How to upload a document/picture/video to Google Classroom

Steps from your **PHONE** (*iPhone app ONLY)

(See page 4 of this document for the Android app)

Step 1:

Assuming you have downloaded the **Google Classroom app**, open it and go to your class. (If you haven't, do so, it's FREE!)

Step 2:

Once the class is open, tap on the assignment that you need to complete, tap on "**Add Attachments**", and then tap on "**Pick Photo**". *(*You can also pick a file from your Google Drive, take a new photo through the Classroom app, or insert a web link to a photo or video (e.g., YouTube) if you prefer)*
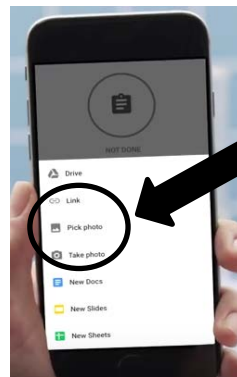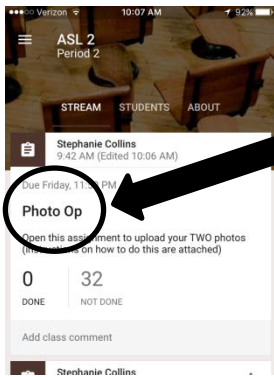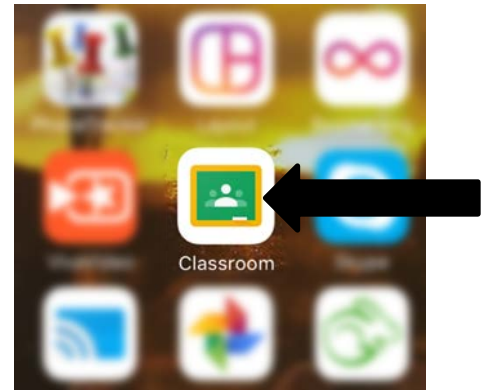
It will tell you "Google Classroom would like access to your photo album" – tap "OK". You should now have access to your photo album on your phone, where you can select whichever photo(s) or video(s) you would like to upload.
Easy huh? ☺

Step 3:

Now your file will upload to your assignment page. Great! You will watch a progress bar as your file uploads (you will see a "compressing video" progress bar first when uploading a video) and you will see the attachment in your assignment as soon as the upload is complete.
DO NOT CLOSE THE APP! Once the file has finished uploading, you must still **TURN IT IN**!
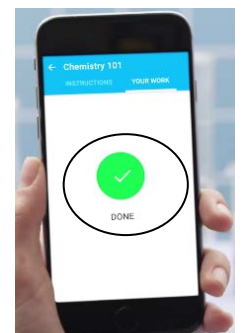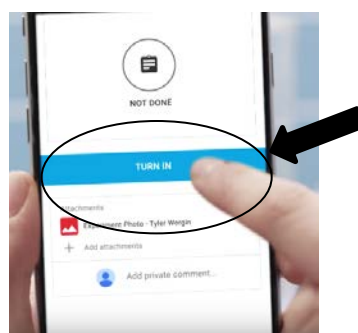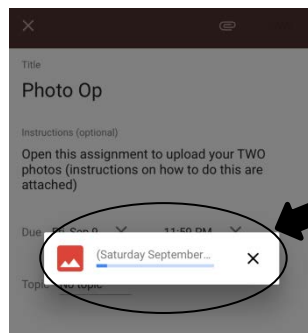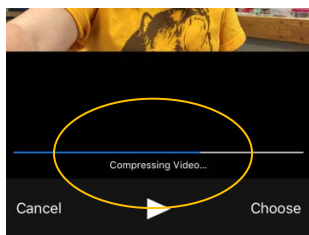
Step 4:

Tap on the blue "Turn In" button and submit your assignment. You will receive confirmation once you've turned it in. The status of the assignment now changes to "Done". Yippeeee! You did it! ☺

(OPTIONAL): If you accidentally uploaded the wrong file (oops!), you can remove it by tapping the 'X' and choosing "Confirm". Then, you can try again. You can also add a private comment to your teacher (BEFORE you tap "TURN IN"), enter it in the box, and tap "Post".
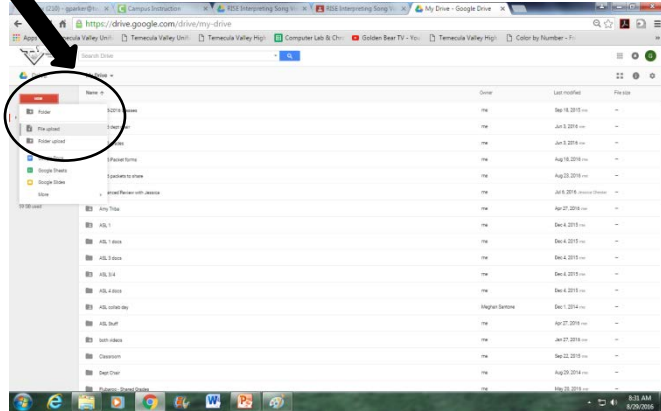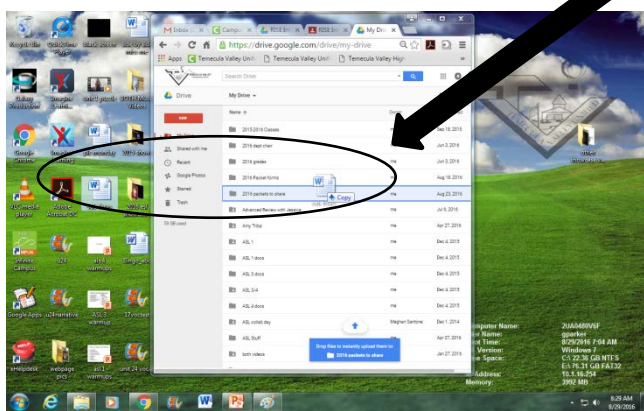
Steps from your **Computer**:

Step 1:

Log into Google and open your Drive, located in the upper right corner of your screen.
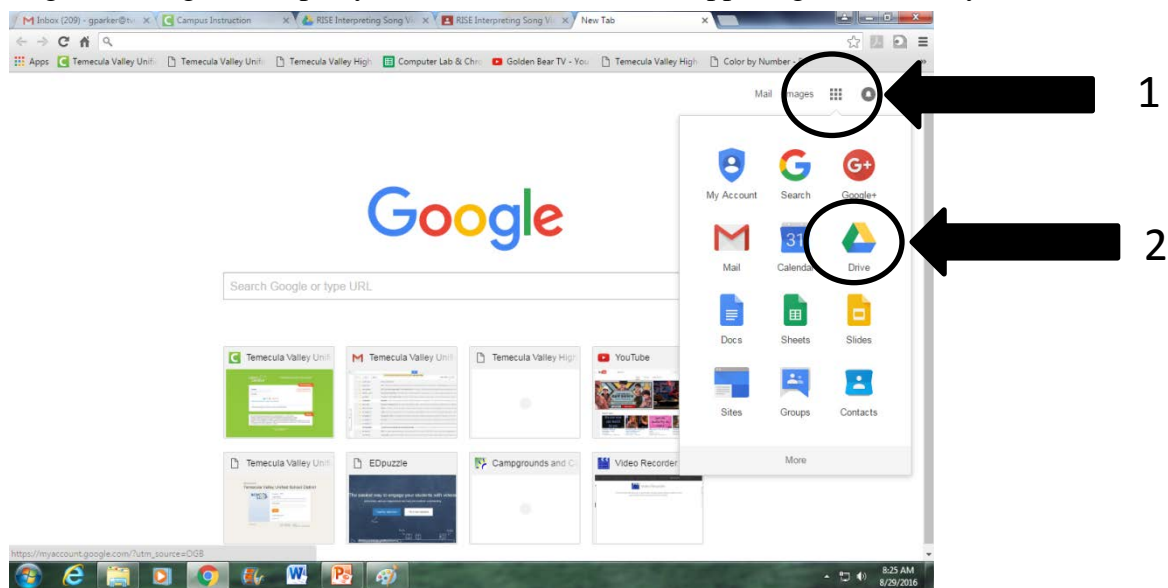
Step 2:

Once your Drive is open you can drag and drop your file directly into your Drive or you can select 'new' then 'upload' or you can select 'create' if it's not already made.

or

Step 3:

Log into Google Classroom and follow the steps to "Turn In An Assignment" that are on page 3 of this document.

Helpful tips:
1. Make sure you are using your school ID or you won't have access to the correct Drive or Classroom. *sometimes you need to log into Google each time a new tab/page is opened.
2. Make sure your assignment says "Done". IF it does not, click "Mark As Done" on Google Classroom or your assignment won't actually be turned in completely.
3. ALWAYS double check that your files are in the correct format and that your videos work with no issues.
4. It's always a good idea to rename your files with your last name and the assignment name.

Steps from your **Computer**:

Turn in an assignment

Files that you attach or create for an assignment can be viewed and edited by your teacher before you click **Turn In**. This can be helpful if you need your teacher to review a file before you officially submit it.

If you have the assignment open in Google Docs, simply click **Turn In** in the top corner. You'll have the option to add a private message to your teacher as well, if needed.

1. Go to classroom.google.com ☑ .

2. Click the class and then click the assignment.
   Note: You can also access your assignments on the Work page or in the class calendar.

3. If your teacher used Google Forms, click the form and answer the question. Click **Turn In**.
   If the form is the only work, your assignment is automatically marked done.

4. If there's other work to be done on the assignment, click **Open Assignment**.

5. If your teacher attached a Google Drive item, click the thumbnail to open and review it.

6. (Optional) To attach an item:
   a. Next to Add, click the Down arrow ▾ .
   b. Click Drive △, Link ⊂⊃, or File 📎 .
   c. Select or enter the attachment and click **Add**.

7. (Optional) To create a new attachment:
   a. Next to Create, click the Down arrow ▾ and select the file type.
      Under **Your work**, a new file will appear.
   b. Click the file and enter your information.

8. (Optional) To remove an attachment, click Remove ✕ .

9. (Optional) To add a private comment to your teacher, enter it in the box and click **Post**.

10. Click **Turn In** and confirm.
    The status of the assignment changes to **Done**.

Steps from your **PHONE** (*Android app ONLY)

(See page 1 of this document for the iPhone app)

Turn in an assignment

Files that you attach or create for an assignment can be viewed and edited by your teacher before you click **Turn In**. This can be helpful if you need your teacher to review a file before you officially submit an assignment it.

1. Tap Classroom ▣.
2. Tap the class.

   Note: You can also access your assignments on the Work page or on the class calendar.

3. Tap the assignment.
4. If your teacher attached an item, tap the thumbnail to open and review it.
5. (Optional) To attach an item:

   a. Tap **Your Work** and then tap Add +.

   b. Tap Drive ▲, Link ⊖, File ↑, Take photo ◉, Record video ◼, or document.

   c. Select or enter the attachment and tap **Select**.

6. (Optional) To remove an attachment, tap Remove ✕ and confirm.
7. (Optional) To add a private comment to your teacher, enter it in the box and tap Post ➤.
8. Tap **Turn In** and confirm.

   The status of the assignment changes to **Done**.