

## Turning in Assignments

Google Drive will be our file sharing service while we are out of the classroom, like a virtual cloud that will allow you to upload and submit your assignments, quizzes, and tests.

Within Google Drive are:

- "Docs" (similar to Microsoft)
- "Sheets" (excel)
- "Slides" (for power points)

The majority of our work will be in google docs.

Google Drive is a free service.

- You will need to make a Google account if you do not already have one. This is free. Talk to your parents before opening an email.
- You can access Google Drive files from any device.

Google Drive – Steps to Upload Assignments:

1. Open Links on Weebly for the assignment (the link will appear in blue type)
2. Open the file
3. Important – **Make a copy and rename title with your name and assignment**
  - a. Example: B. Coons News Article
4. Click "OK"
5. You can upload documents, pdfs, and pictures.

Now you are able to type in your answers/responses.

**To send your answer to me:**

1. Click the blue button that is labeled with the name of the assignment you are going to upload on Weebly.
2. Click "Add File" and upload your file.
3. Choose the correct file and click "select"
4. Once selected, click "submit"

Note: you are able to submit pictures, word processing files and pdfs.

If for any reason you are unable to navigate through this, you may email your assignment to me at [cupchurchsms@gmail.com](mailto:cupchurchsms@gmail.com)