Student Guide to Uploading Work/Evidence to Google classroom

Step 1 – Click on the assignment and click view assignment

Î View your work	🖬 Google Calendar 📄 Class Drive folder
E How to Upload attachments	No due date
Posted 12:10 upload a picture of your work when complete	Assigned
Methods of Growth fitne Word	
View assignment	

Step 2 – on the right hand side of the screen you will see the option to add or create

Miss McLean 12:10	100 points	Your work	Assigned
upload a picture of your work when complete Methods of Growth fitness f Word		Mark as D	one
Class comments Add class comment		Private comments Add private com	mment Þ

Step 3 -

5				To add your work or photo click on Google Drive
	Yo	our work	Assigned	
		+ Add or create		
1		Google Drive		
	G	∋ Link		
	_ () File		
	с	reate new		
		Docs		You also have the option to create new blank documents such
		Slides		as a Google Doc or Google Slide for you to answer the work
	_ [Sheets		
	ľ	Drawings		

Step 4 – to insert your file click upload from the options and the select files from

	Lean 12:10			+ Add c create
isert fi	ies using (Boogle Drive		
ecent	Upload	My Google Drive	Starred	
				Drag files here
				Select files from your device

 $\ensuremath{\textit{Step 5}}$ – Locate the file you want to upload and click open

Choose File to Upload				×	
🔾 🗢 🚺 🕨 Libraries	s Pictures Hue Intuition		✓ Search Hue Intuition	٩	🔅 UBC Staff Intranet
Organize 🔻 New fol	der				
☆ Favorites ↓ Downloads	Pictures library Hue Intuition		Arrange by:	older 🔻	
📃 Recent Places	Name	Date modified	Туре	Size	
Nesktop	Scans	12/03/2019 10:55	File folder		
E Desktop	20190909091608Capture	09/09/2019 09:15	JPEG image	225 K	
Libraries					
Documents					
🌙 Music					
Pictures					
Videos					
🔏 McLeanA					
🖳 Computer					
SDisk (C:)					
🔮 DVD Drive (D:)					
Transcend (E:)					
🖵 Multimedia (M 🍸					
File	name: 20190909091608Capture		✓ All Eles (*.*)	•	es here
			Open	Cancel	
				Select files fro	m vour device
				Select files fro	Jour derive

Step 6 – you will see the file that you want to upload – you can add more files if you need to at this point

Contraction of the second seco						-	Add or creat	e
Insert fi	les using	Google Drive						×
Recent	Upload	My Google Drive	Starred					
		ure.jpg 224.35K		 	 			×
Add more fil	es							
Upload	Cancel							

Step 7 – When you have uploaded everything you need click upload

Step 8 – You will now see the uploaded work available in your assignment. When complete remember to Hand In

