Login to Google Classroom and go to your class page.



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Select the **classwork** tab.



Here any work that has been set by your teachers will be shown. Click on the piece of work you would like to complete.



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Open the piece of work by clicking 'view assignment'.



To upload a photo of the work, you have completed in your book, click the 'add or create' button.

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To upload a photo select 'file'.



Click 'select files from your device'.

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This will then allow you to take a photo of the work using the iPad – click 'take photo or video'.



Once you have taken the photo click **upload**, if you need to add more than one photo click **'add more files'** and repeat the process.

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Your photo will appear and then you can submit your work by clicking 'turn in'.

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This screen will appear and you will need to confirm that you want to submit the work. Click 'turn in' to confirm.

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Your teacher will then be able to see that you have completed the work and uploaded an image.