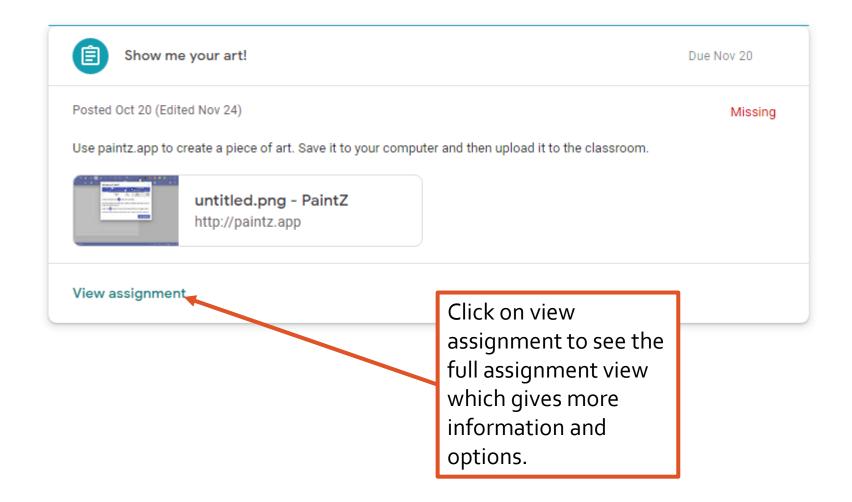


How to add your work

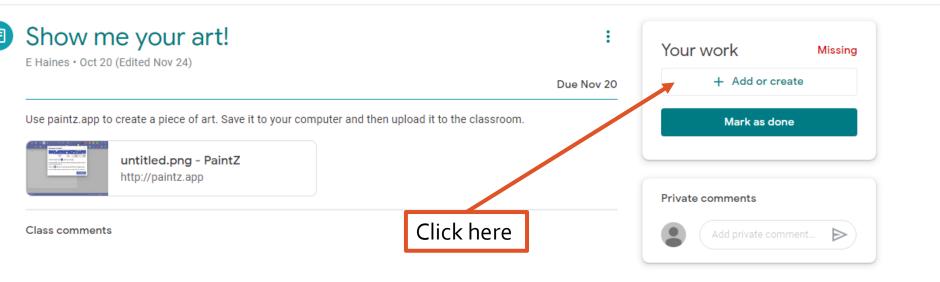


Make sure you are in assignment view





Click on + Add or create





Adding a new document



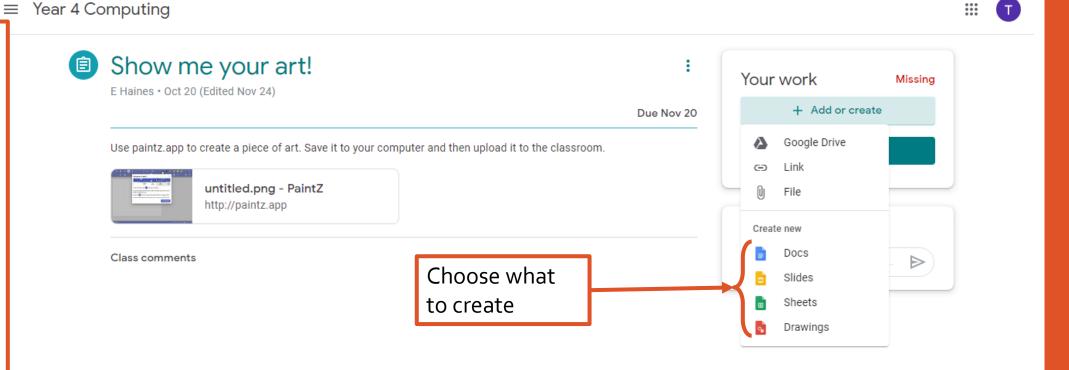
Choose the type of document to create

Docs – similar to Word.

Slides – similar to PowerPoint

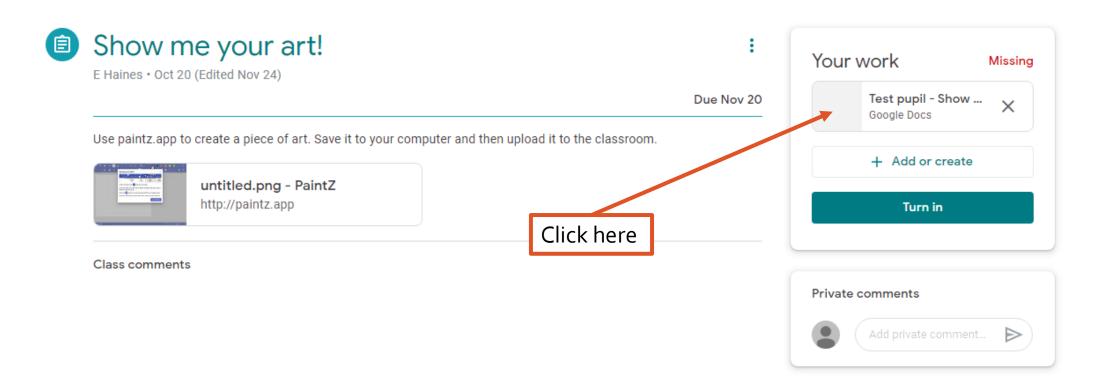
Sheets – similar to Excel

You will usually want to use **Docs** or **Slides**



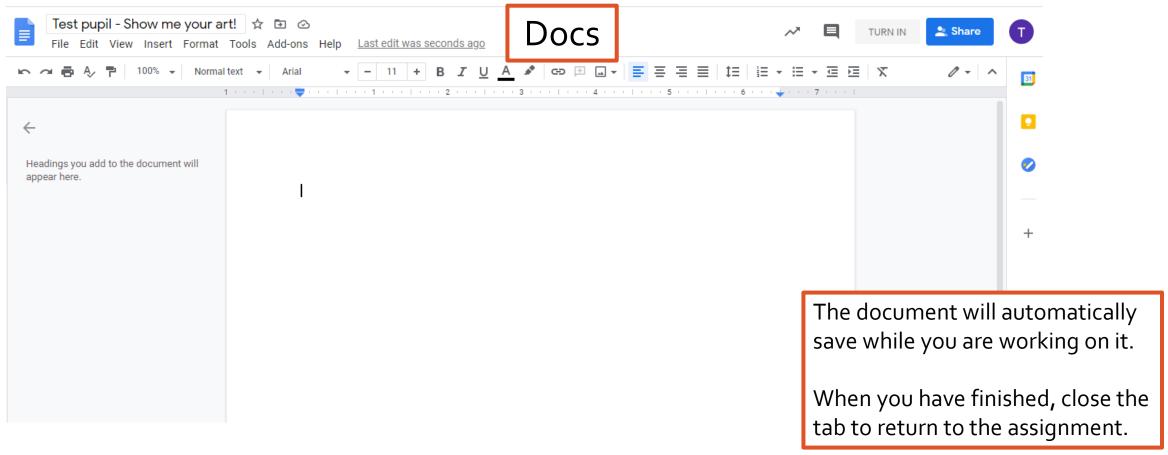






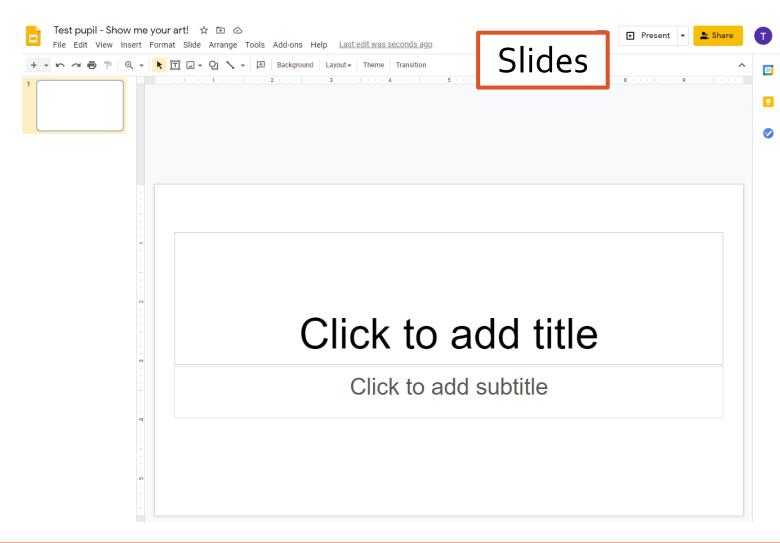


You now have a document to work in.





You now have a document to work in.

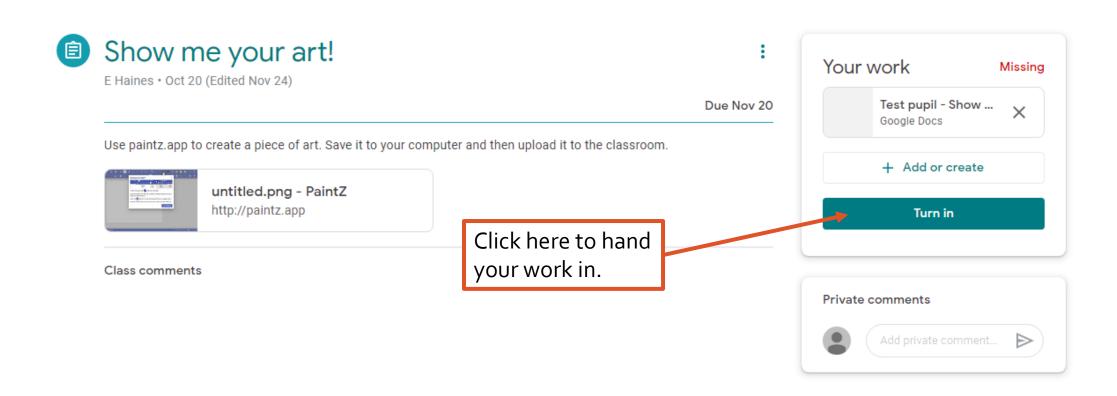


The document will automatically save while you are working on it.

When you have finished, close the tab to return to the assignment.

Once you have finished your work, turn it



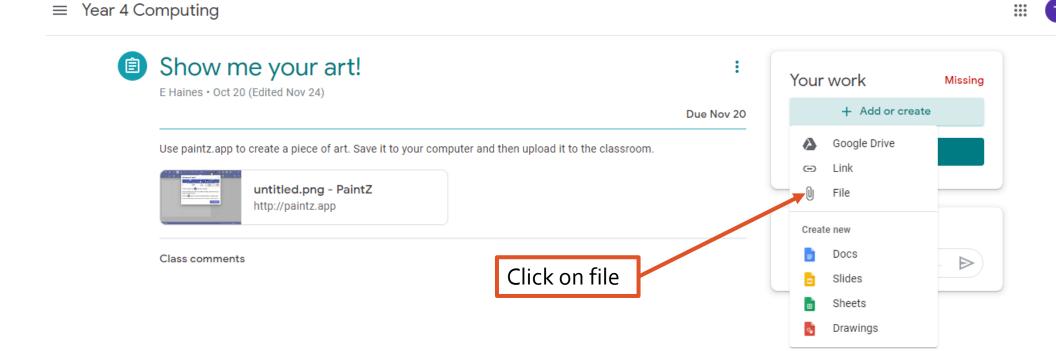




Uploading a file from your computer

Choose file to upload a file.

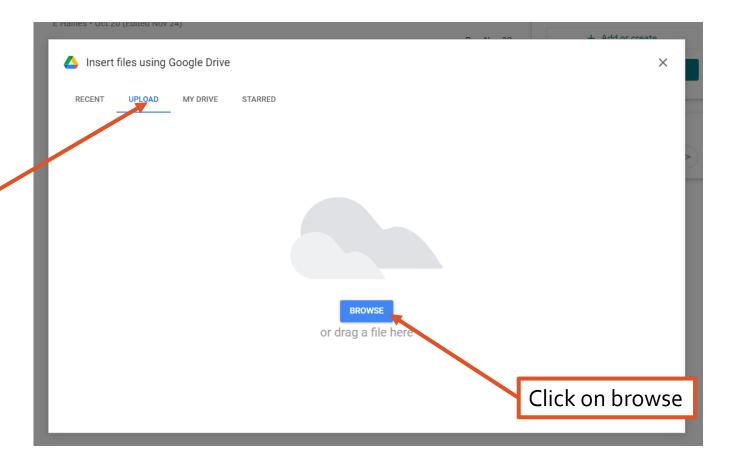






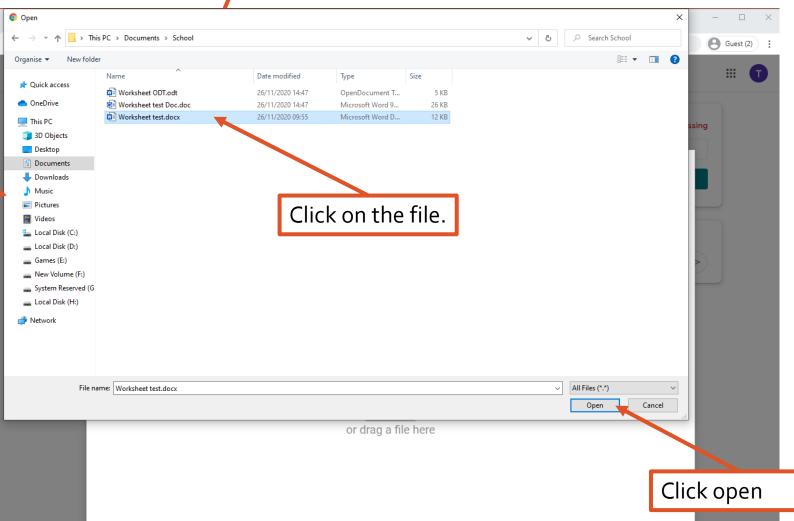






Find and select your file.

Find where you saved your work on your computer.





Now your work is attached and you can turn it in.



