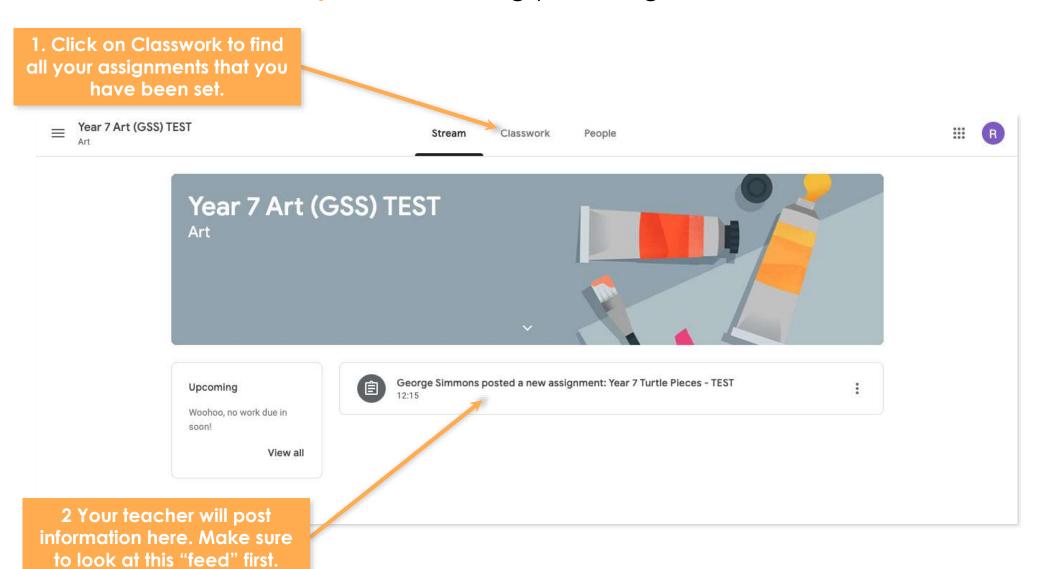
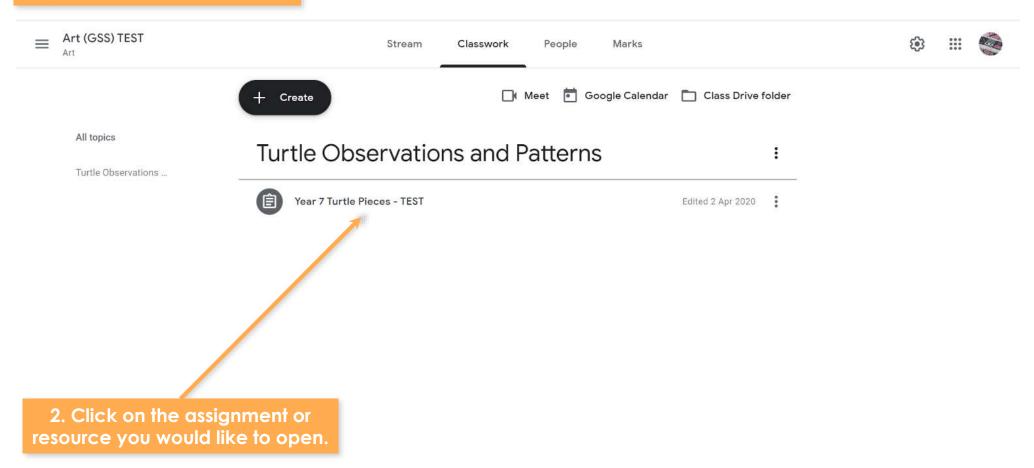
# How to submit your work on Google Classroom. This is a general guide and some subjects might be slightly different. Make sure to read your teacher's instructions very carefully.

**Step One:** Locating your assignments.



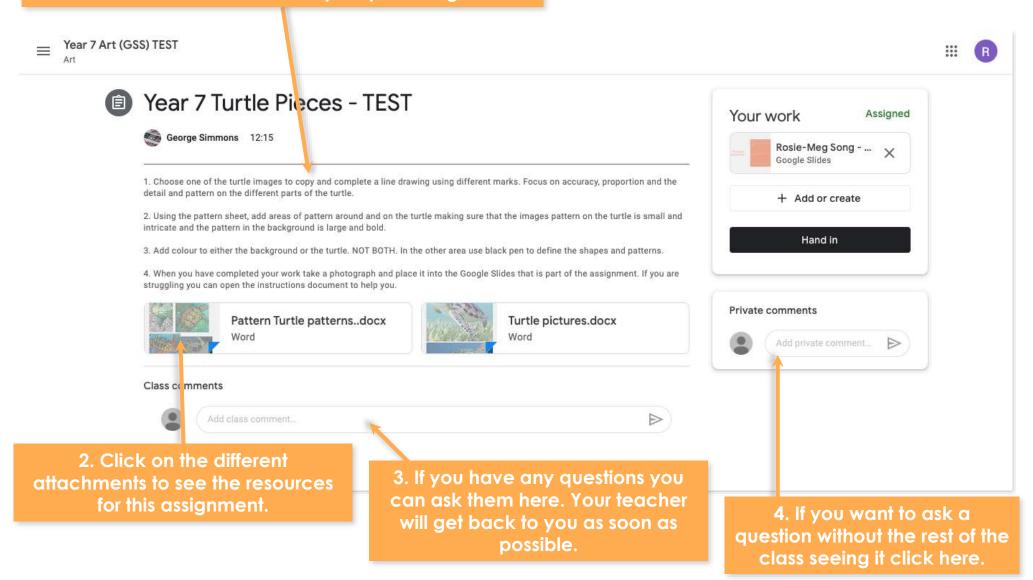
# **Step Two:** Locating your assignments.

1. Here you will find all your assignments and resources posted by your teacher.



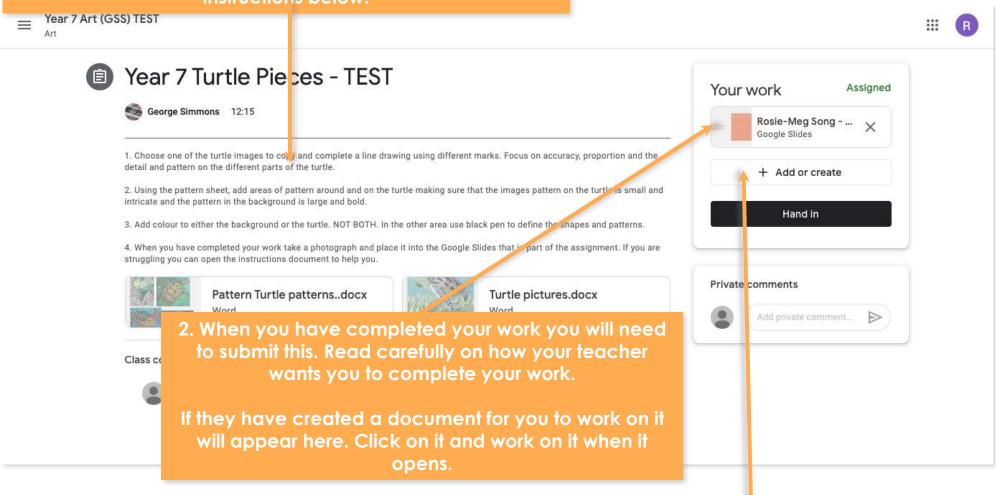
## Step Three: Accessing the resources and assignment.

1. Read the instructions carefully on your assignment.



#### **Step Four:** Completing and handing in your work

1. Complete the assignment. Make sure you have completed everything that has been asked for in the instructions below.

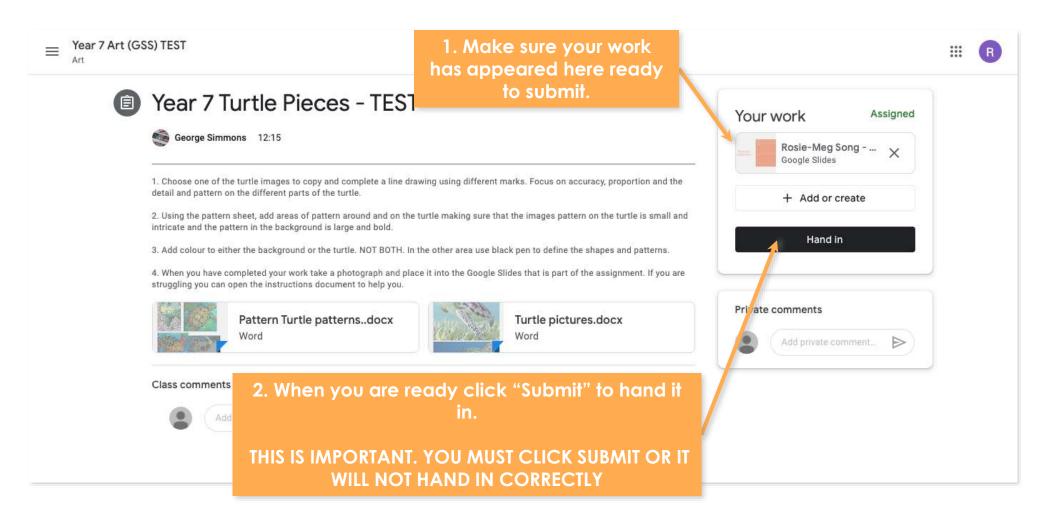


3. If they are asking for you to add your own document or picture then click here and add your own work.

#### Step Five: How to take a photograph of your work and upload it.

- 1. Take a photo of your AMAZING work.
- Log into your emails on the internet. To do this you will need to go to the NSG website on your phone, click student and then email.
- 1. Log in.
- Create a new email and attach the picture to it from your phone. It should be a small paperclip symbol.
- Send the email TO YOURSELF.
- 1. Log into your emails on your computer.
- 1. Find the email from yourself and download the picture.
- 1. Place the picture in your own slide and complete the information needed.

## Step Six: Submitting your work, second stage.



# Step Seven: Submitting your work, final stage

