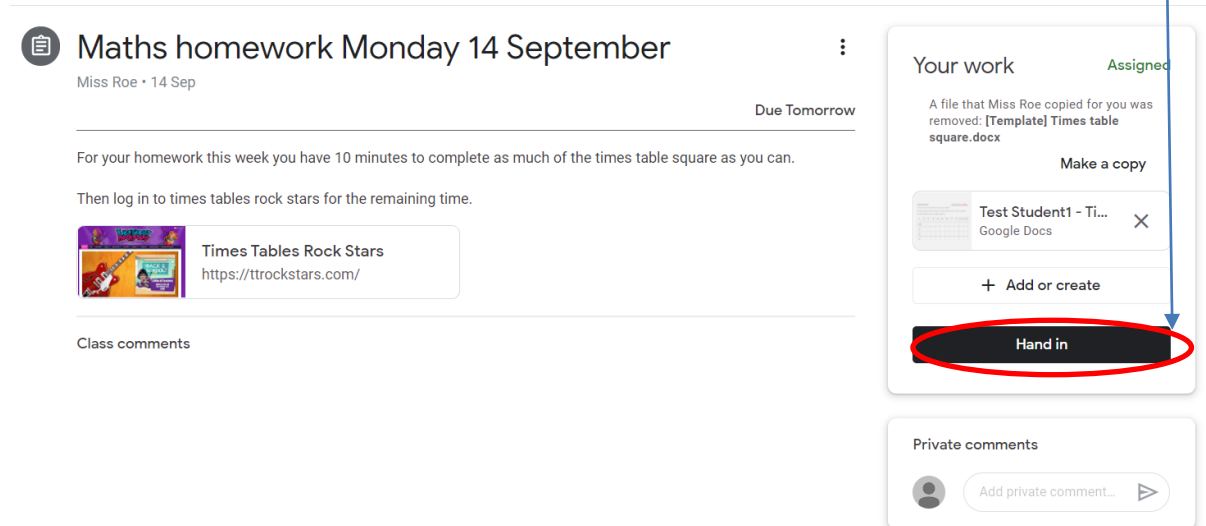


Handing in a task:

Once you have completed your assignment you will need to hand in your work by clicking hand in.

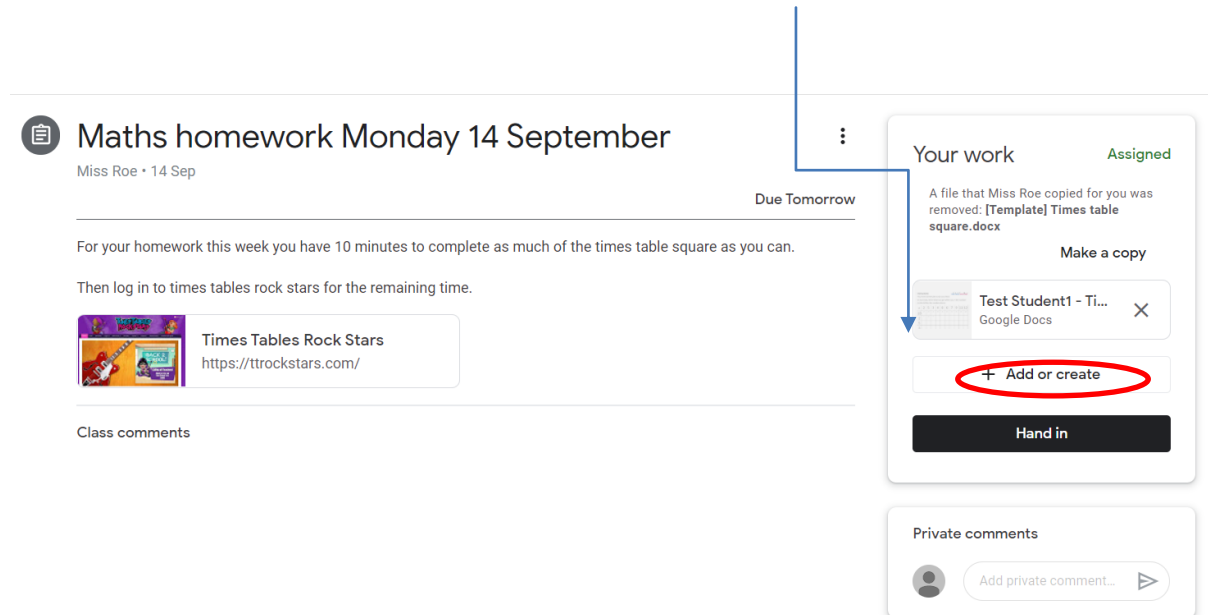


The screenshot shows a homework assignment titled "Maths homework Monday 14 September" by Miss Roe, due tomorrow. The assignment instructions state: "For your homework this week you have 10 minutes to complete as much of the times table square as you can. Then log in to times tables rock stars for the remaining time." A link to "Times Tables Rock Stars" is provided. On the right, the "Your work" section shows a file named "Test Student1 - Ti..." from Google Docs. A red circle highlights the "Hand in" button at the bottom of the work section, with a blue arrow pointing to it from the text above.

If your teacher has given you a document to work on this will have been automatically saved in your google drive and attached to your assignment. When you click hand in, your edited file will be handed in too.

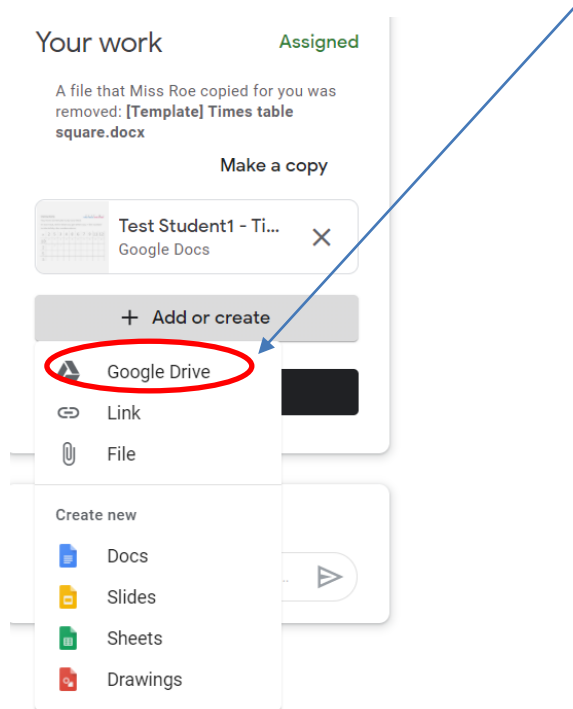
If you are experiencing some difficulty finding the file you edited, you will be able to find it in your google drive. Please find the directions to add an attachment from google drive.

If you have edited the document in google documents you can attach the document from google drive. To do this, you will need to click on + Add or create.



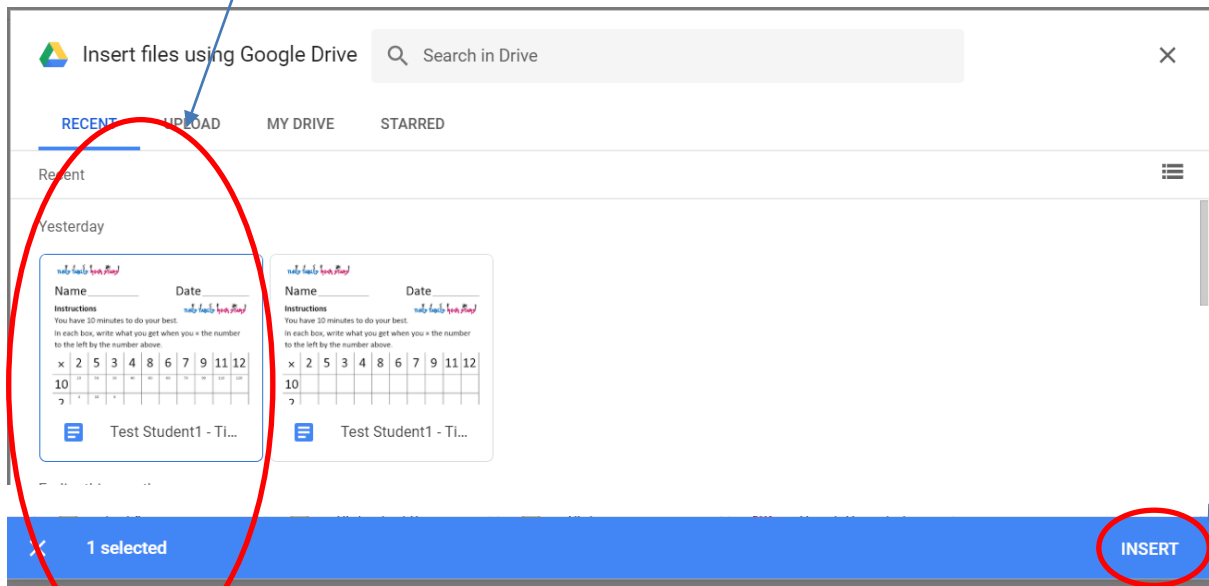
The screenshot shows a homework assignment titled "Maths homework Monday 14 September" by Miss Roe, due tomorrow. The main content area includes instructions and a link to "Times Tables Rock Stars". On the right, a "Your work" sidebar is visible, showing a removed file "[Template] Times table square.docx" and a "Test Student1 - Ti..." Google Docs file. A blue arrow points from the three-dot menu icon in the top right of the main content area to the "Your work" sidebar. In the sidebar, the "+ Add or create" button is circled in red. Below the sidebar is a "Private comments" section with an "Add private comment..." input field.

This will bring a drop down menu, click on google drive.



This close-up shows the "Your work" sidebar with the "+ Add or create" button circled in red. A blue arrow points from this button to a dropdown menu that has appeared. The menu contains the following options: "Google Drive" (circled in red), "Link", and "File". Below these is a "Create new" section with icons and labels for "Docs", "Slides", "Sheets", and "Drawings".

You will then find the document in your recent folder, click on the document you want to attach and then insert.



The attachment will show.

If you wish to add a private comment to the teacher, you can do this here.

Then click Hand in.

