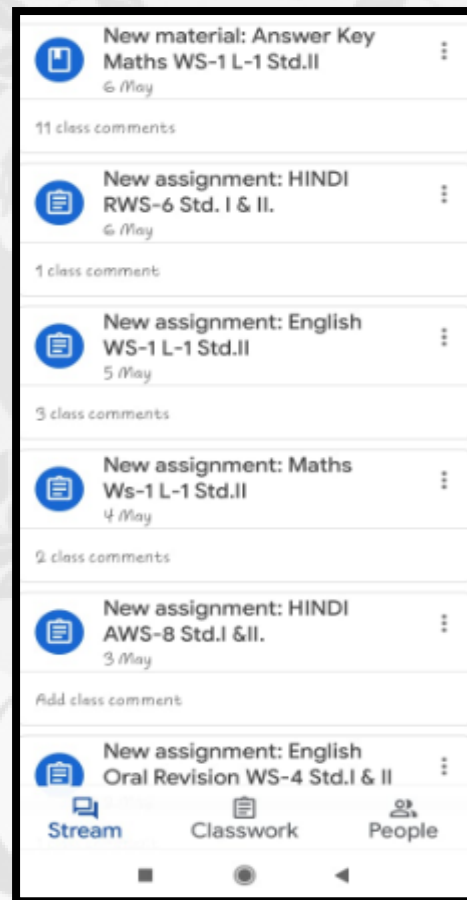


**Procedure for uploading the  
solved Worksheets on Google  
Classroom and adding comment  
to the teacher.**

# STEP-1

Open the Google Classroom App and select the subject that you have solved



## STEP- 2

Once clicked on the subject you will see  
Your Work tab, Click on Your Work

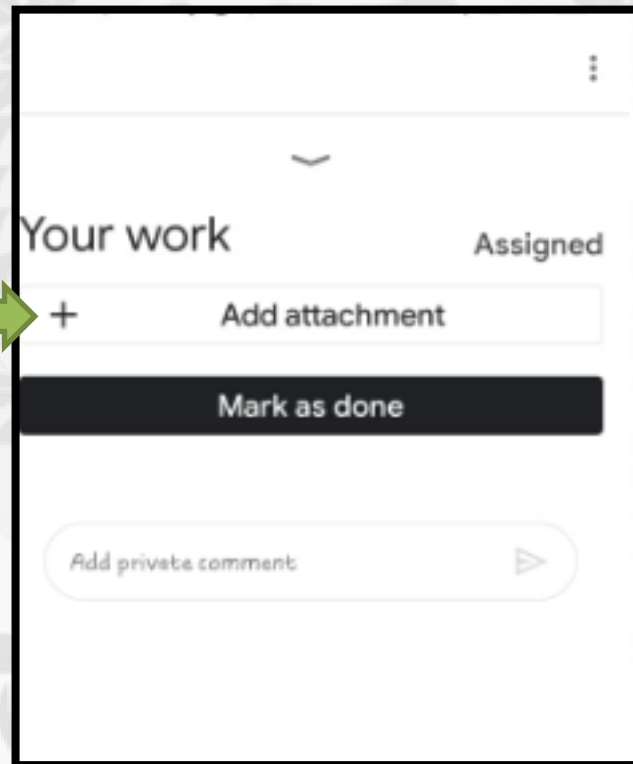


Click on  
**Your Work**

## STEP-3

Once clicked on Your Work, you will see  
Add Attachment tab, Click on Add  
Attachment

Click on **Add  
attachment**

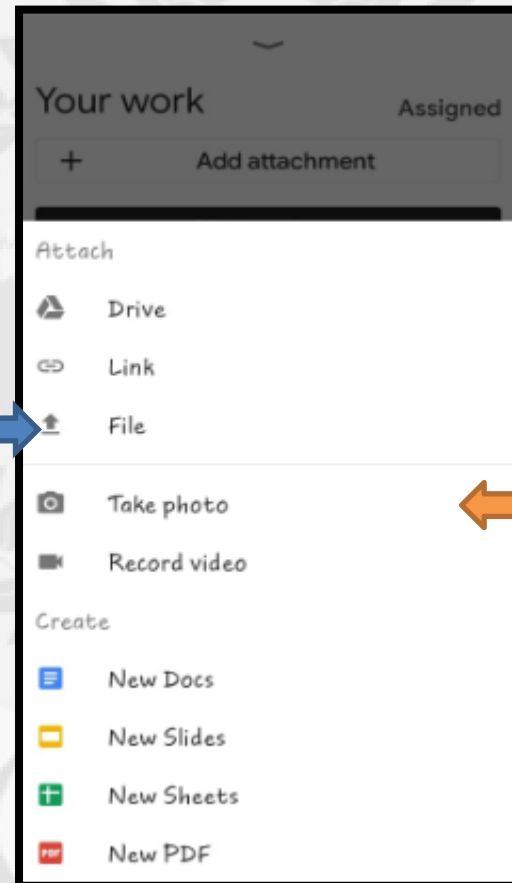


# STEP-4

Once clicked on add attachment you will be able to see many options.

## OPTION 1

1. This tab can be used when you have already clicked photo or created a pdf file.
2. Here you will be required to search in your internal storage where the image or pdf file has been saved by you



## OPTION 2

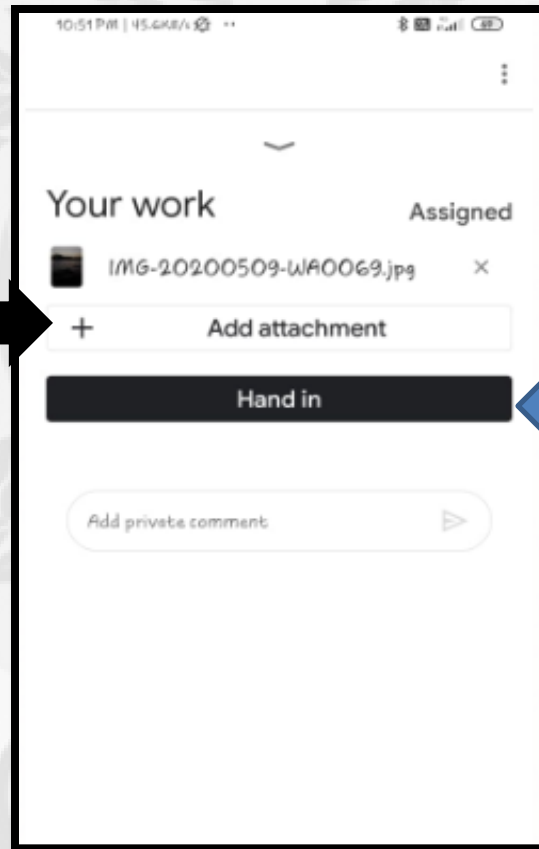
1. Here you can click on Take photo and click image of WS and attach it directly.
2. Kindly note that while using this tab, you can attach only one photo at a time by adding more photos to it one by one.

**Note: It may take a while to upload.**

# STEP-5

Once attached the image or pdf file,  
click on Hand in

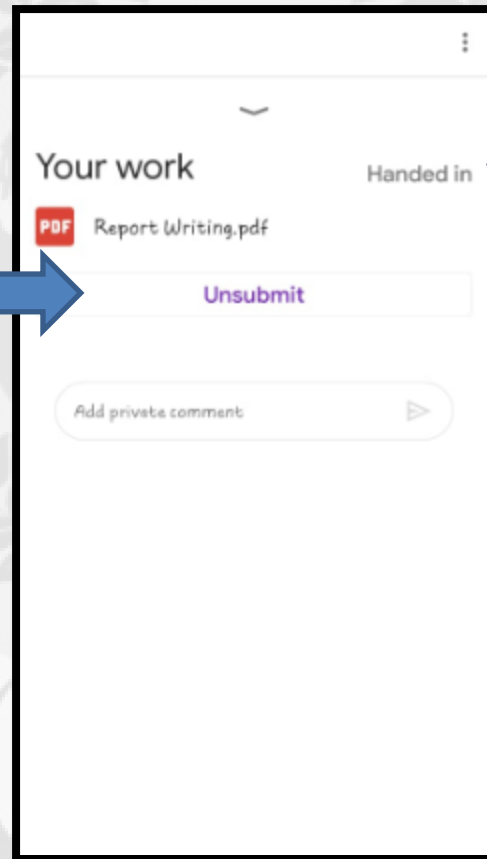
You can add as  
many photos by  
clicking on Add  
attachment



Click on **Hand in**

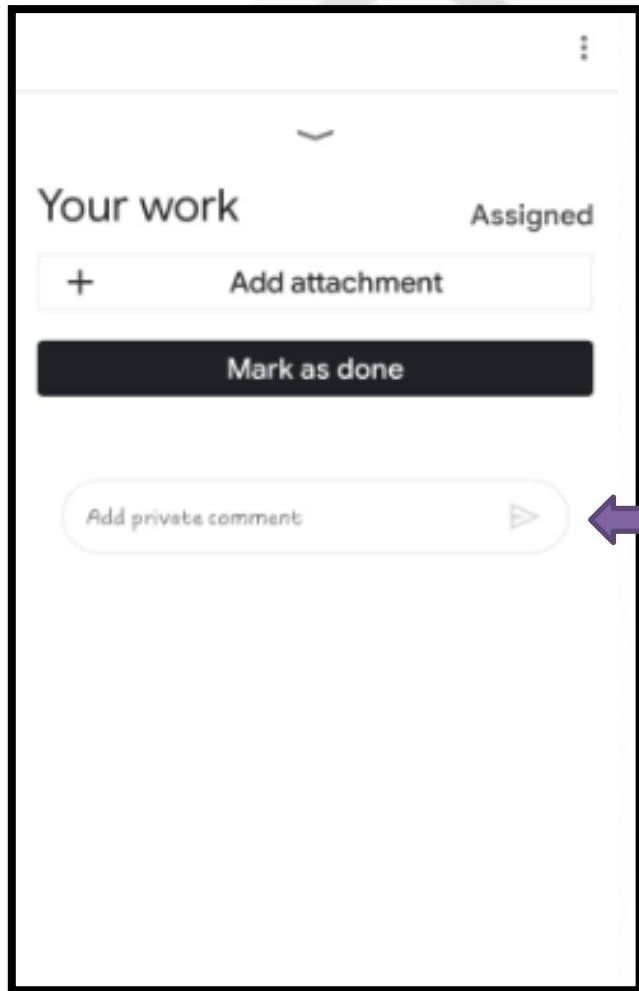
# Once you see Handed in msg in right hand Corner that means you work sheet has been uploaded

1. This tab is used if you want to make any changes, or want to change the photo.
2. You can click on unsubmit
3. Click on **X** Infront of image in step 5 to delete the image.
4. Again follow the step- 4 and click on hand in.



Handed in means that the work sheet has been sent to the teacher

# How to add Comment



1. Once you click on Your Work, you will see Add Private Comment.
2. Here you can add comments to the teacher by writing doubts or any queries regarding the lesson.
3. This comment directly goes to the teacher to answer your concern as soon as possible.





**IF ANY QUARIES CALL US ON  
THE FOLLOWING:**

**7410006000**

**7796337796**