## How to Submit Homework Through Google Docs

- 1. Make sure <u>Google Docs</u>, <u>Google Drive</u>, and <u>Google Classroom</u> are downloaded onto your iPad \*\*\* These 3 apps MUST be added in order to submit your assignment through Google Docs\*\*\*
- 2. You *must* do the assignment in <u>Google Docs</u>
- 3. To create a Google Docs assignment:
  - a. Go to Google Docs



b. Click the 'Plus' button located in the bottom right corner, then click 'New document'

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c. If you are on the iPad, a screen will pop up titled 'New Document: Please enter a name for your new document' create a title for your assignment



d. Once you create the assignment, do the assignment in Google Docs

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- 4. Google Docs is connected to both Google Classroom and Google Drive
- 5. Your Google Docs document automatically saves your document to your Drive
- 6. Once you're done with your assignment, go to Google Classroom



7. Once your in Google Classroom, submit your assignment by clicking '+ Add attachment'

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8. A tab will appear, to add your assignment click 'Drive', and choose the Google Docs document you named and did your assignment in

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9. Then click submit and you're done!

