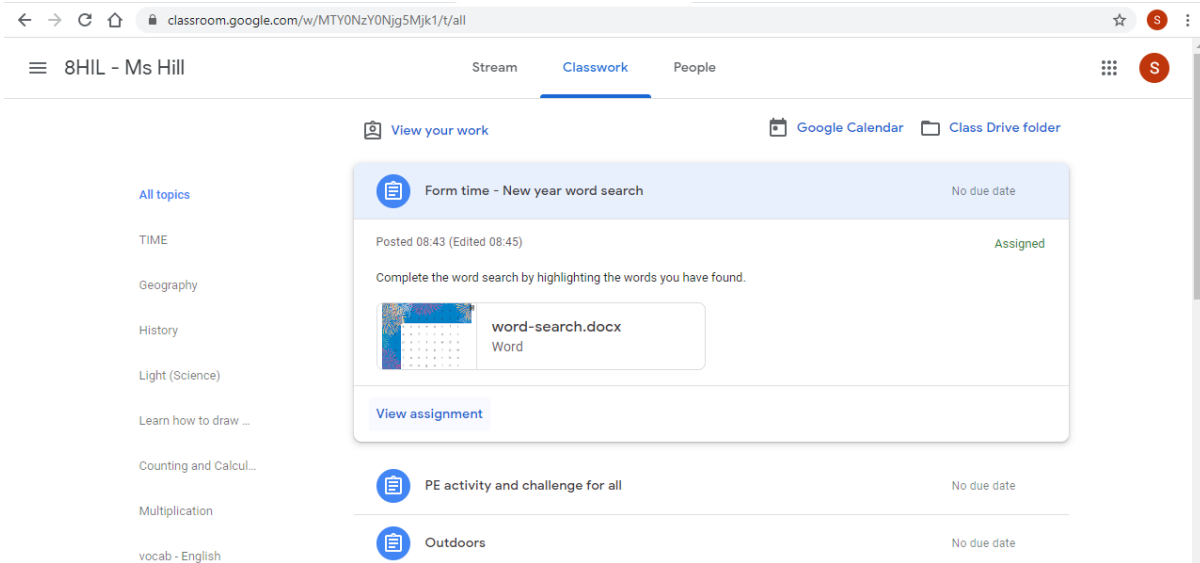**Accessing Google Classroom**

Search Google Classroom

Log in with school email and passwords

Google classes will appear on dashboard - before being able to open them - you will need to accept invite
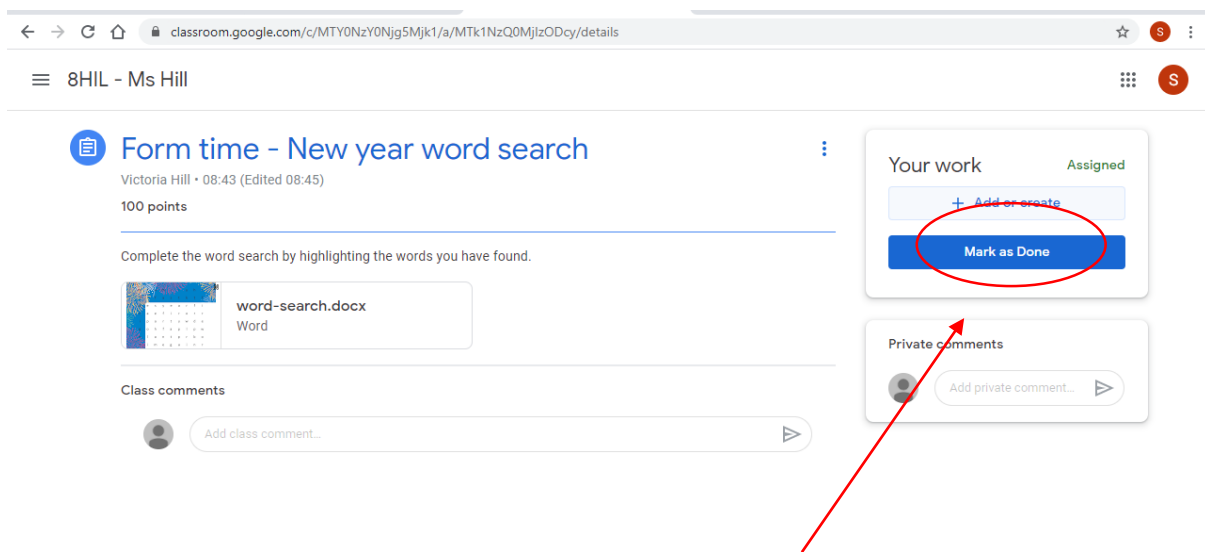
Once in classroom you will be able to see your tasks - click to open and there will be instructions on how to complete.

Once work complete -use instructions below to hand in work.
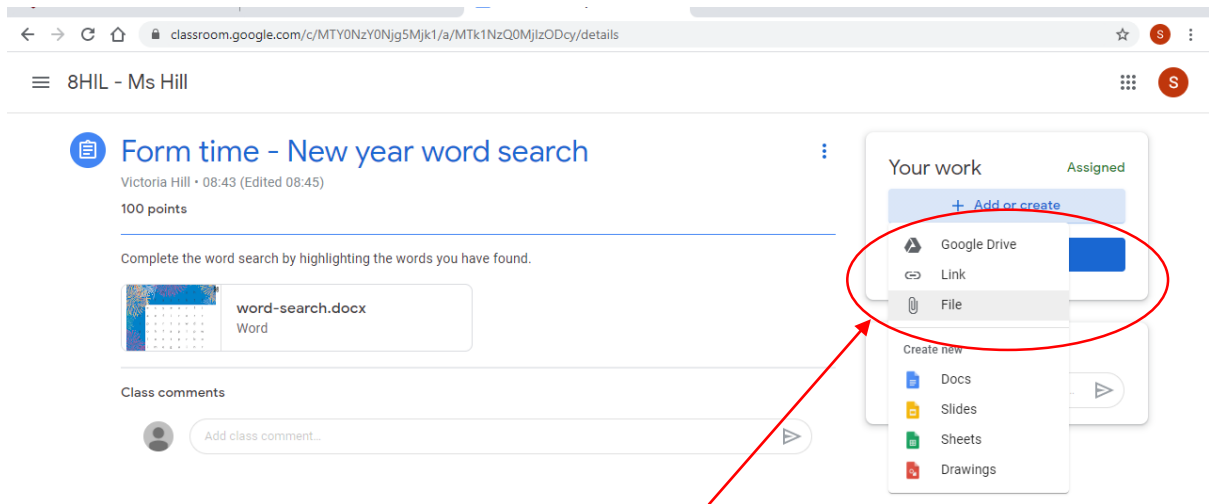
Once the work is completed, underneath the task set click on
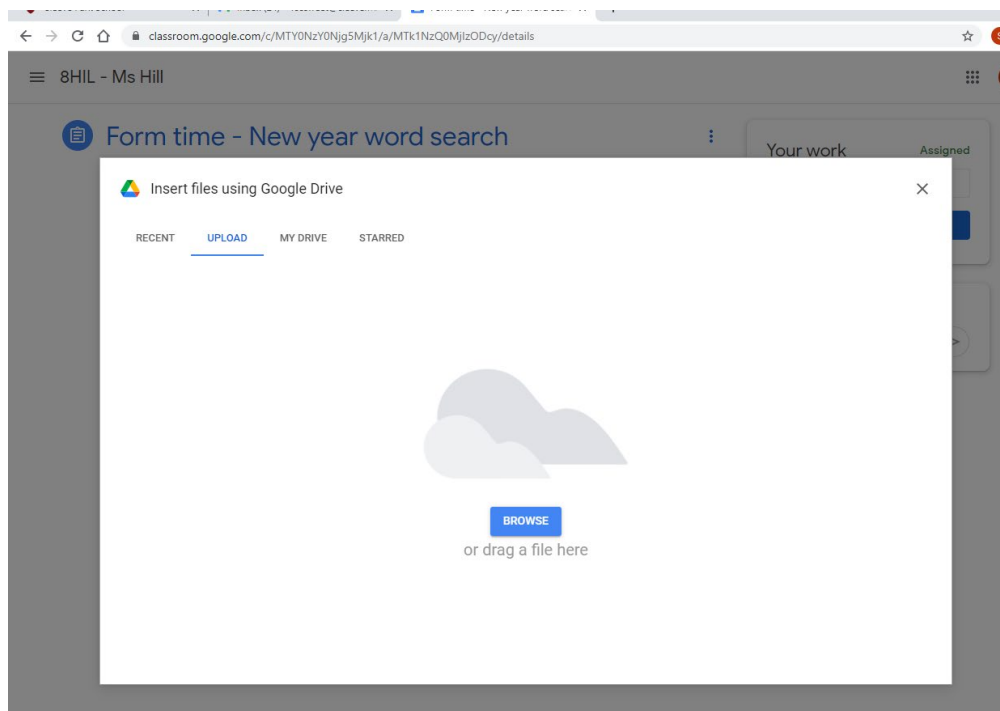

'View assignment'

Click on '+ Add or create' on the right hand side of the screen

Here you will be able to upload a file, or picture of your work from either google docs or through browsing on your computer.

Browse your computer for the file or image you want to upload and attach. (If using google docs you can upload this from 'my drive'.

Once the completed piece of work has been uploaded press 'Hand in'. This will then be sent back to the subject teacher ready to be marked.