE CLASSROOM—VIA THE APP

This guide has been created with an iPhone but the steps should be the same if you are using the GOOGLE CLASSROOM APP on any smartphone or tablet. To upload a photograph of your work you need to go to the assignment that has been set and underneath you will see the YOUR WORK area.



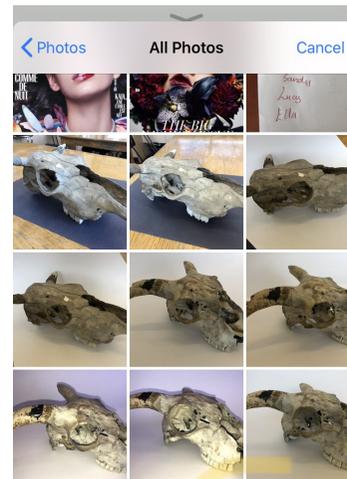
Step 1. Click the ADD ATTACHMENT button. This will bring up a new menu with a few options.



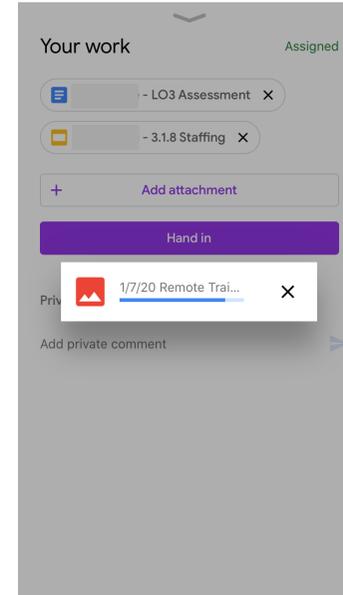
Step 2. To attach a photo select the PICK PHOTO option if you have already taken a photograph. If you need to take a photograph select the USE CAMERA option.



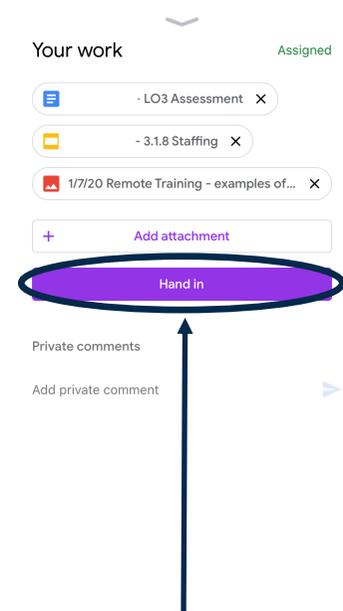
Step 3. If you have selected PICK PHOTO you need to select the album your photo is already stored in.



Step 4. Select the photograph that best shows off your work. TOP TIP: Make sure the photograph is taken in good light and the camera is focused!



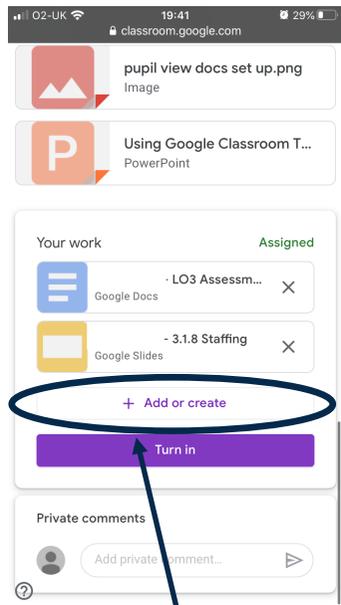
Step 5 When you have selected the photo, you will see this screen. Wait until it has fully loaded to ensure it is properly attached.



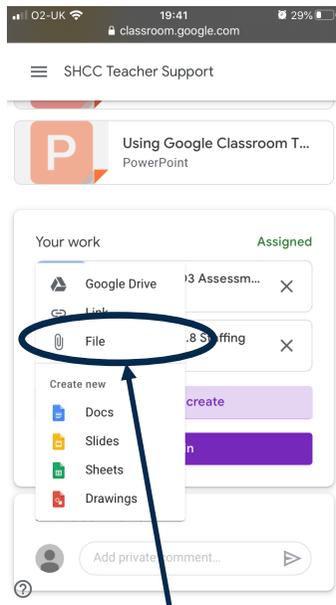
Step 6 You will then see your photo file listed. TOP TIP: Don't forget to hit the HAND IN button to make sure your work is fully submitted.

USING A SMARTPHONE TO PHOTOGRAPH AND UPLOAD WORK TO GOOGLE CLASSROOM—VIA THE WEBSITE

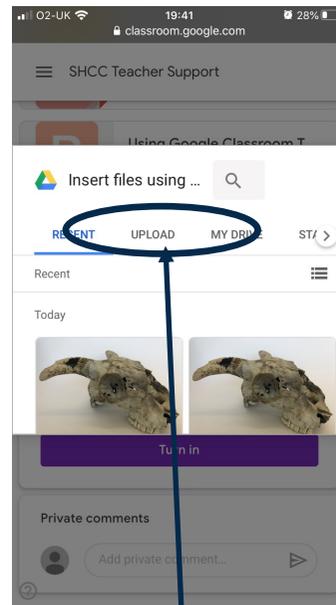
This guide has been created with the idea of using a phone camera and uploading the image directly through the mobile website. To upload a photograph of your work you need to go to www.classroom.google.com and find the assignment that has been set. Underneath you will see the **YOUR WORK** area.



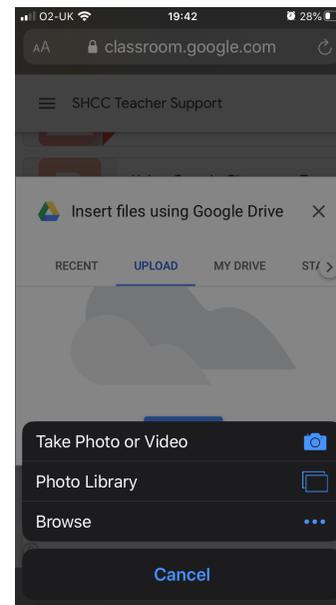
Step 1. Click the **ADD OR CREATE** button. This will bring up a new menu with a few options.



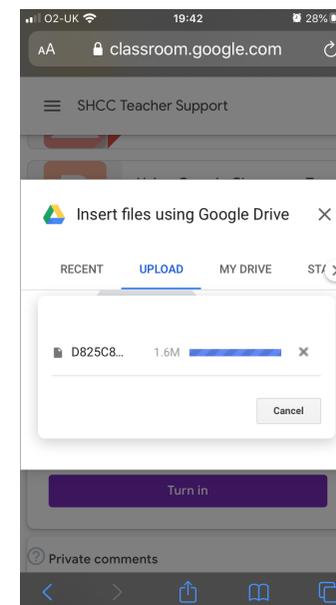
Step 2. To attach a photo select the **FILE** option. This will bring up a Google Drive option box.



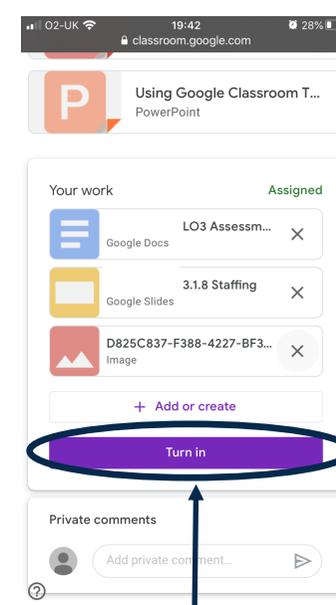
Step 3. Select the **UPLOAD** option tab and then click on **BROWSE** to bring up the next menu.



Step 4. Here you have the option to **TAKE PHOTO** or view your **PHOTO LIBRARY** if you have already taken a picture. **TOP TIP:** Make sure the photograph is taken in good light and the camera is focused!



Step 5 When you have selected or taken the photo, you will see this screen. Wait until it has fully loaded to ensure it is properly attached.



Step 6 You will then see your photo file listed. **TOP TIP:** Don't forget to hit the **TURN IN** button to make sure your work is fully submitted.