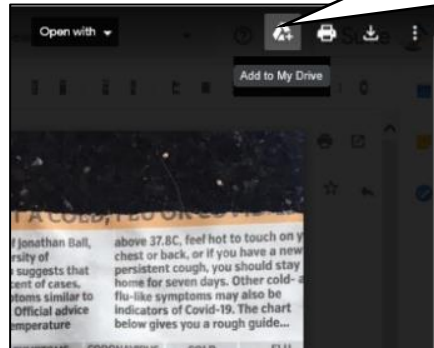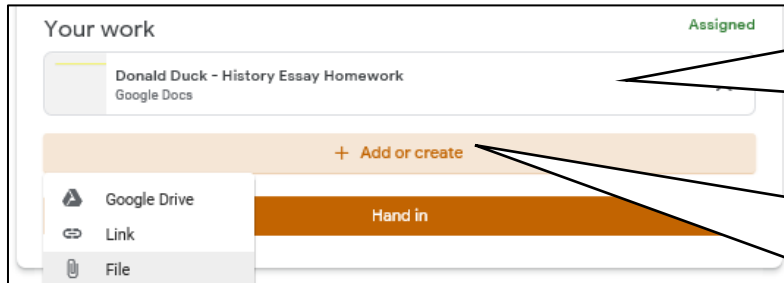# 104 Google – Dropping a file or a photo as homework

We would prefer you to type your homework straight onto a Google document (Step 4) but if you prefer you can write in your text book and submit a photograph of your work, or create a Word file and then submit that document as your homework to the Google Classroom. <u>Please note we will only accept a photograph if it is an image that displays upright and not turned sideways</u>.

1. To get the photograph to your computer, **email the image** to your Gmail account. Open the email in Gmail and **click straight onto the image** to open it in full. Next click here to **Add to My drive** and copy the file to your Google Drive.
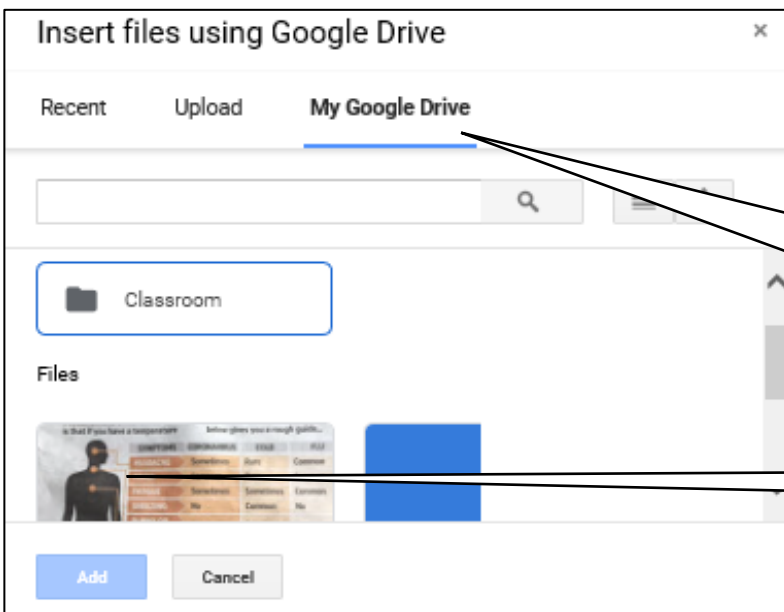
2. Next go to your Classroom (see Guide 101), click on **Classwork**, **click on the assignment** and then click on **View Assignment**.

4. We would prefer it if you clicked here and typed straight into the Google document because it is easier and less steps for you but if you prefer to submit the photo that is also acceptable *(see underlined note in the introduction text)*.

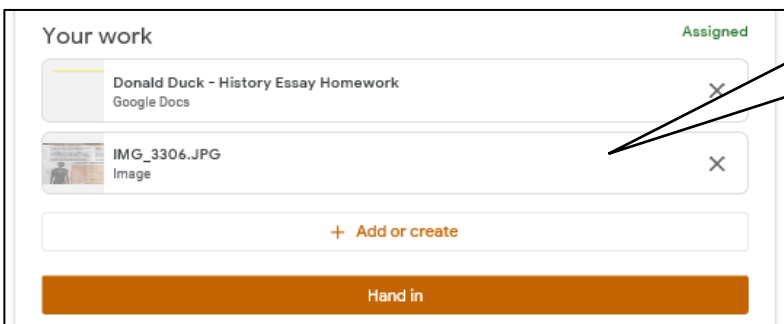3. Next click here and choose **Google Drive.**

Note: If it is a Word document in a folder or on a USB pen you will find it via File, if you have uploaded the Word document to Google you will find it via Google Drive.

4. The photo will be in **Recent** and should appear immediately, but if it doesn't click on **My Google Drive** and it will appear below Classroom or other folders if you have any.

5. Select file and click **Add** button.

8. Your work will now be uploaded to the Assignment. Click **Hand-in** button to finish submitting your work and click **Hand-in** a <u>SECOND</u> time to complete the process.

Feedback on a photo – if supplied – is found via this symbol