


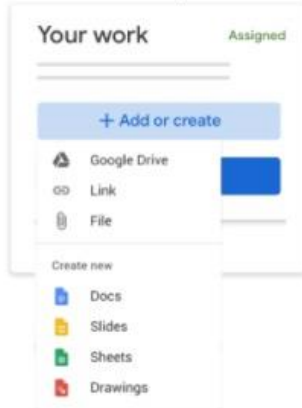


1. Attaching photos from a desktop computer or laptop

Turn in an assignment





You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

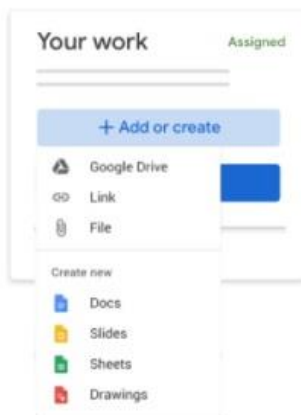
1. Go to classroom.google.com .
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. To attach an item:
 - a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File  .





- b. Select the attachment or enter the URL for a link and click **Add**.

5. To attach a new document:

- a. Under **Your work**, click **Add or create** > Docs , Slides , Sheets , or Drawings  .
A new file attaches to your work and opens.

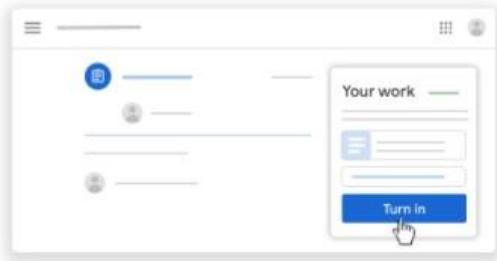


- b. Click the file and enter your information.

6. (Optional) To remove an attachment, next to the attachment's name, click **Remove**  .
7. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click **Post**  .

8. Click **Turn In** and confirm.

The status of the assignment changes to **Turned in**.





Important: If you get an error message when you click **Turn in**, let your instructor know.






2. Attaching photos from a phone

Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Tap Classroom .
2. Tap the class > **Classwork** > the assignment.
3. On the **Your work** card, tap Expand .



4. To attach an item:
 - a. Tap **Add attachment**.
 - b. Tap Drive , Link , File , Pick photo , or Use camera .
 - c. Select the attachment or enter the URL and tap **Add**.

5. To attach a new doc:
 - a. Tap **Add attachment**.
 - b. Tap **New Docs, New Slides, New Sheets, or New PDF**.
 - For a new document, presentation, or spreadsheet, enter your information and tap **Done** ✓.
 - A new PDF opens as a blank file where you can [write notes](#) or [draw images](#) on it. When you're done, tap **Save**.

Note: You can attach or create more than one file.




6. (Optional) To remove an attachment, tap **Remove** ✕.
7. (Optional) To add a private comment to your teacher, tap **Add private comment** > enter your comment > tap **Post** ➤.
8. Tap **Turn In** and confirm.
The assignment status changes to **Turned in**.



Important: If you get an error message when you tap **Turn in**, let your instructor know.

3. Scanning documents using iPhone

Scan a document

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap **Scan Documents** .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap **Keep Scan**.
5. Tap **Save** or add additional scans to the document.

Learn how to use the Continuity Camera to [scan notes from your iPhone or iPad to your Mac](#).



You can then email the scan to the class emails.