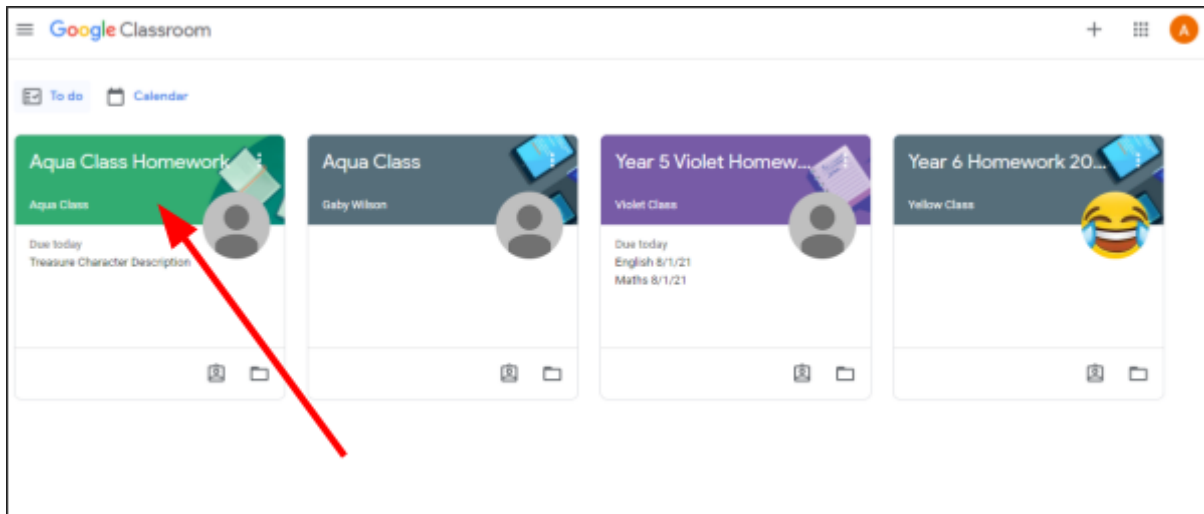


# Steps to upload or create a Google Doc on the Google Classroom

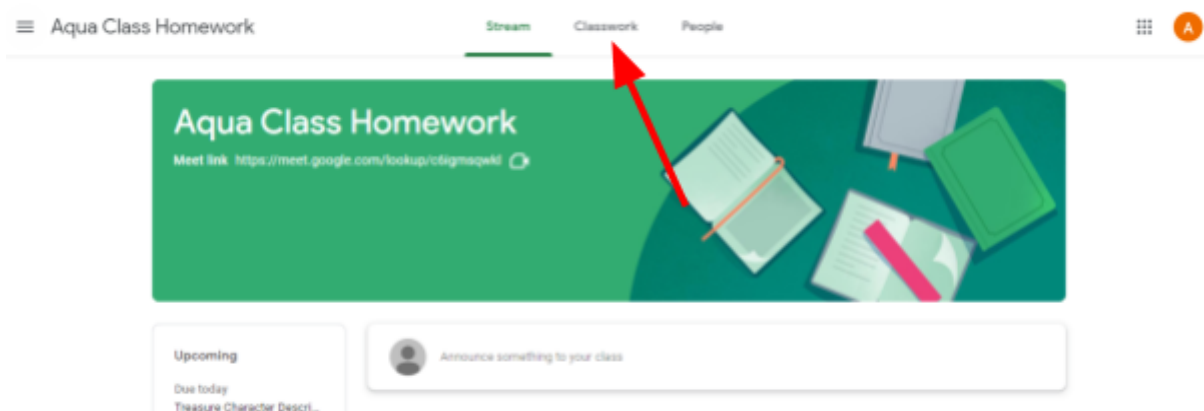
## Step 1

Go to the Google Classroom that has your classwork.



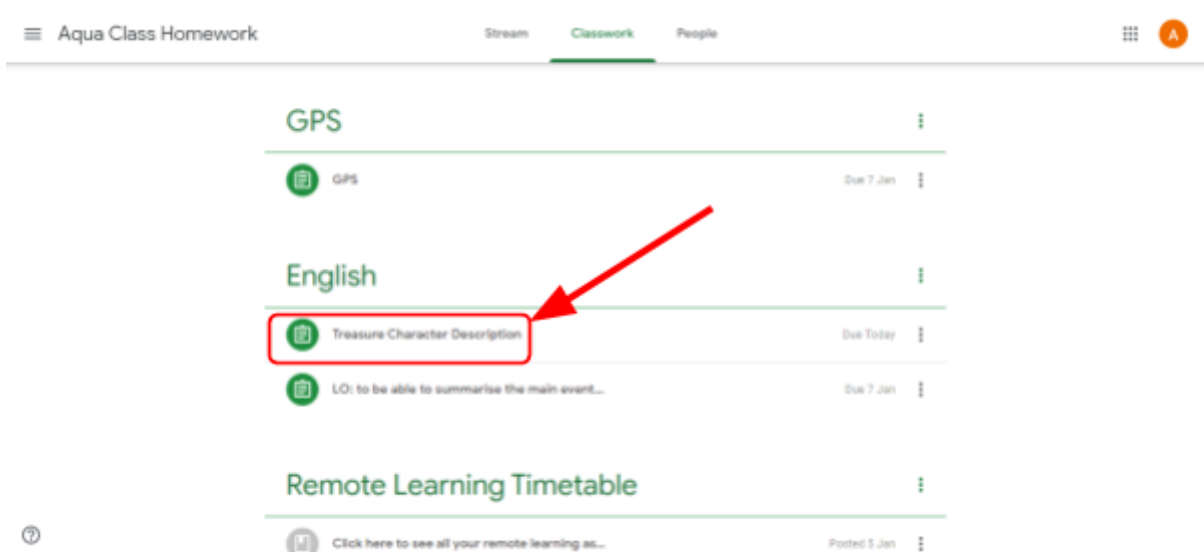
## Step 2

Click on the Classwork tab.



## Step 3

Click on the assignment that you are working on.



## Step 4

Click on 'View assignment'.

Aqua Class Homework

Stream **Classwork** People

### English

**Treasure Character Description** Due Today

Posted 09:32 Assigned

Your task is to write a detailed description about Esther's appearance.

I have attached the powerpoint we looked at together below so you can look at the video again and check the details of the task.

Treasure Character Desc... Google Slides

Treasure 9-11 - Teaching ... PDF

**View assignment**

LO: to be able to summarise the main event... Due 7 Jan

## Step 5

On the right hand side, you will see 'Your work'. Here you can click '+ Add or create' to create a new document or upload another document you have already created.

If you need to create a new document, go to **Step 6**.

If you need to upload a document that you already created, go to **Step 8**.

Aqua Class Homework

### Treasure Character Description

Gaby Wilson • 09:32

100 points Due Today

Your task is to write a detailed description about Esther's appearance.

I have attached the powerpoint we looked at together below so you can look at the video again and check the details of the task.

Treasure Character Desc... Google Slides

Treasure 9-11 - Teaching Res... PDF

**Your work** Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

Class comments

Add class comment...

## Step 6

Select the type of document that you want to create. This will create the selected document and open a new tab with the document for you to begin your work.

**Treasure Character Description**  
Gaby Wilson • 09:32  
100 points  
Due Today

Your task is to write a detailed description about Esther's appearance.

I have attached the powerpoint we looked at together below so you can look at the video again and check the details of the task.

Treasure Character Descript...  
Google Slides

Treasure 9-11 - Teaching Res...  
PDF

Class comments

Add class comment...

**Your work** Assigned

+ Add or create

- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings

Step 7

Your document is now created and on the assignment for your teacher to see.

**Treasure Character Description**  
Gaby Wilson • 09:32  
100 points  
Due Today

Your task is to write a detailed description about Esther's appearance.

I have attached the powerpoint we looked at together below so you can look at the details of the task.

Treasure Character Descript...  
Google Slides

Treasure 9-11 - Teaching Res...  
PDF

Class comments

Add class comment...

**Your work** Assigned

Newly created do...  
Google Docs

+ Add or create

Hand In

Private comments

Add private comment...

Step 8

Upload an existing document by clicking on 'Google Drive'.

**Treasure Character Description**  
Gaby Wilson • 09:32  
100 points  
Due Today

Your task is to write a detailed description about Esther's appearance.

I have attached the powerpoint we looked at together below so you can look at the details of the task.

Treasure Character Descript...  
Google Slides

Treasure 9-11 - Teaching Res...  
PDF

Class comments

Add class comment...

**Your work** Assigned

Newly created do...  
Google Docs

+ Add or create

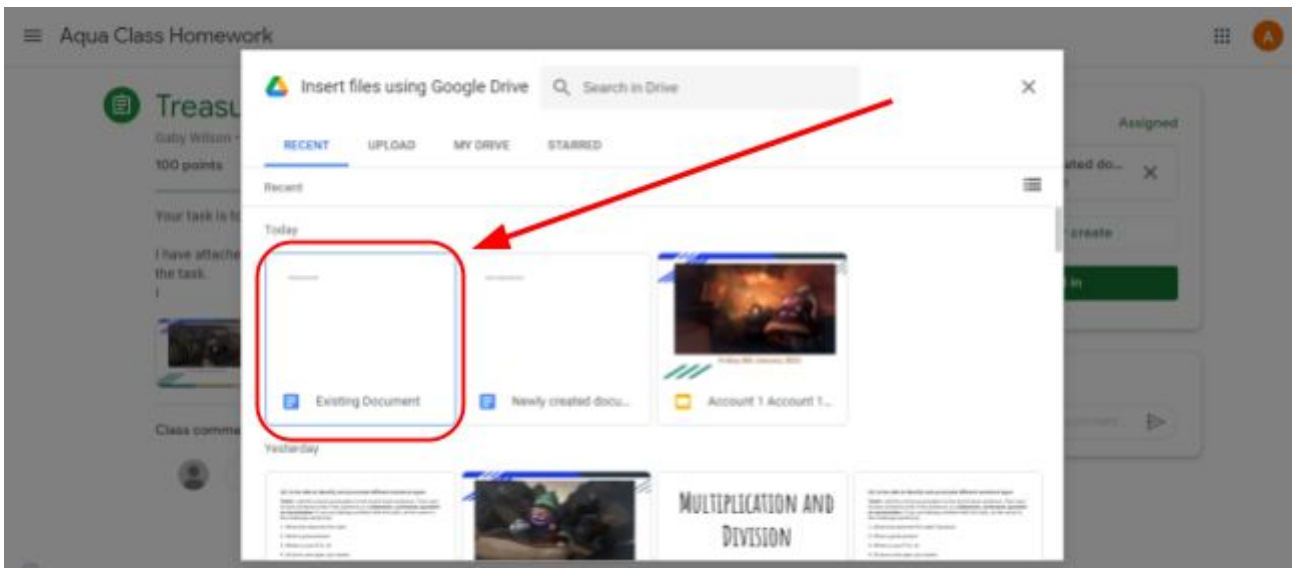
- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings

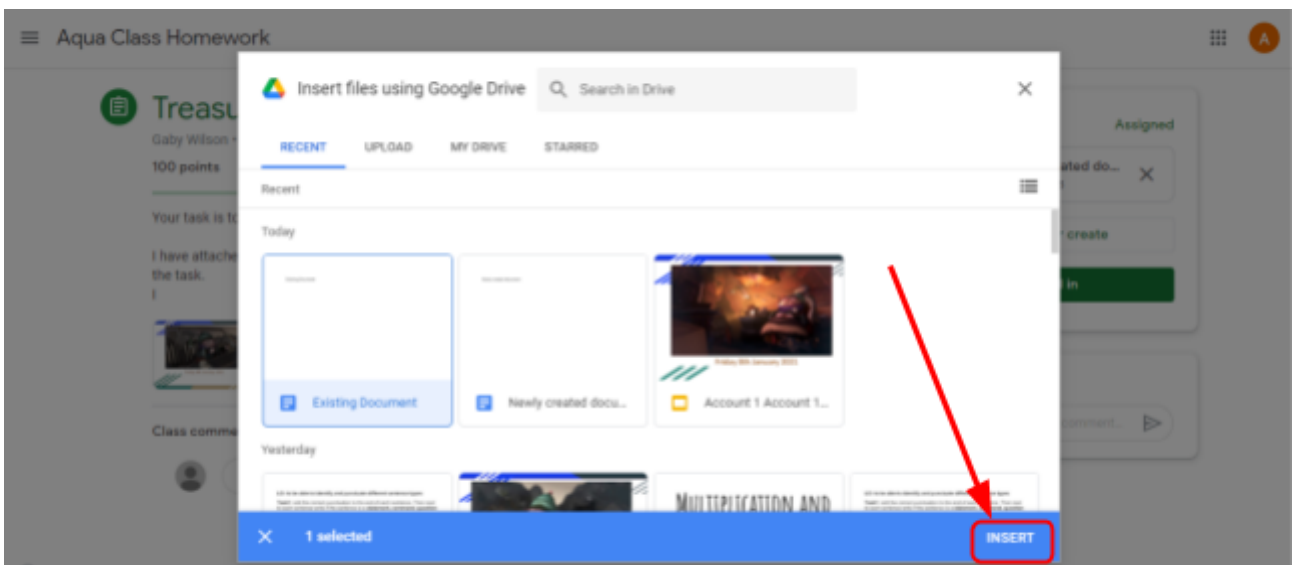
Step 9

Select the document that you want to add to the Google Classroom.



### Step 10

Click 'Insert'.



### Step 11

Your document is now on the Google Classroom for your teacher to see.

