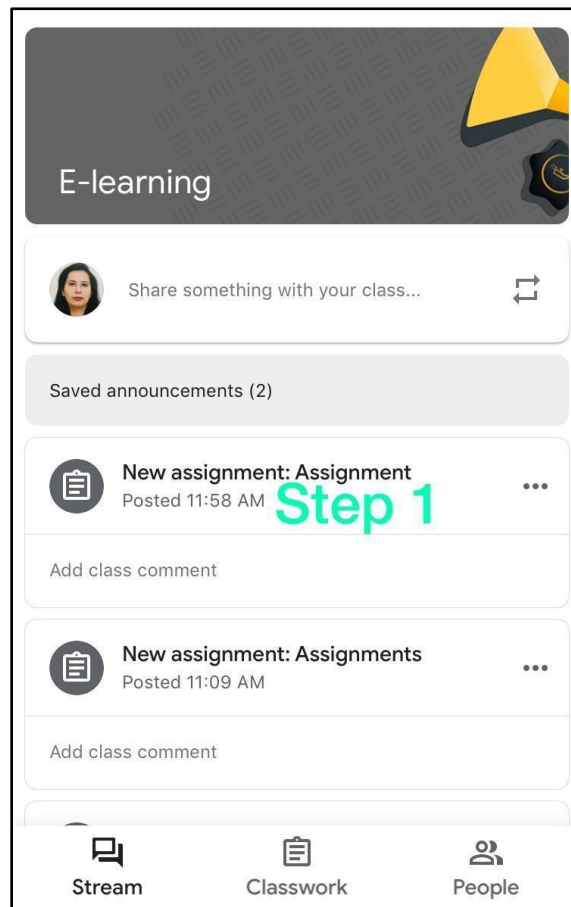


**SHADLEY PUBLIC SCHOOL**  
**SENIOR SECONDARY**  
Press Colony, Rajouri Garden

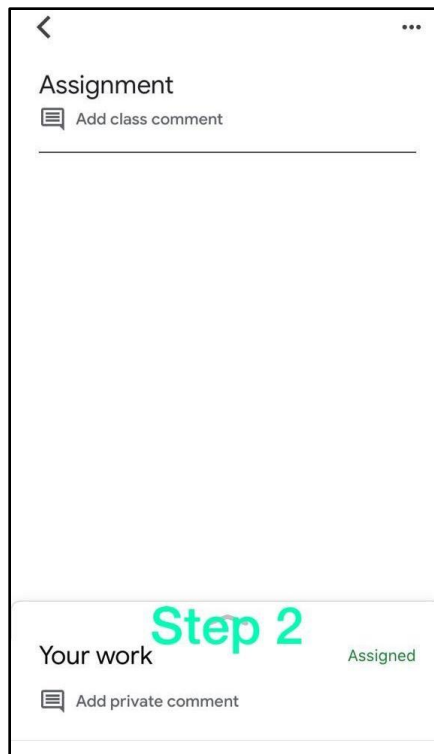
**STEPS FOR SUBMITTING ONLINE ASSIGNMENTS  
IN GOOGLE CLASSROOM**

Following are the steps that the students have to follow to upload their assignments to the Google classroom:



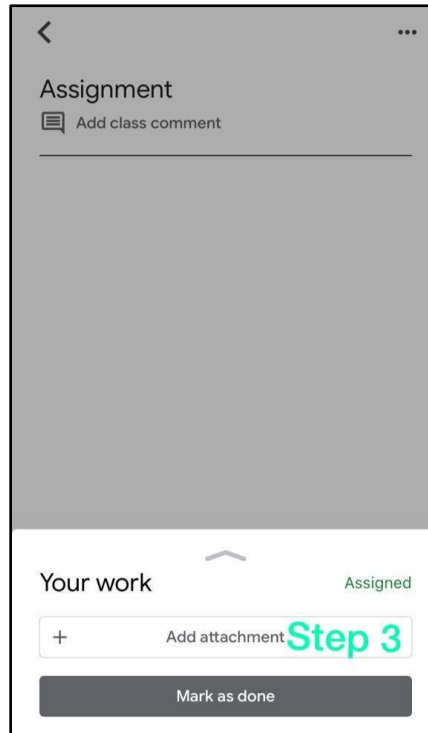
**Fig. 1**

Step 1: Go to the Google Classroom and click on the New assignment posted by the teacher in it.  
(Refer Fig. 1)



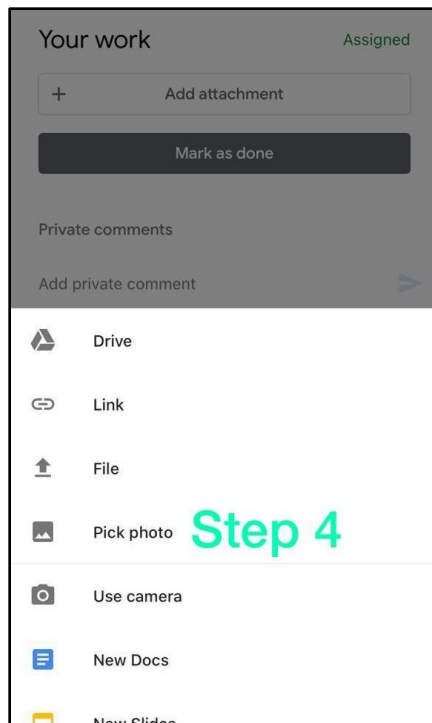
**Fig. 2**

Step 2: You will see the work the teacher has assigned. (Refer Fig. 2)



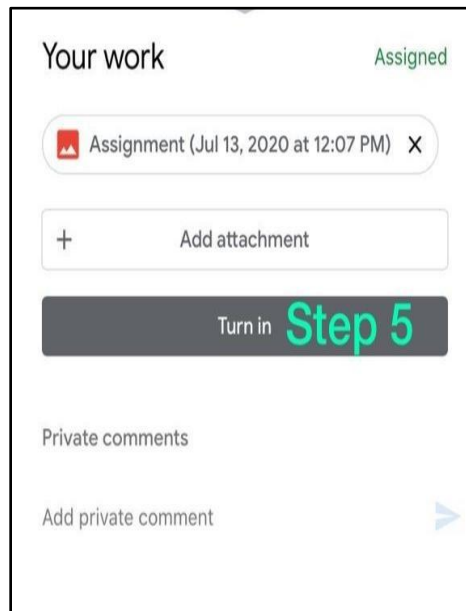
**Fig. 3**

Step 3: You will see the “Add attachment” option with a + sign. Click on it. (Refer Fig. 3)



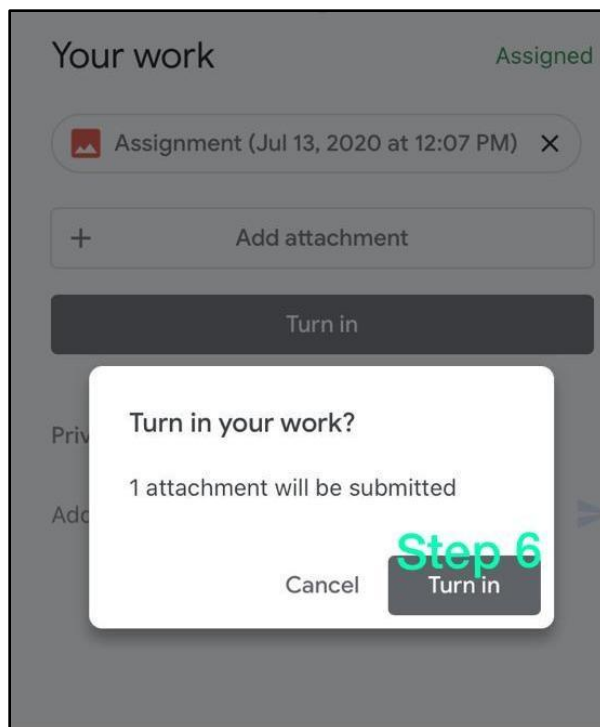
**Fig. 4**

Step 4: Choose the option from the drop down menu (*displayed in Fig. 4*) with which you will attach your assignment file for uploading.



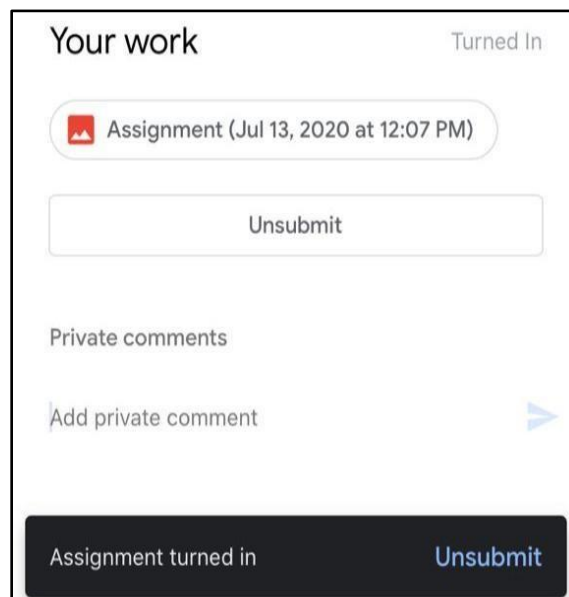
**Fig. 5**

Step 5: The file you have attached in Step 4 will be displayed (*as shown in Fig 5*), and the “Add attachment” option will be shown. Click on that.



**Fig. 6**

Step 6: You will be shown the message in Fig. 6, click on “Turn in” button.



**Fig. 7**

Step 7: You will be shown the message “Assignment turned in” (refer Fig. 7). So the assignment has been successfully submitted.

Please follow the above steps to submit online assignments in the Google classroom.