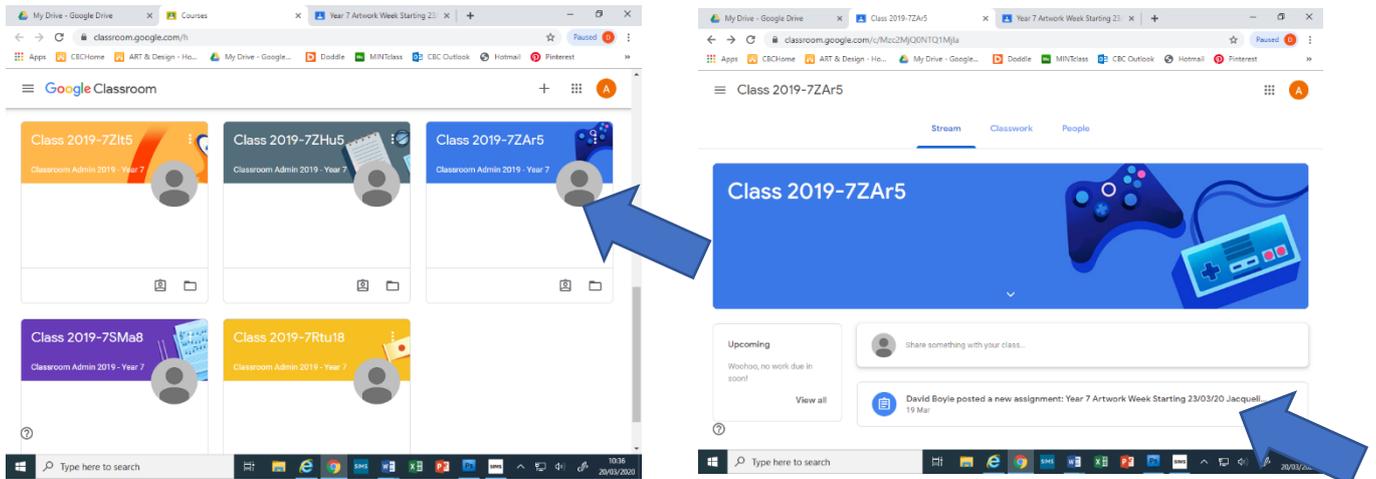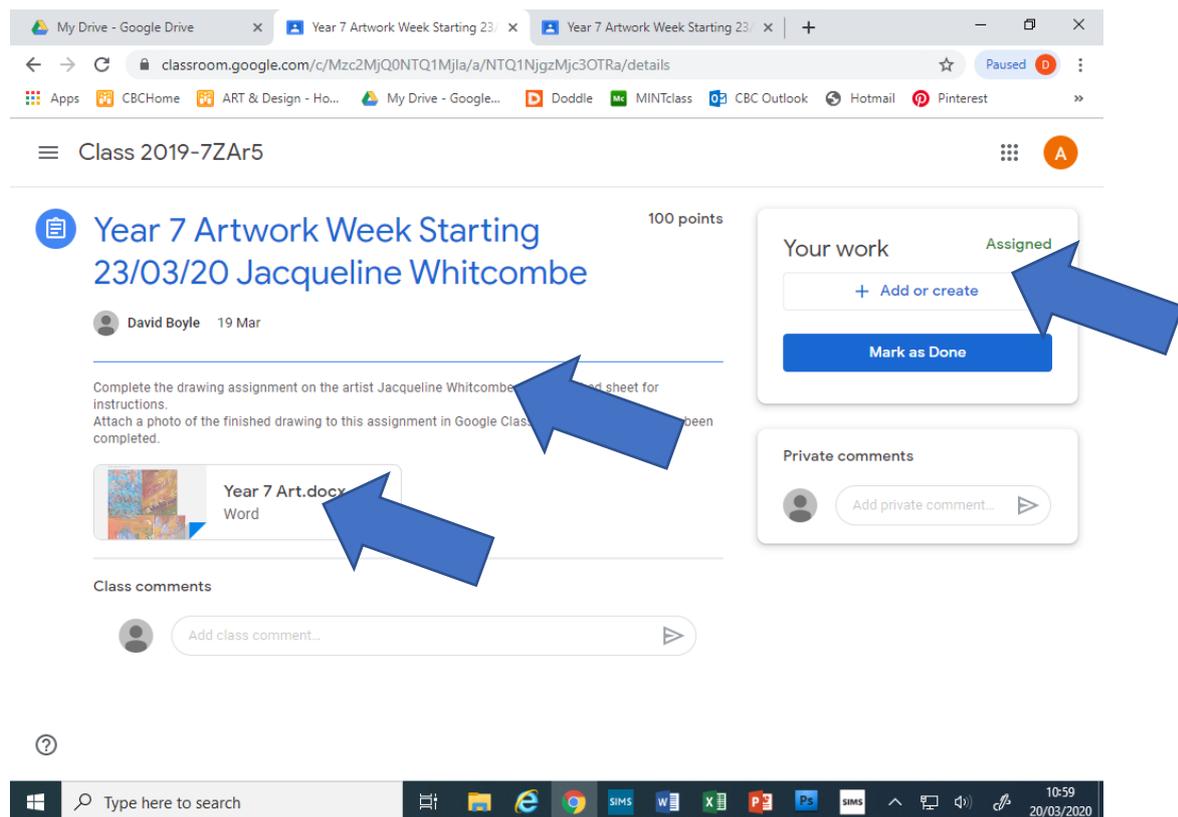# Completing work in Google Drive

Navigate to the class you are completing work for, example shown is an art class.

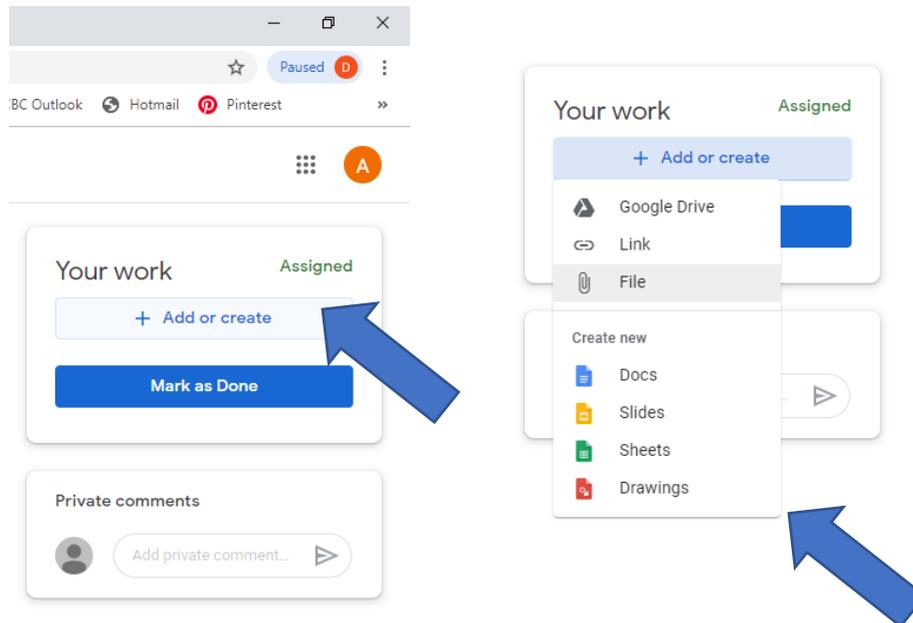Once inside the class look for the assignment set by your teacher and open it.

Read the assignment instructions and think about what is the best way to complete the work. Sometimes there will be an attachment with more information and or more detailed instructions.

Sometimes the work will require a **written document** (DOCS), a **presentation document** (SLIDES)or a **spreadsheet** (SHEETS). Sometime the work will be a physical piece of work e.g. a drawing or a painting. Each of these can be produced at home using software in Google Classrooms or physically on paper at home and submitted by photo.

Creating a written document using DOCS or SLIDES or SHEETS

Once you have read the **assignment task** and reviewed the **attached support materials**.
Click on the **+Add or Create** tab on the top right of the assignment page.
The drop down list gives you a series of options.

Google Drive – Add a file already created in Google Drive

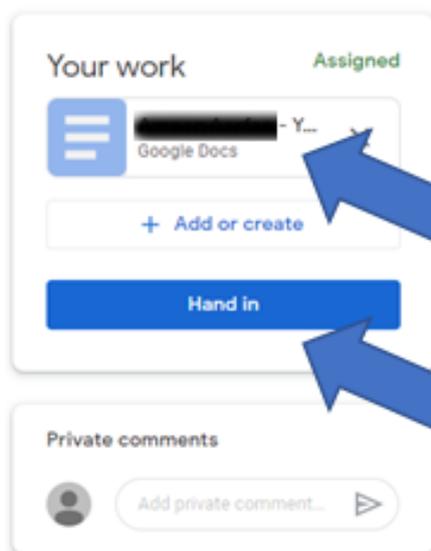**Link –** Add a link to another file or web site

File – Upload a file create on another piece of software or on another device

Docs – Google's word processor software, similar to MS word

Slides – Google's presentation software, similar to MS Powerpoint

Sheets – Google's spreadsheet software, similar to MS Excel

Drawing – Google's drawing package similar to MS Paint for creating basic computer generated drawings, shapes, doodles and other images.

Select the software appropriate to your assignment task. This will open a file in the **Your Work** space. Click on this and it will open the file in another browser tab. Start your work.

Your work saves automatically as you work.

Once you are finished close the window.

You can return to a piece of work as often as you wish until it is completed by repeating the steps above.

Once the work is completed submit it to your teacher for feedback/marking by click on the hand-in tab.

Physical work Submission - If you work is a physical item completed on paper e.g. a painting or drawing for art the next section is about how you submit this type of work.

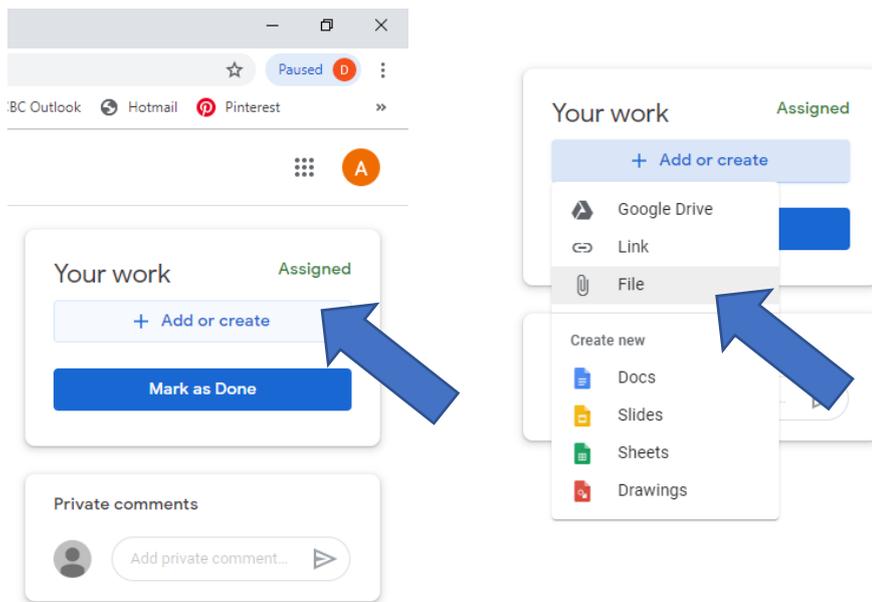# Submitting photo evidence of work created at home

e.g. artwork in Google Classrooms

Once you have completed your work. Take a photo of the physical work e.g. your drawing, using a phone or a camera.
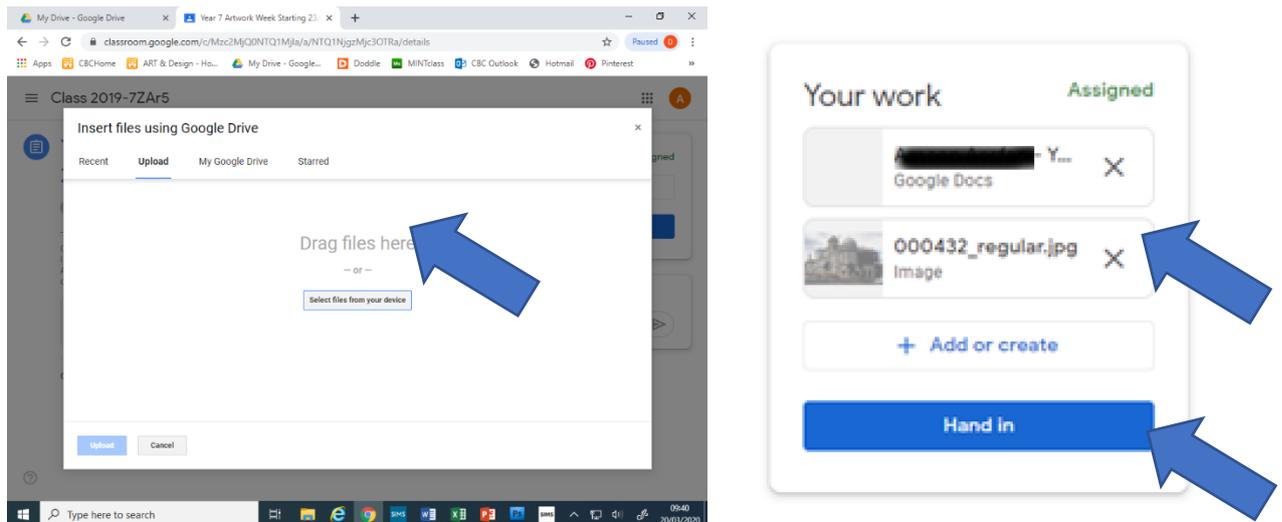
Login into google classrooms on your device and go to the assignment.

Open the assignment and click on the **+Add or Create** tab

Click on the add **File** tab

Click on the tab **select files from your device** tab. Navigate to where the photo is stored and select the photo. You can drag and drop the photo into the screen below. Then click Upload

Once the upload has completed the photo will be shown in the **Your Work** screen as shown below:

Then click the hand in work tab to submit the photo/work. This can then be viewed by your teacher for marking and feedback. Your teacher might ask you to develop the work so check the feedback provided and make adjustments and then resubmit.