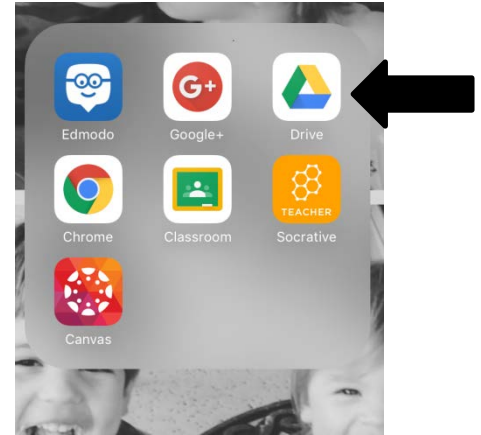


How to upload a document/picture/video to Google Classroom

Steps from your PHONE (*IPHONE)

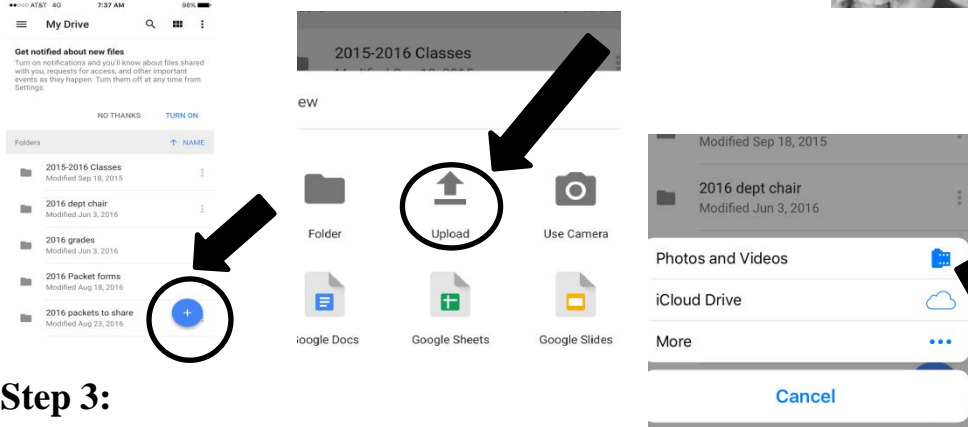
Step 1:

Assuming you have downloaded the Google Drive app, open it.



Step 2:

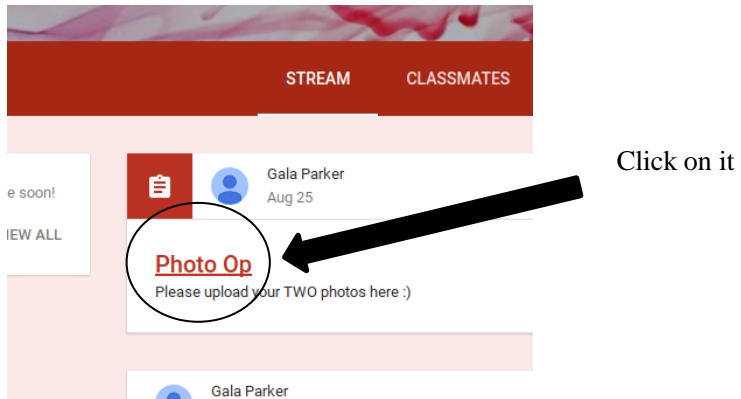
Once the app is open click on the plus sign on the bottom right corner, then select 'upload', then 'photos and videos'.



Step 3:

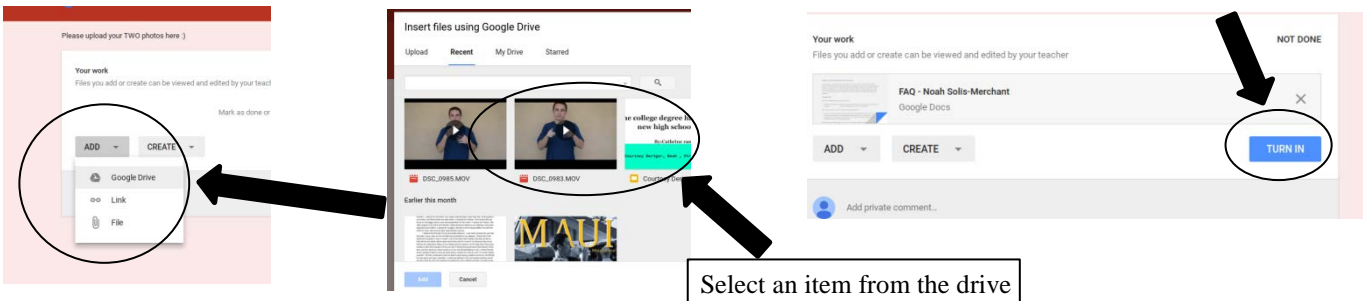
Now your file is uploaded to your drive. Great! Next let's get it INTO Google Classroom. From your phone or computer log into Google Classroom using your **SCHOOL EMAIL AND PASSWORD** (....@my.tvusd.k12.ca.us)

Find the assignment and click ON IT in order to open it. You will now see an 'attachment' button.



Step 4:

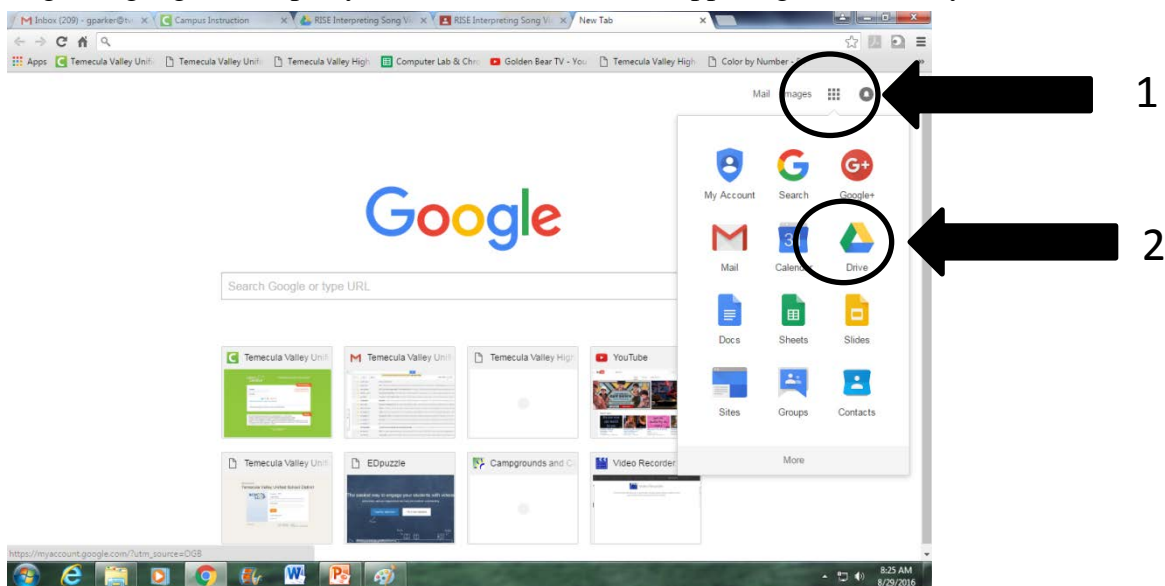
You will now see an 'ADD' button. Click on it and choose 'Google drive', search for the file you JUST uploaded to your drive and click 'turn in'. Yipee, you did it!



Steps from your Computer:

Step 1:

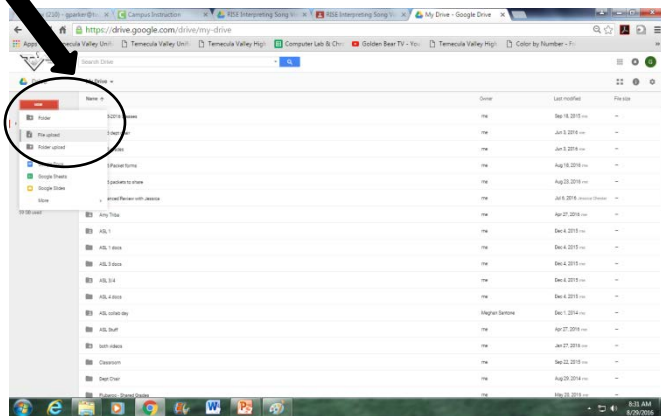
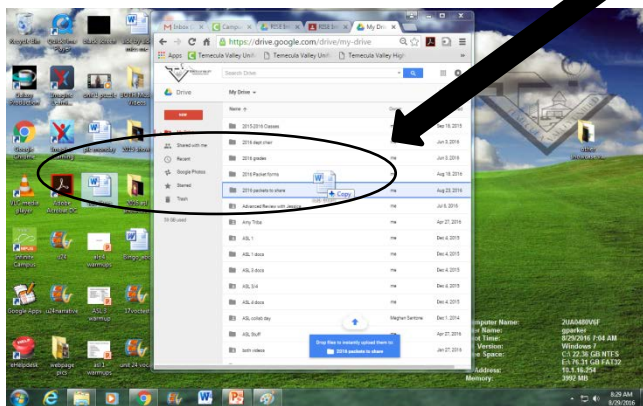
Log into google and open your drive, located in the upper right corner of your screen.



Step 1:

Once your drive is open you can drag your file directly into your drive or you can select 'new' then 'upload' or 'create' if it's not already made.

or



Step 2:

Log into Google Classroom and follow Step 3 and Step 4 on the front of this paper ☺

Helpful tips:

1. Make sure you are using your school ID or you won't have access to the correct Drive or Classroom. *sometimes you need to log into Google each time a new tab/page is opened.
2. Make sure you click "mark as done" on Google Classroom or your assignment won't actually be turned in completely.
3. Always double check that your files are in the correct format and videos work with no issues.
4. It's always a good idea to rename your files with your last name and the assignment name.