



# How to add Google App Files, Links and items from Google Drive to an assignment task



Google Classroom

Created by Mrs Thomas for EPS students and parents



# Task sections explained



## Classroom

The assignment task details can be located on the left hand side of the assignment. This is where your teacher types what they would like you to do etc.

The screenshot shows the Classroom interface for an assignment titled "First typed Writing Task". At the top left, it says "Year 2 Technology". Below that, the assignment title "First typed Writing Task" is displayed in blue. Underneath, the word "Recount" is written in a large blue font. A light blue bar contains a document icon and the word "Recount". Below this bar, it says "No due date" and "Type a recount about your weekend. Use the keyboard to create your writing." At the bottom of the assignment details, there is a preview of a Google Doc titled "First typed Writing Task Y..." with a blue tab icon.

This side of the assignment task is where you will find the file your teacher has assigned to you. In this example, a Google Doc file was created when I opened the assignment. Sometimes the teacher will not create a document or slide file and you will need to do this with the +Add or create button.

Click on the file with your name(1) to complete your work. There is no need to save your work because it saves automatically when we work with Google apps.

The screenshot shows the "Your work" section of the assignment. It has a status of "Assigned". There is a preview of a Google Doc titled "First typed Writing Task Y..." with a blue tab icon. Below the preview is a button that says "+ Add or create" and a blue button that says "Turn in". A hand icon with the number "1" is pointing to the document preview. Below the "Your work" section, there is a "Private comments" section with a button that says "Add private comment..." and a right-pointing arrow.



# Task sections explained - add or create



## Classroom



Year.2

20 points

### Recount

Scheduled for Mar 17, 8:30 A...

No due date

Type a recount about your weekend. Use the keyboard to create your writing.

you

First typed Writing Task Y...  
Google Docs

Your work **Assigned**

First typed Writing Task Y...  
Google Docs

+ Add or create

- Google Drive
- Link
- File

Create new

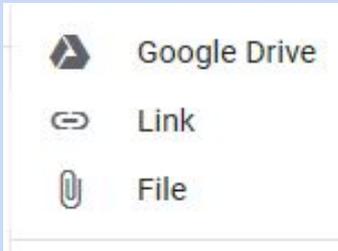
- Docs
- Slides
- Sheets
- Drawings

If you click the button + Add or Create, you can add other files you can attach to the assignment task.

# Add - Google Drive, Link, File



Classroom



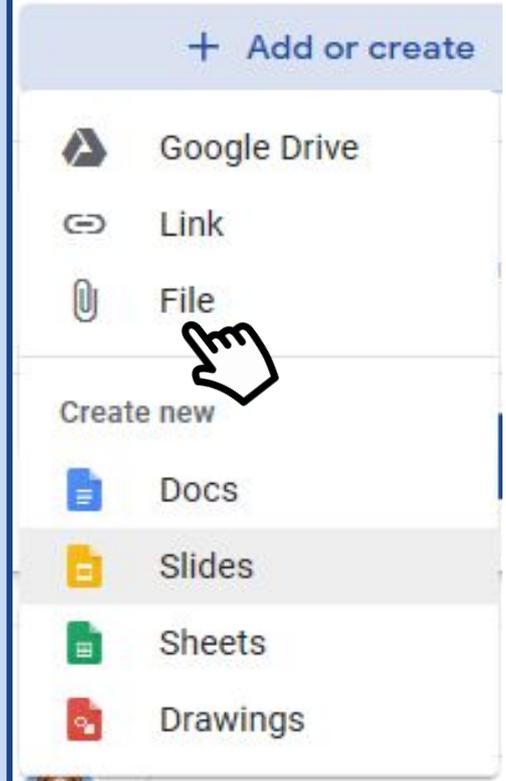
You can add files from three other locations. Google Drive and link are files that are online.



File, is a file you have saved on your computer or tablet device

camera roll. The file may be a document, image, video or drawing that you have saved onto your computer, laptop or tablet camera roll. If you need to share a file with your teacher, you will need to click 'File' to upload the file to the Google classroom task. Sometimes students, may use this feature if they download a file of something they created on a website or if they took a screenshot of an online activity they completed and then they need to add it to the classroom task.

**This is the most used feature of the grey coloured options for 'Add or create' for school students.**



# Add - Google Drive, Link, File



Classroom



Link

Link is when you want to add a bookmark to a website or online file you have that you need to share with your teacher. Stage 3 students, use this feature when they create websites or use Sway. However, other links can be shared with this feature.



Google Drive

Google Drive is where your Google files you create are saved online. You can add a file from Google Drive if you didn't create it from the assignment task or retrieve a file that you added via Drive. Sometimes we upload images and drawings and save them into Google drive and then attach the file to a task.

+ Add or create



Google Drive



Link



File

Create new



Docs



Slides



Sheets



Drawings