How to Add Work to an Assignment

Lots of you are doing some of your work on paper or on separate documents, which is great! Below is a set of instructions if you are unsure how to upload these files.

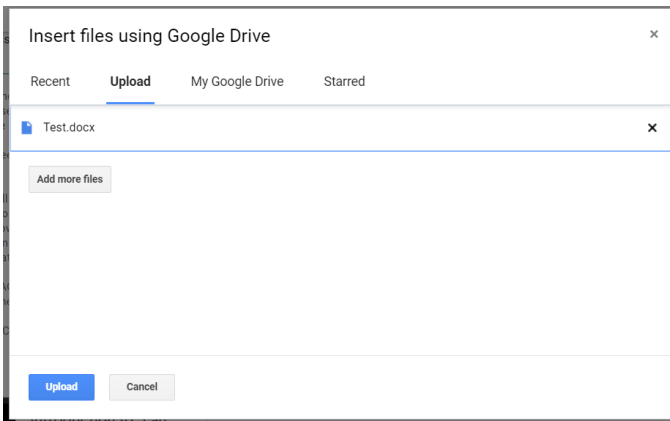Firstly, open the assignment you are working on and click on the 'add or create' button.

It will then ask you to select the file type if you want to create a new document. Docs are Word, Slides are PowerPoint and sheets are Excel documents.

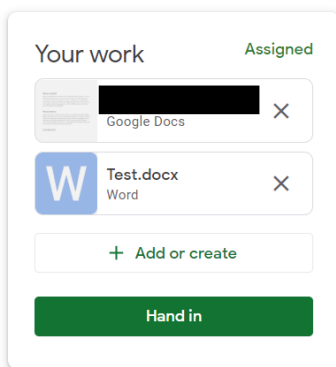If you want to upload a file such as a photo or Microsoft document then select 'file'.

Then click 'select files from your device' and use the document explorer to find the document you wish to upload.
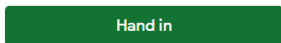
Once you have selected the file or files for upload, click the 'upload' button.

It will then show up in the 'your work' section of the assignment.

To finish off click the 'hand in' button and it will be sent to the teachers.