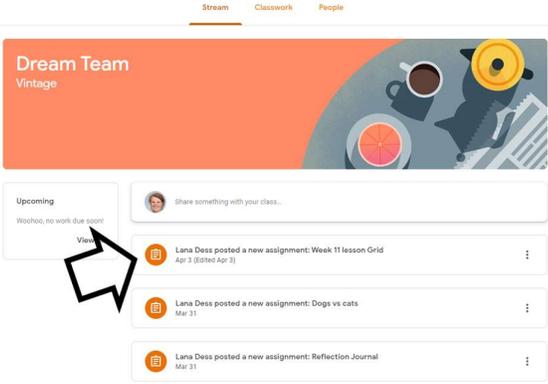
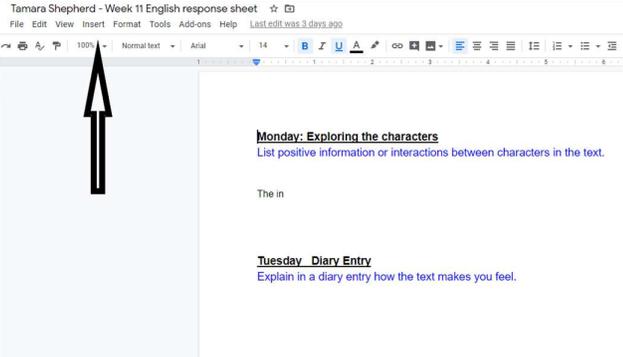
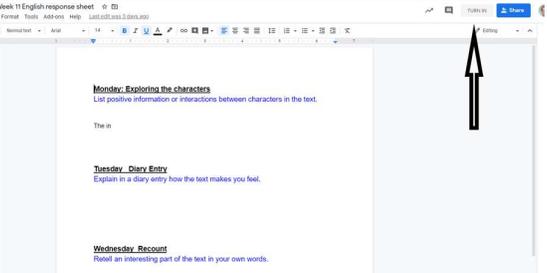
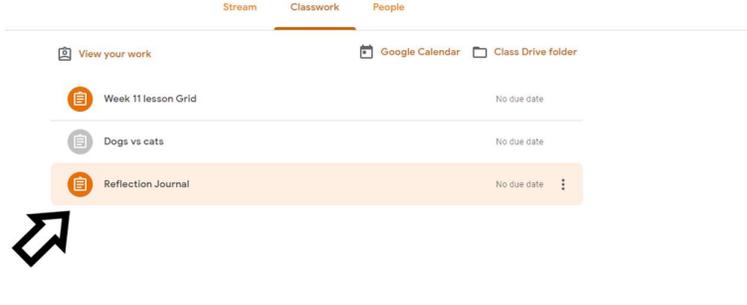
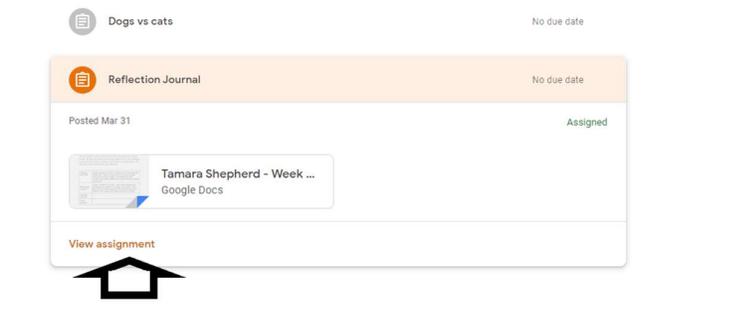
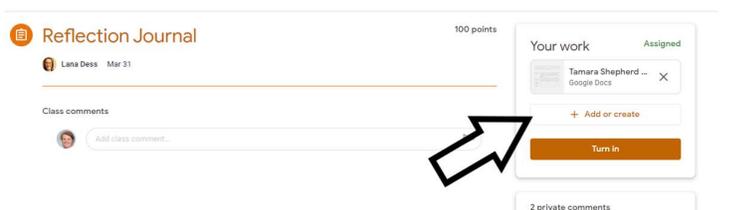
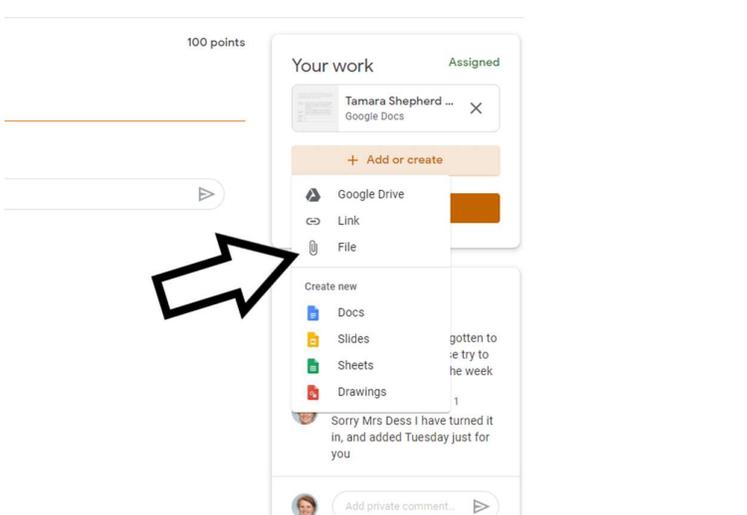


## Instructions for inserting photos in google classrooms

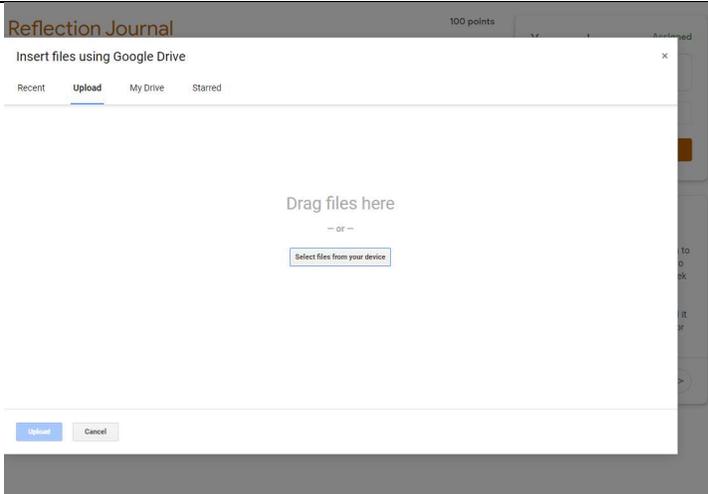
### Inserting Image/photo into work document

<p><b>Step 1.</b> Log into google classrooms. In stream OR Classwork click on the work that image relates to.</p>	 <p>The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below the tabs is a header for a class named 'Dream Team' with the subtitle 'Vintage'. Underneath, there is a 'Share something with your class...' input field. Below that, there is an 'Upcoming' section with a 'View' button. A large black arrow points to the 'View' button. Below the 'View' button, there are three assignment cards, each with a document icon and the text 'Lana Dess posted a new assignment: [Assignment Name]'. The first assignment is 'Week 11 lesson Grid' (Apr 3), the second is 'Dogs vs cats' (Mar 31), and the third is 'Reflection Journal' (Mar 31).</p>
<p><b>Step 2.</b> Choose the doc you wish to edit. If you click on the doc, it will open in google docs and allow you to edit. It saves automatically.</p>	 <p>The screenshot shows the details of the 'Week 11 lesson Grid' assignment. It is worth 100 points and was posted by Lana Dess on Apr 3. There is a 'Class comments' section with an 'Add class comment...' input field. A large black arrow points from the assignment card in the previous screenshot to this page. On the right side, there is a 'Your work' section with a sub-section 'Assigned' showing three entries for 'Tamara Shepherd' with icons for Google Docs, Google Docs, and Word. Below this is an 'Add or create' button and a 'Turn in' button. At the bottom, there is a 'Private comments' section with an 'Add private comment...' input field.</p>
<p><b>Step 3.</b> Insert photo into work Doc Click on Insert Upload from computer Choose the image and click on insert</p>	 <p>The screenshot shows the Google Docs editor interface. The title bar reads 'Tamara Shepherd - Week 11 English response sheet'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Add-ons', and 'Help'. The 'Insert' menu is open, and a large black arrow points to it. The main editing area contains two paragraphs of text. The first paragraph is titled 'Monday: Exploring the characters' and includes the instruction 'List positive information or interactions between characters in the text.' followed by the text 'The in'. The second paragraph is titled 'Tuesday: Diary Entry' and includes the instruction 'Explain in a diary entry how the text makes you feel.'</p>
<p>Step 3 Click on TURN It in button to submit work to your teacher</p>	 <p>The screenshot shows the same Google Docs editor interface as the previous screenshot, but with a large black arrow pointing to the 'Turn In' button in the top right corner of the document area.</p>

## Attaching an image/photo file to work

<p><b>Step 1</b> Log into Google classroom. In Stream or Classwork Click on work image relates to</p>	 <p>Stream Classwork People</p> <p>View your work Google Calendar Class Drive folder</p> <ul style="list-style-type: none"><li>Week 11 lesson Grid No due date</li><li>Dogs vs cats No due date</li><li><b>Reflection Journal</b> No due date</li></ul>
<p><b>Step 2.</b> Click view assignment</p>	 <p>Dogs vs cats No due date</p> <p><b>Reflection Journal</b> No due date</p> <p>Posted Mar 31 Assigned</p> <p>Tamara Shepherd - Week ... Google Docs</p> <p><a href="#">View assignment</a></p>
<p><b>Step 3</b> Click on Add or create</p>	 <p>Reflection Journal 100 points</p> <p>Lana Dess Mar 31</p> <p>Your work Assigned</p> <p>Tamara Shepherd ... Google Docs</p> <p><a href="#">+ Add or create</a></p> <p><a href="#">Turn in</a></p> <p>2 private comments</p>
<p><b>Step 4</b> Click on File</p>	 <p>100 points</p> <p>Your work Assigned</p> <p>Tamara Shepherd ... Google Docs</p> <p><a href="#">+ Add or create</a></p> <ul style="list-style-type: none"><li>Google Drive</li><li>Link</li><li><b>File</b></li></ul> <p>Create new</p> <ul style="list-style-type: none"><li>Docs</li><li>Slides</li><li>Sheets</li><li>Drawings</li></ul> <p>Sorry Mrs Dess I have turned it in, and added Tuesday just for you</p> <p>Add private comment...</p>

**Step 5** Insert file from computer. Click on upload



**Step 6** Check your file is attached then click on turn it in

