How to "Hand in" Work - Google Classroom

Students can easily write out homework and take a photo of each page, you can submit multiple photos to your teacher. You can also put all the photos into one file, Google Docs or Slides, which is much tidier.
This is a two-stage process, and you need a few apps on your phone: Google Classroom, Google Drive and Google Docs. Download Classroom, Drive and Docs and set them up using your school email account.

Stage 1: Save your work as a Google Doc in Google Drive

- Take the photos of your work using your phone camera
- Open **Drive** -> **My Drive** -> Tap "**+**" icon -> Tap **Folder** to add a new folder for your subject and rename it, you should have a folder for each subject, eg. English, Irish, Maths etc.

- Tap into the subject folder where you would like to save your work, eg English folder
- Tap "**+**" icon -> Tap **Google Docs** for a new document to save your photos and work
- At the top of the document tap in and give the document a title for your work
- Tap "**+**" icon at the top of the document -> Tap **Image** -> Tap **From photos** -> Tap the photo you saved earlier, then repeat the process again for the other photos
- When you are happy with your document tap the **tick** in the top left
- Tap "**Untitled document**" at the very top and **Rename** the document to whatever makes sense, eg English essay

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Stage 2: Upload your Google Doc work from Google Drive to Google Classroom

- Open the **Google Classroom** app
- Tap the relevant class name, eg. English
- Tap into **Classwork** at the bottom, tap relevant Assignment, eg. English Essay (due 25 March)
- At the bottom of the screen where it says **Your work** (missing) tap **Up arrow**

- Tap **+ Add attachment**, tap **Drive** at the top, tap **My Drive**, tap the folder where your Doc is saved eg. English folder

- Tap the Doc containing your work, tap **Select** at the bottom
- Repeat the process to add more photos or documents
- You could also **Add private comment** at the bottom if you want
- Tap **Hand in**, a popup will show, tap **Hand in** again