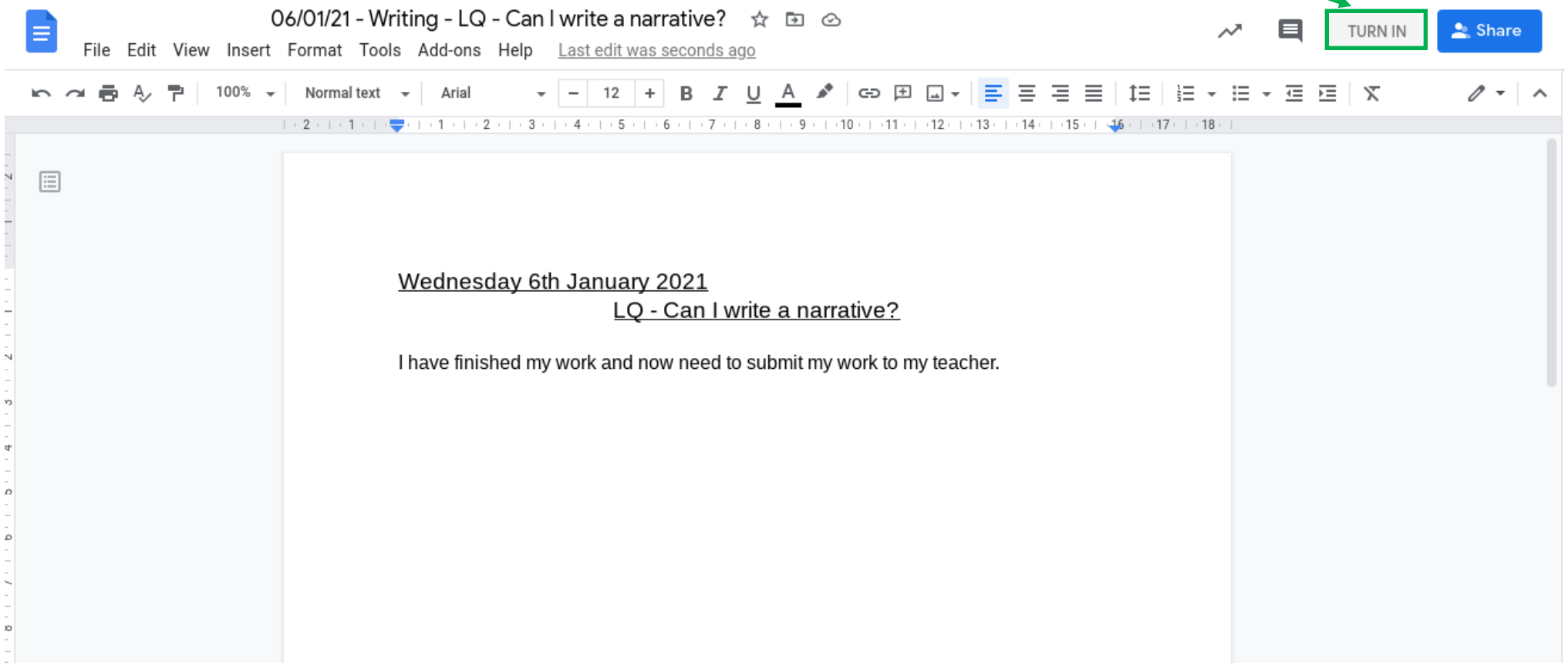
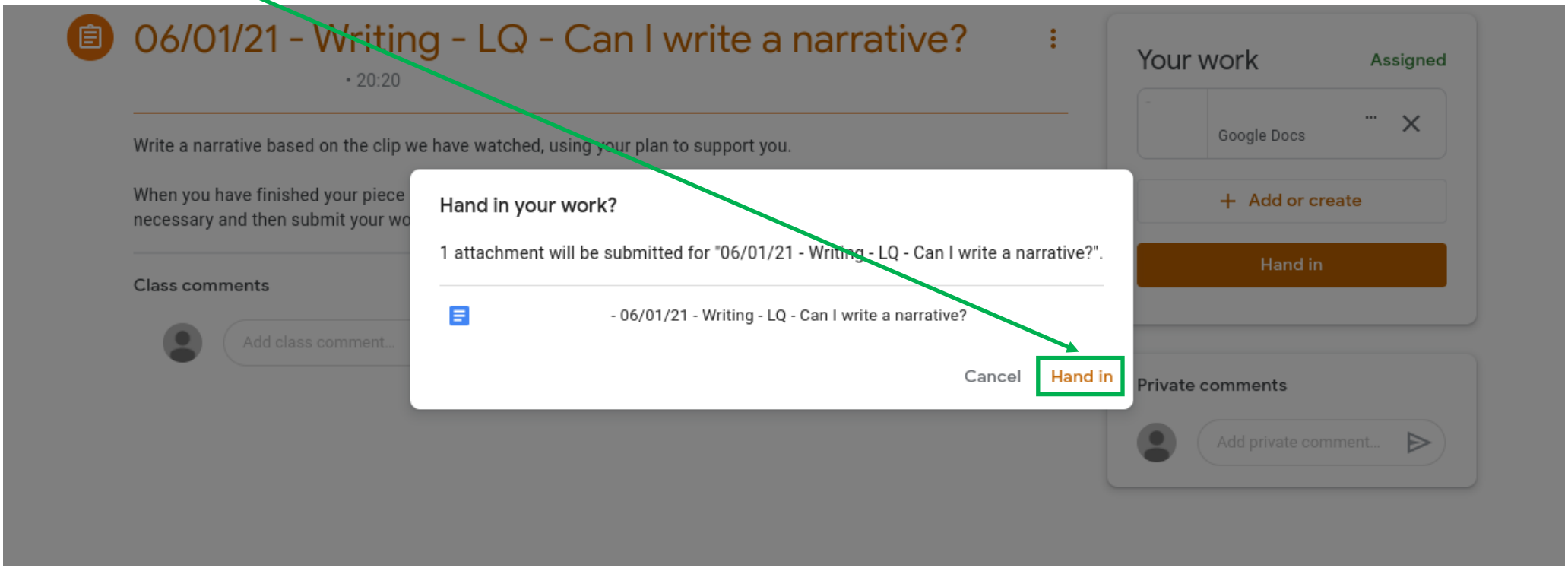
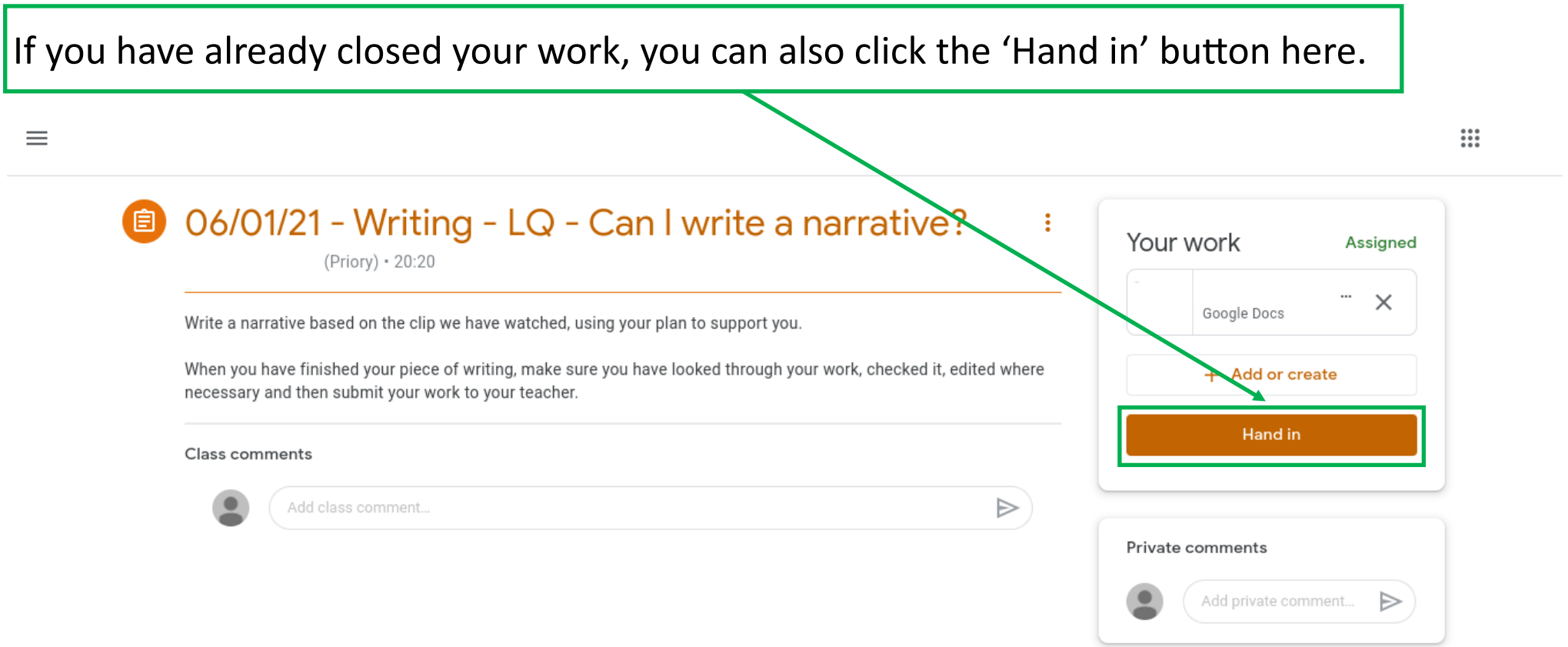
If you have been assigned a document to complete your work, there are two ways to submit your work to your teacher. After finishing, you can click 'TURN IN'.



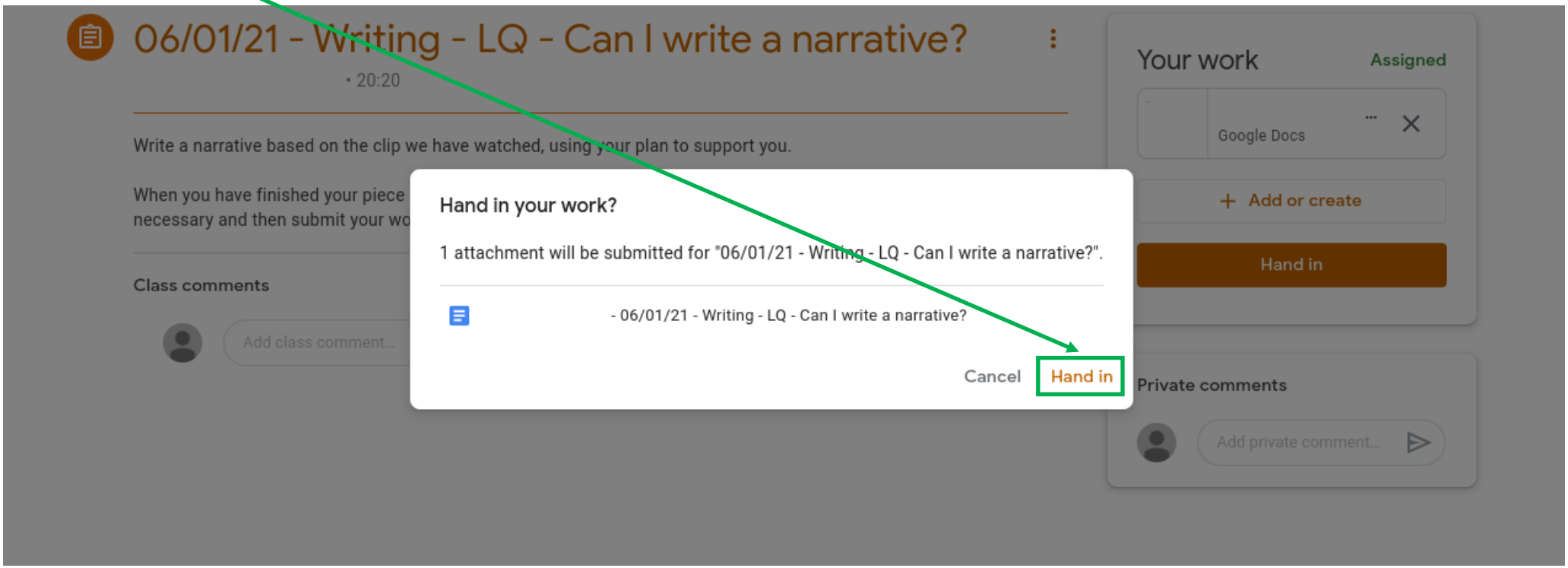
Then, click ‘Hand in’.



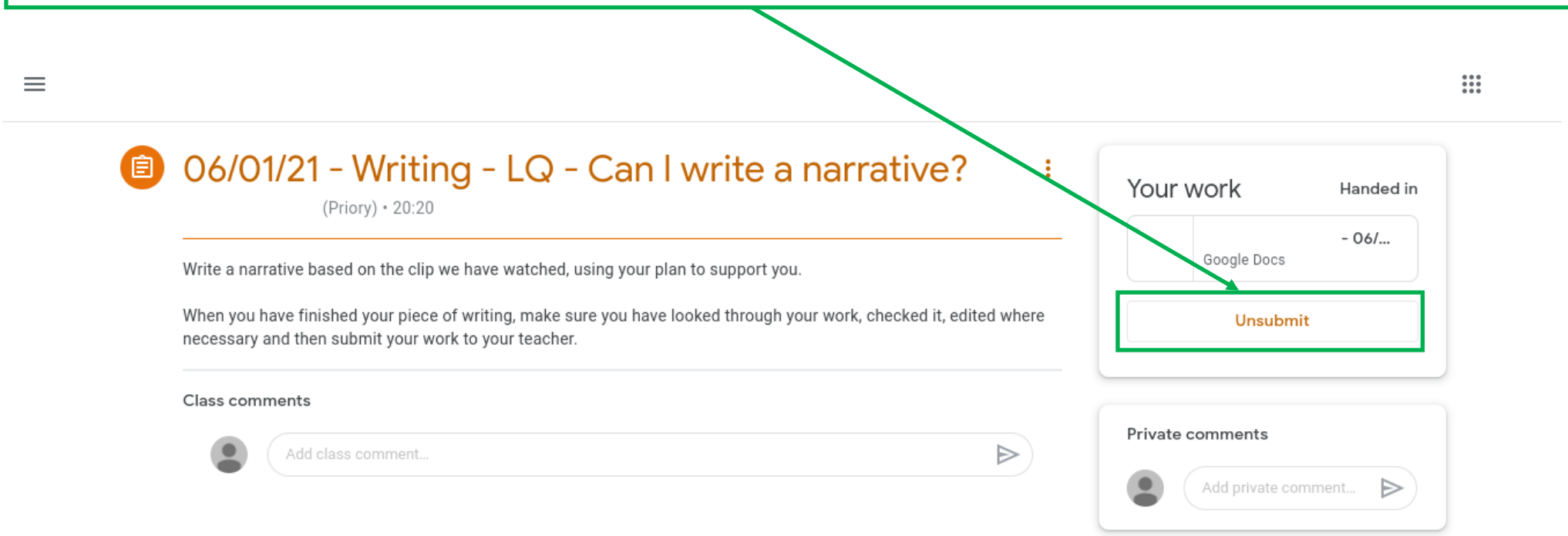
If you have already closed your work, you can also click the ‘Hand in’ button here.



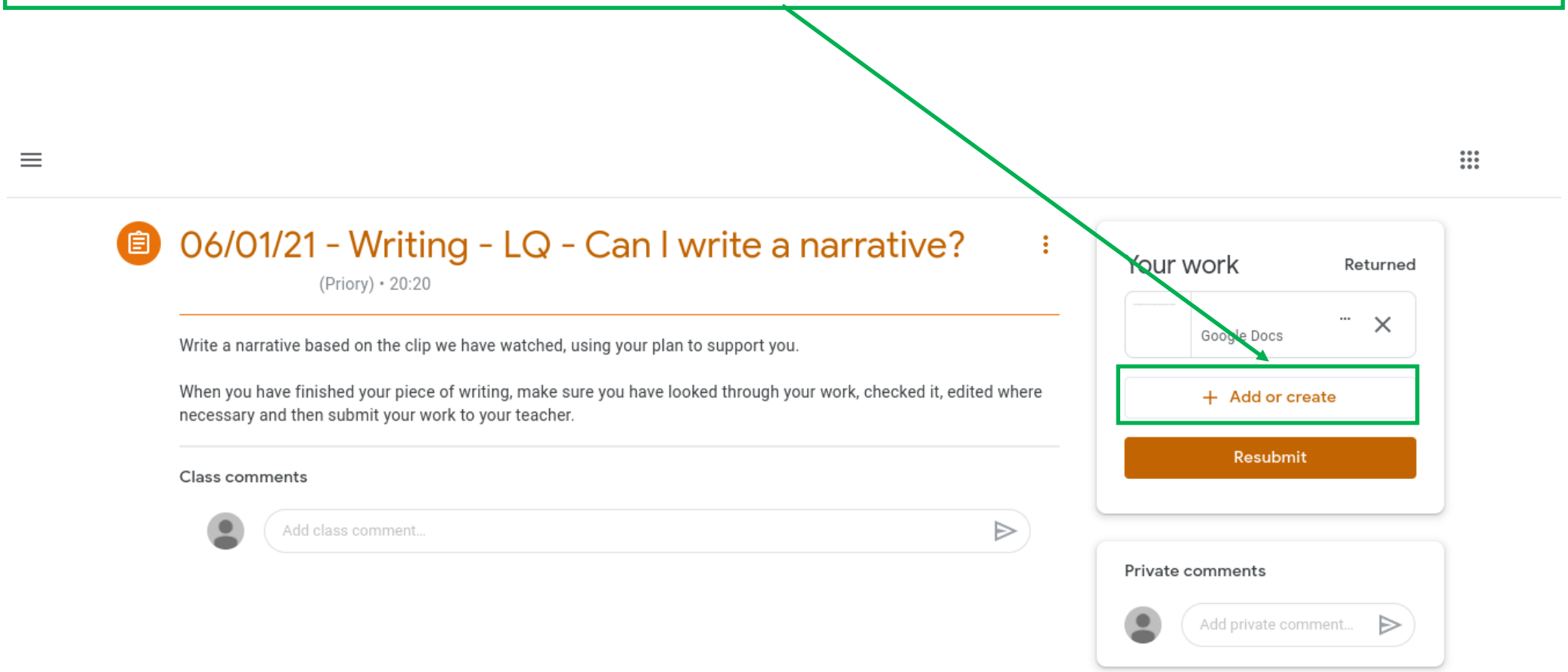
And click ‘Hand in’ again.



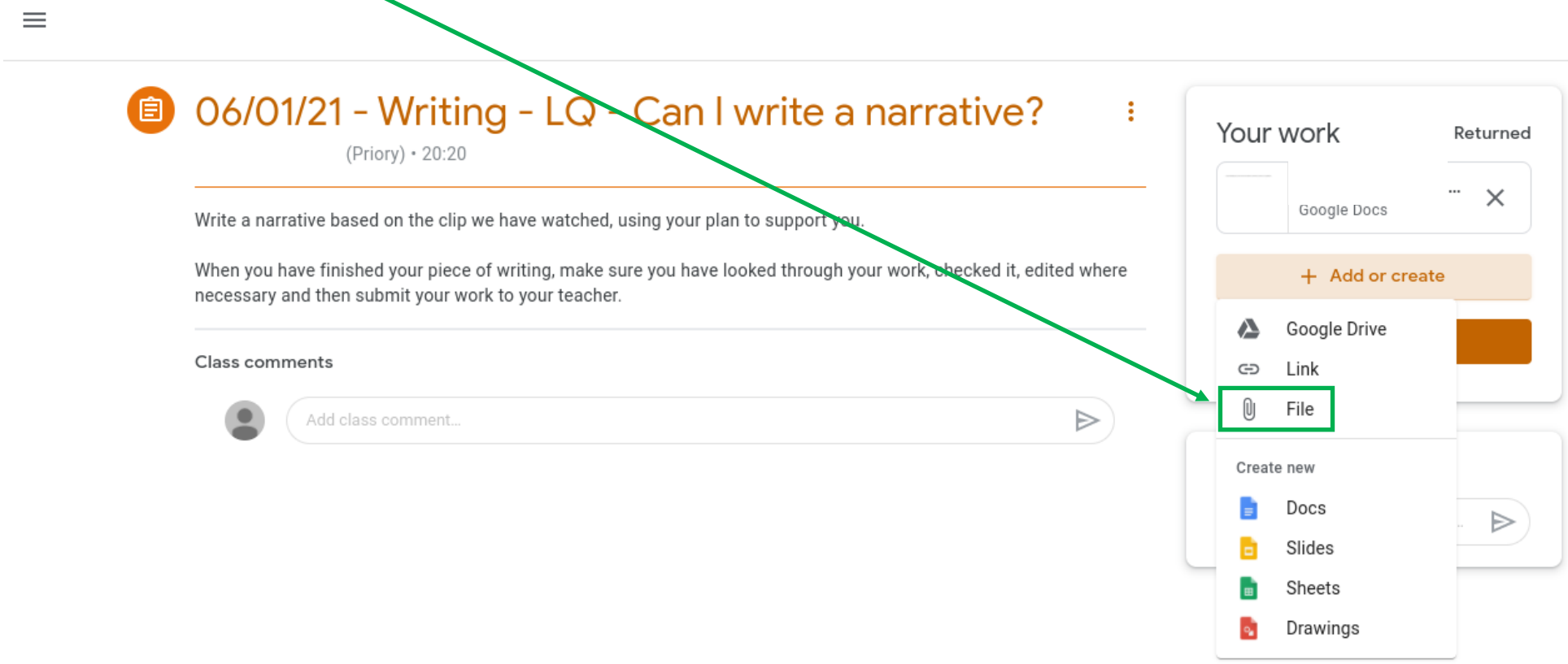
If you wish to make changes to your work and have already submitted to your teacher, you can click the ‘Unsubmit’ button. You will then need to submit again once you have finished your changes.



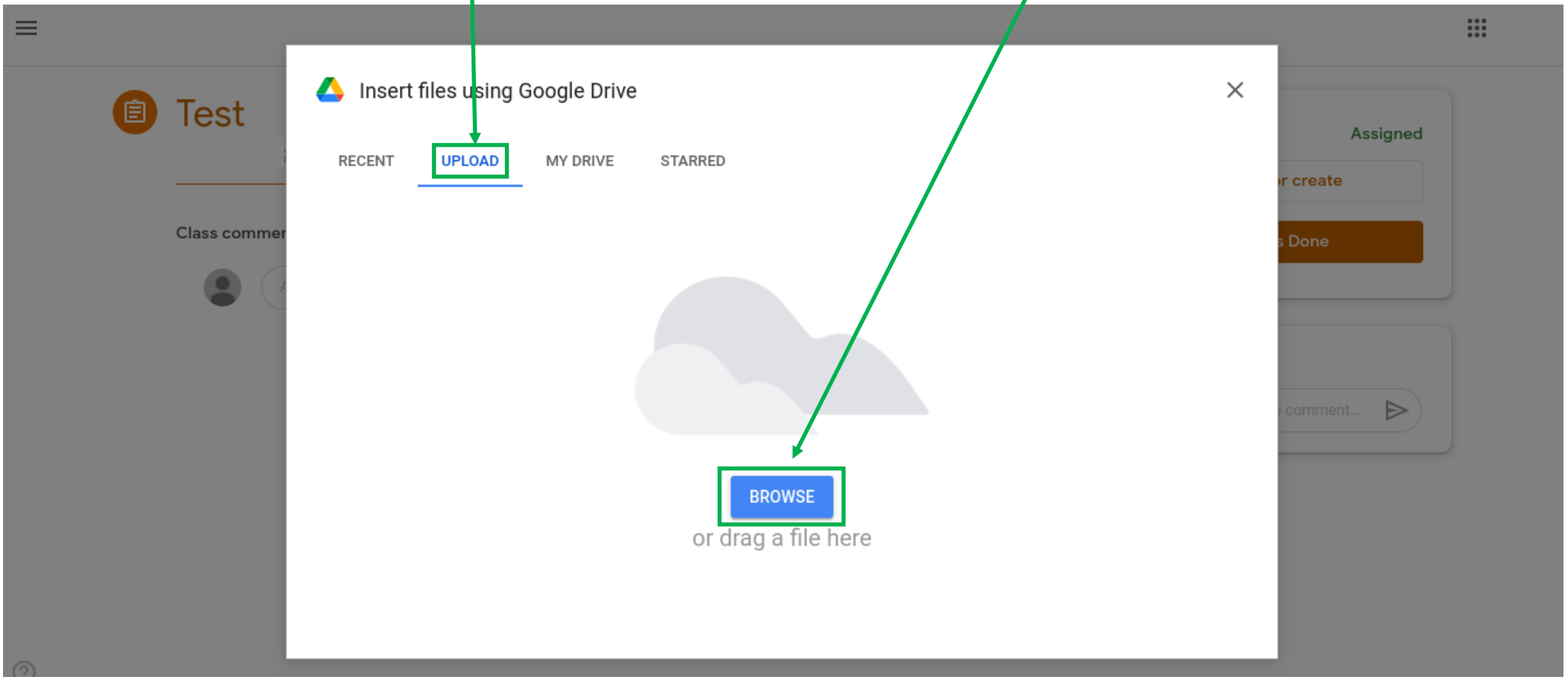
If you wish to upload a photo for an assignment, on the assignments page, click ‘Add or create’.



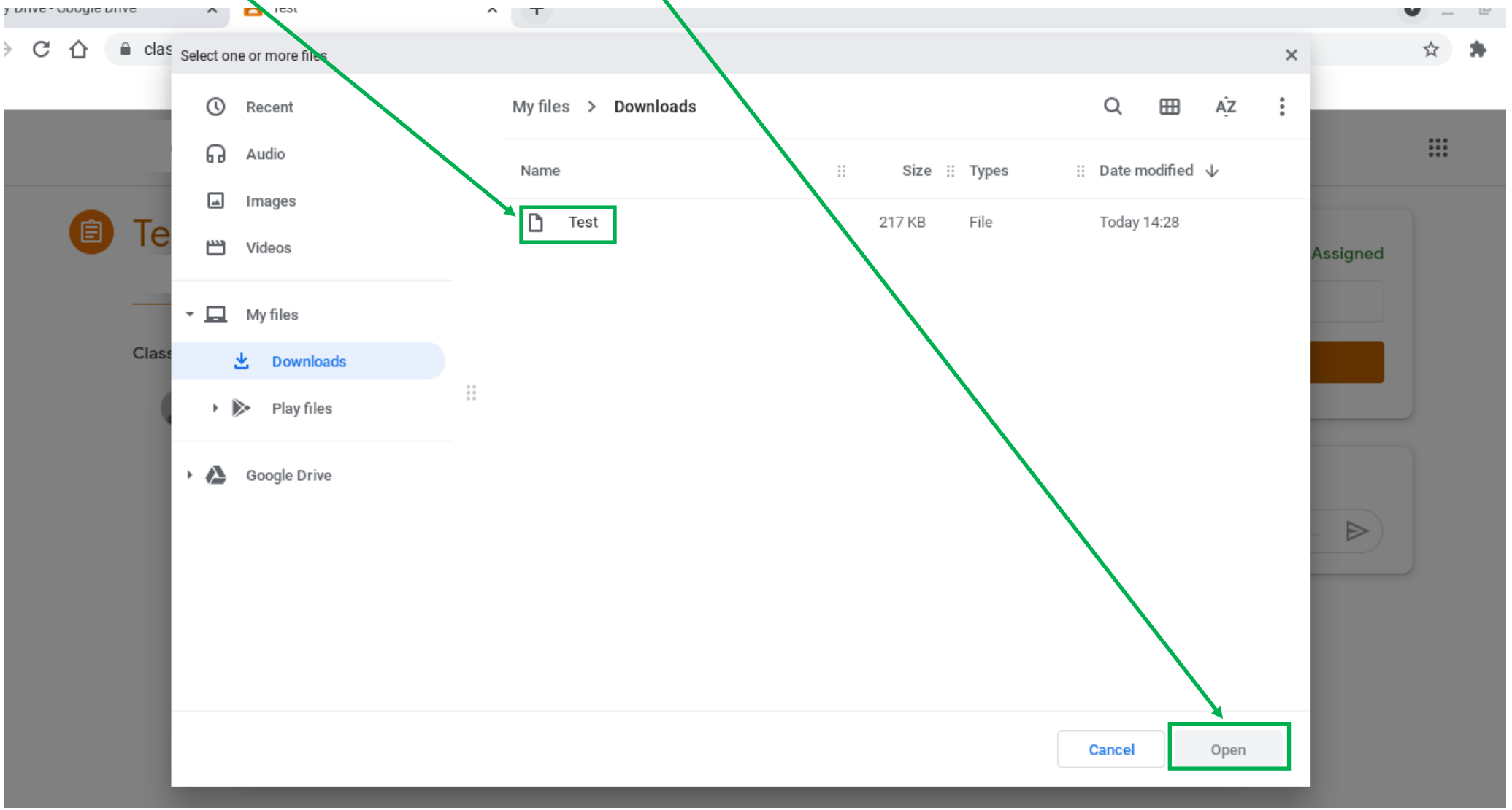
Click on ‘File’.



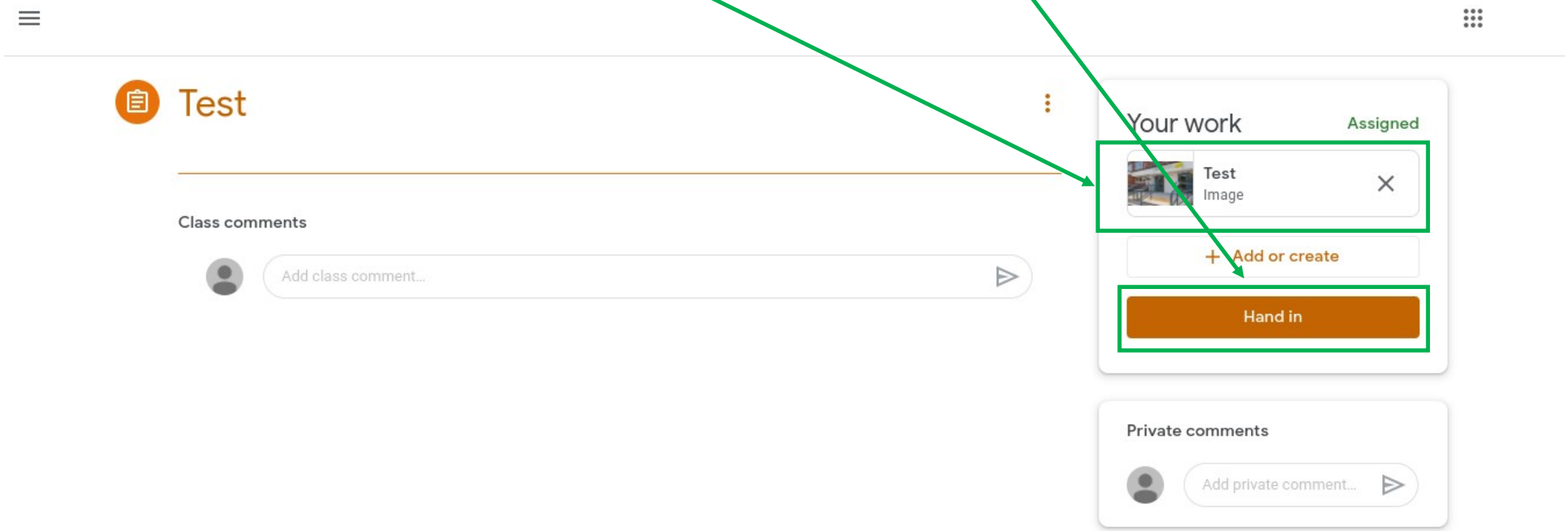
Make sure the heading ‘UPLOAD’ is selected and then click ‘BROWSE’



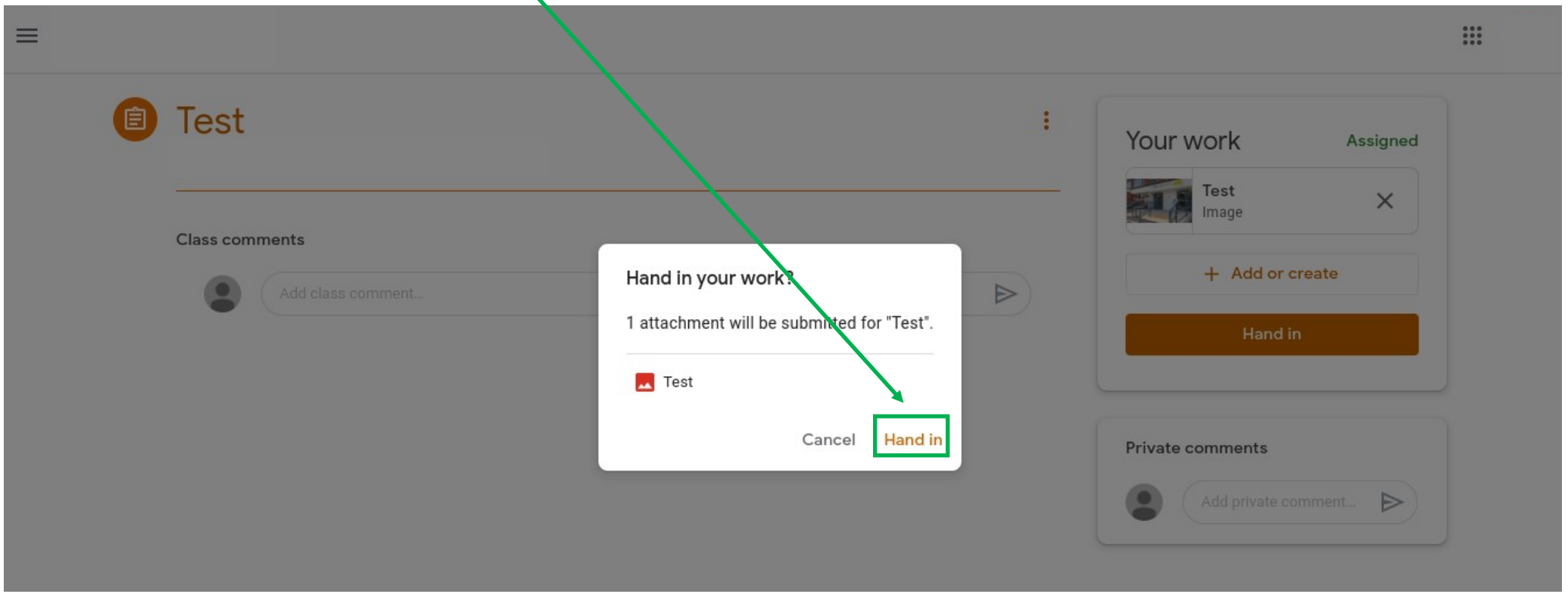
Locate your file, select it and press ‘Open’ (Please note: your device’s file library may look different to the example below.)



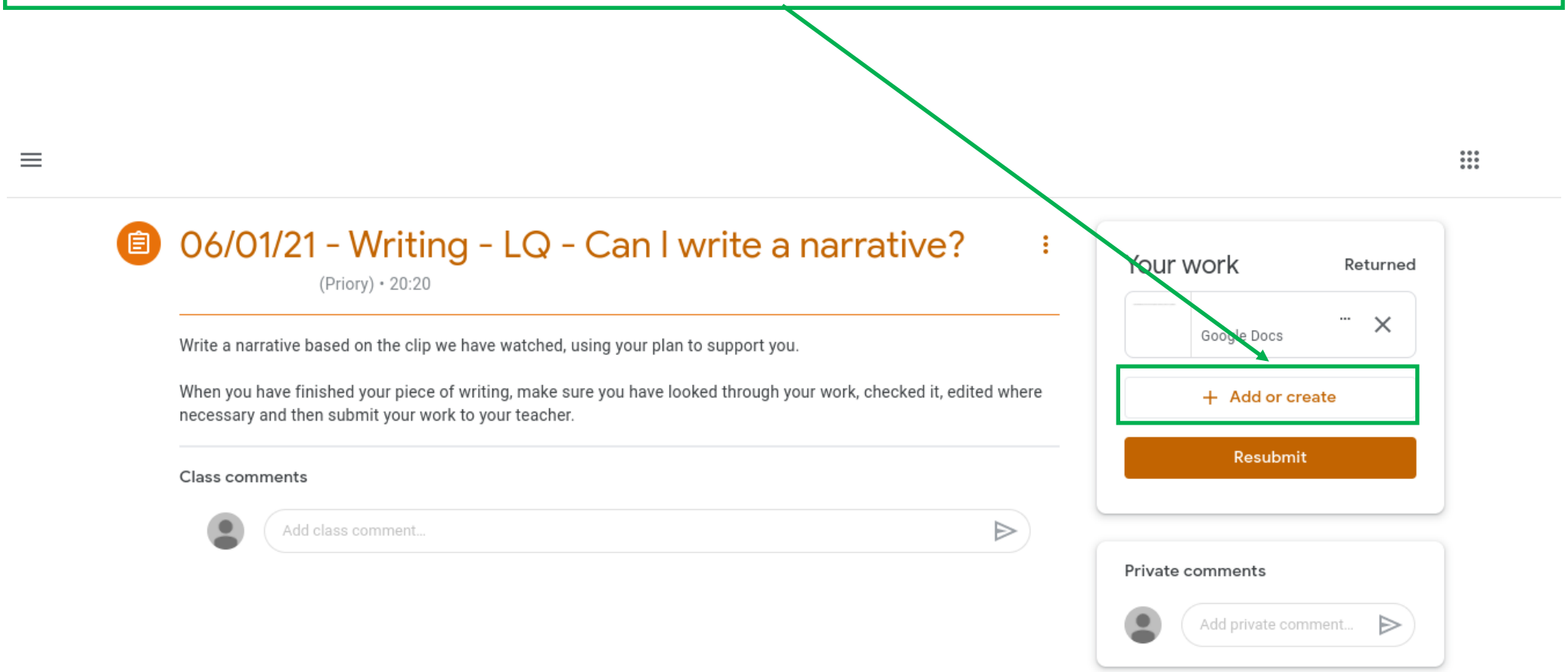
You should then be able to see your file attached; click ‘Hand In’.



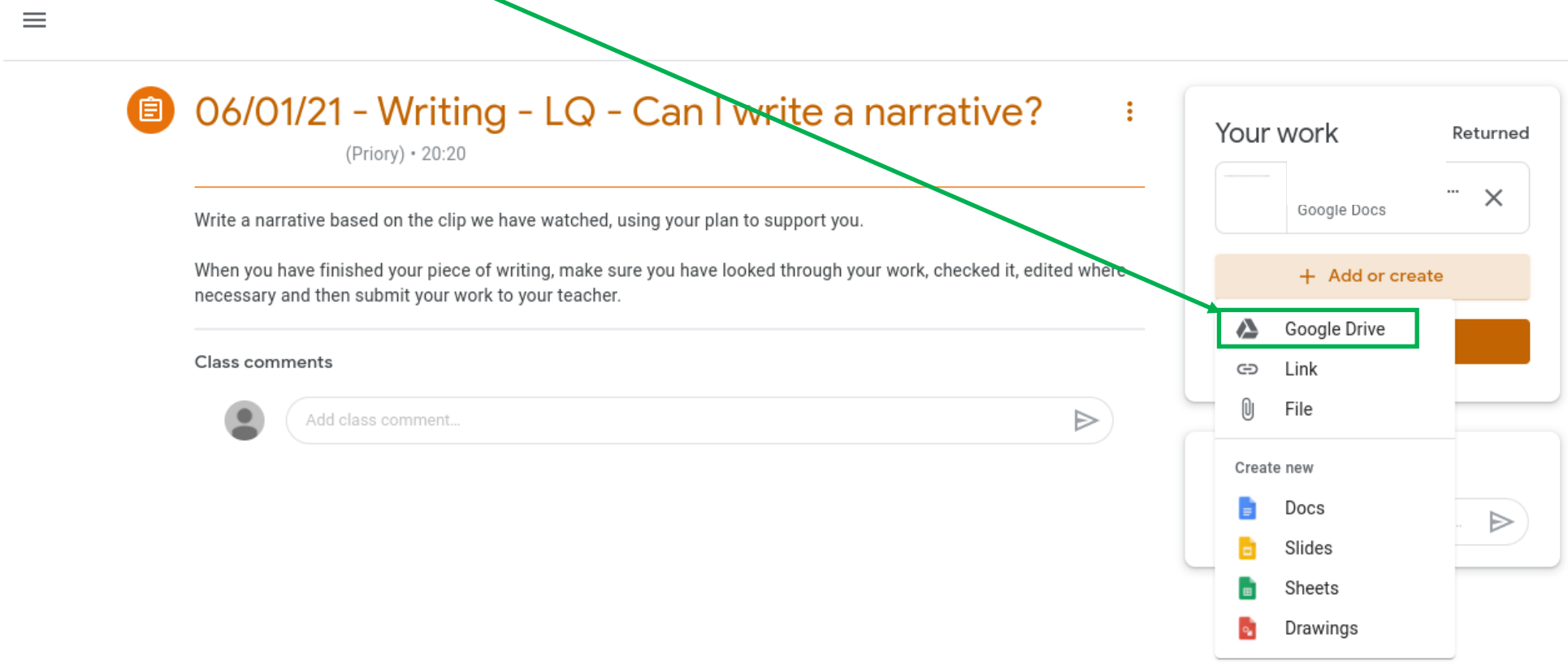
Finally, confirm your ‘Hand In’.



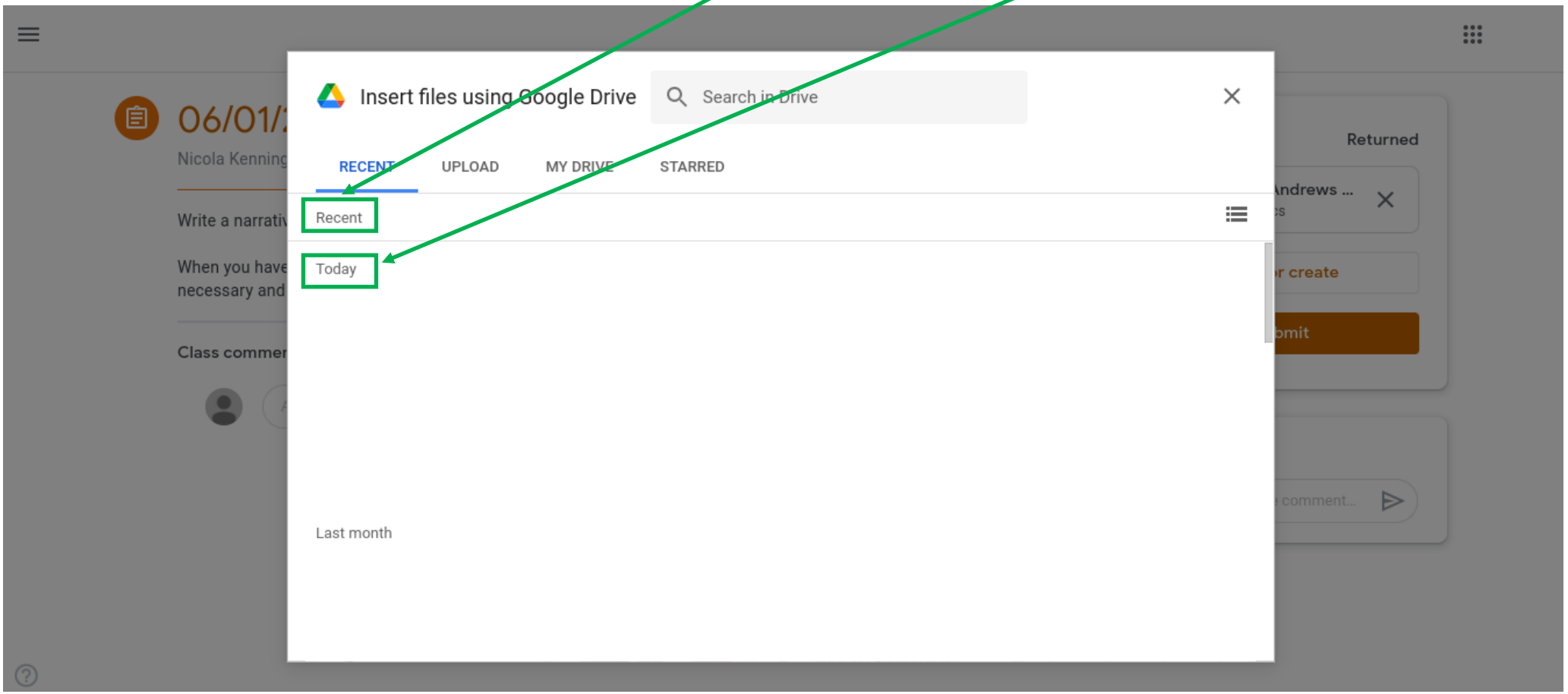
If you have created a Google document yourself for an assignment, on the assignments page, click ‘Add or create’.



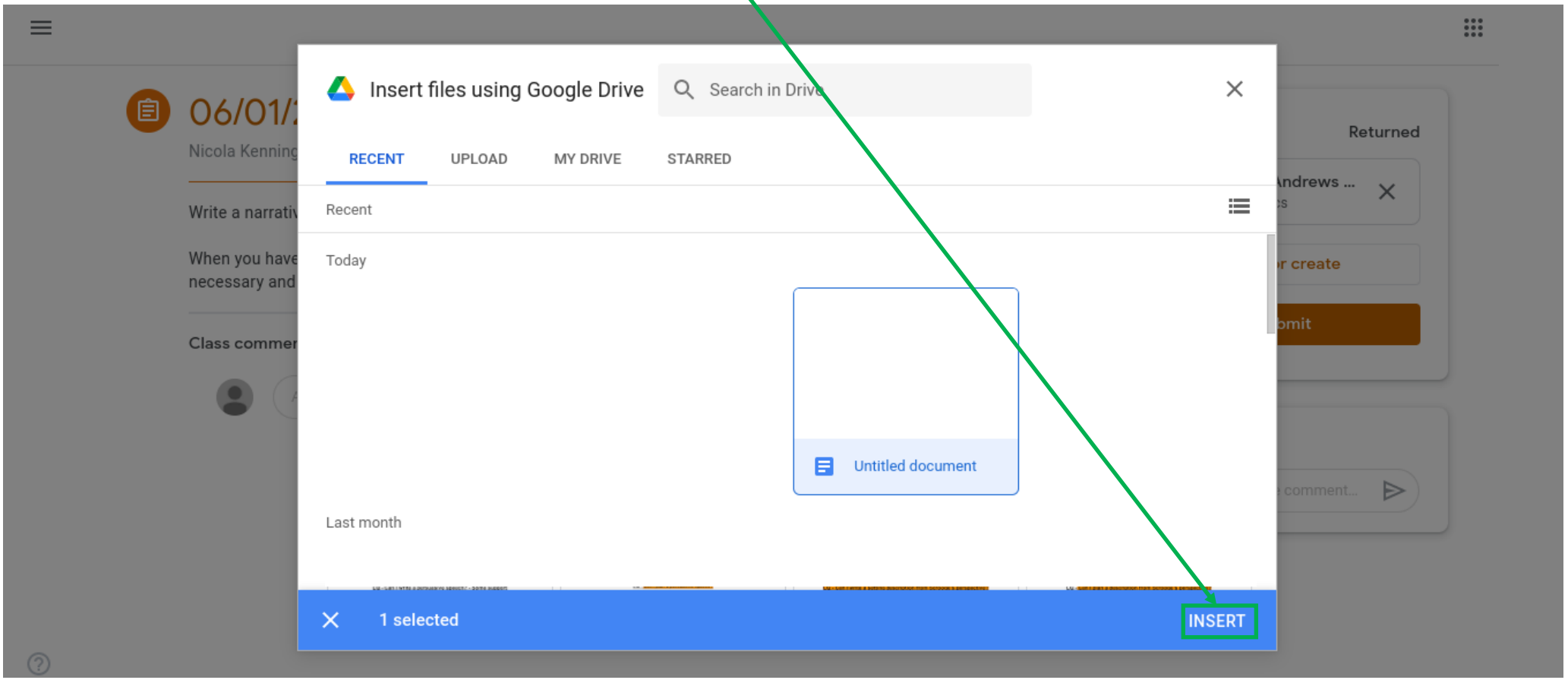
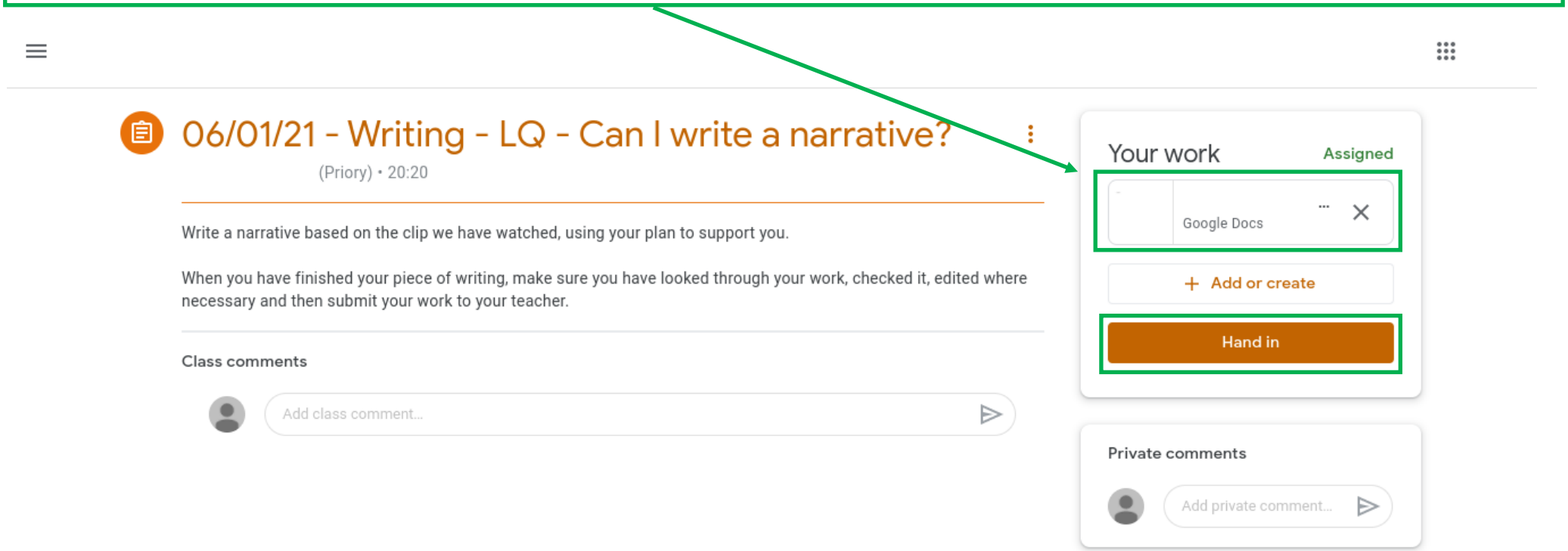
Click on ‘Google Drive’.



The file you wish to submit should be under the ‘Recent’ section (see ‘Today’).



When you have chosen your file, click ‘INSERT’.



You should then be able to see your file attached; click ‘Hand In’.