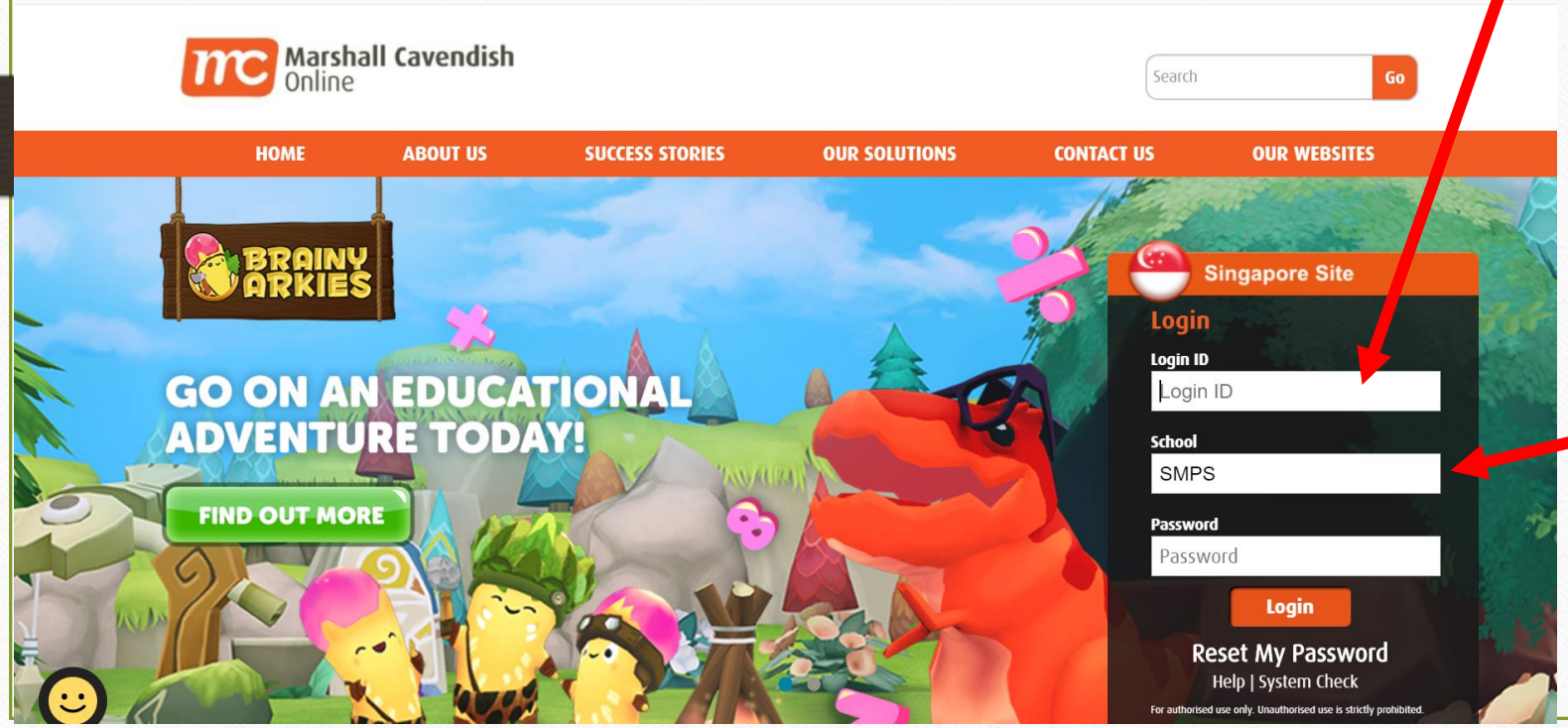
Assignment submission using the **Google form**

link provided by your teacher

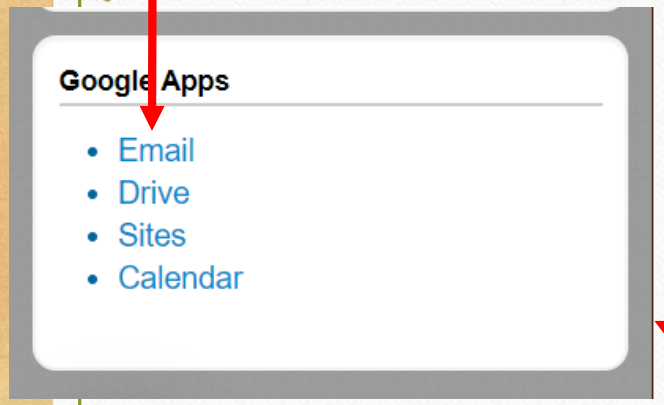
You can choose to log in to any gmail account or Log in to MConline by typing in https://www.mconline.sg into Google Chrome Browser.

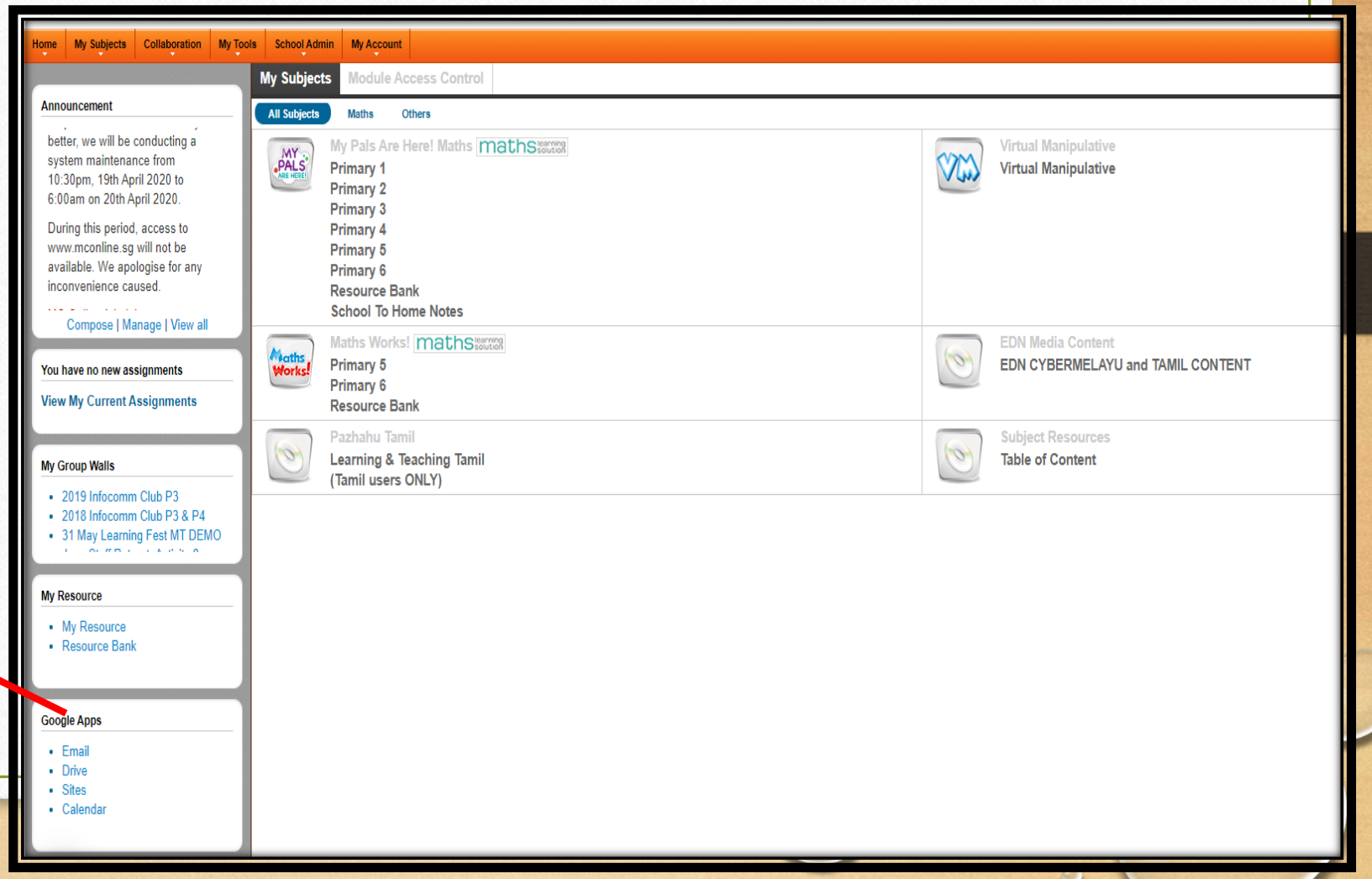
Refer to your handbook page 15 for Login ID.



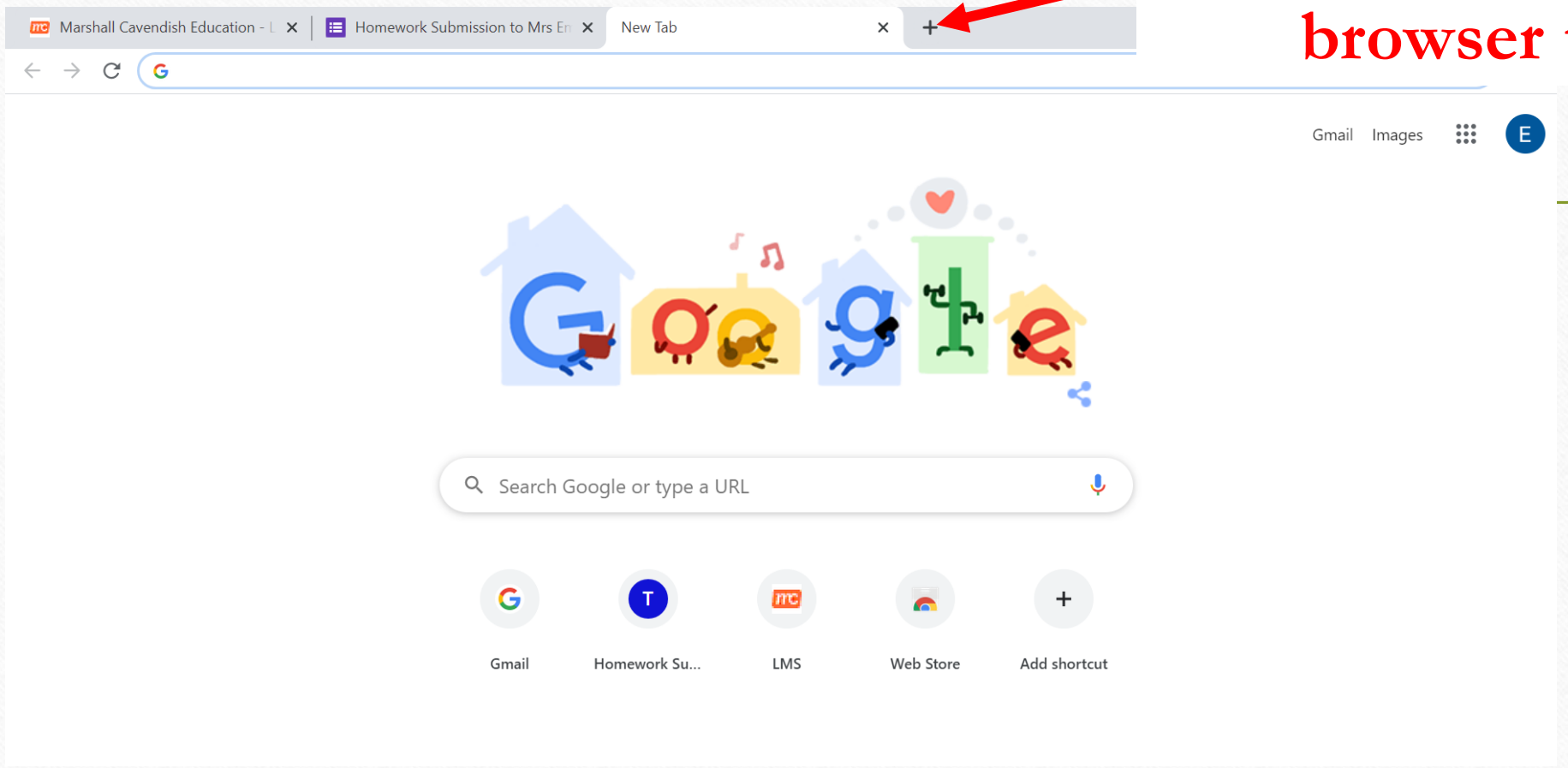
You have reset your Password on 17 April. If have not done so, please refer to the email that your FT has sent to your parents on 17 April 2020

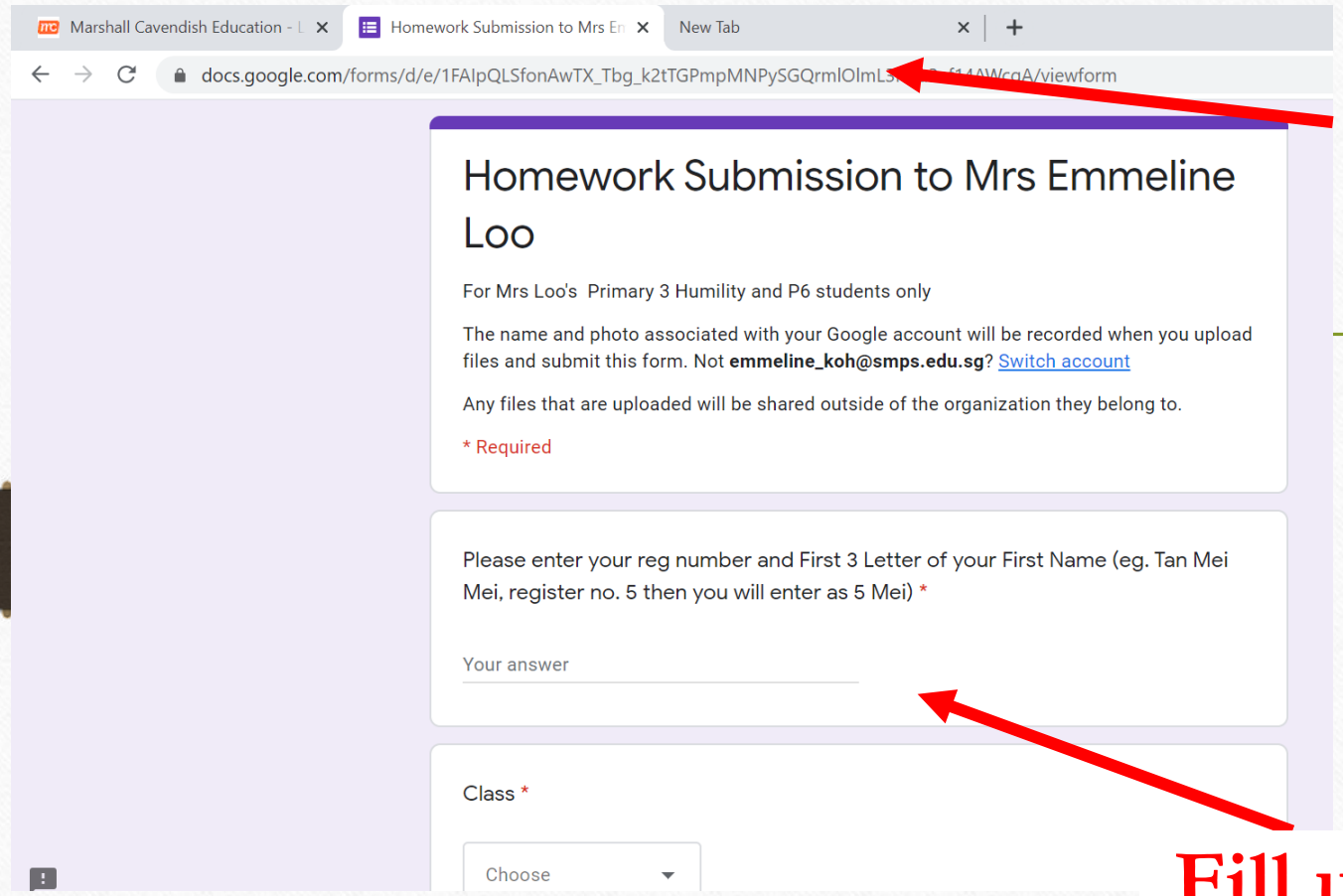
FROM GOOGLE APPS CLICK ON EMAIL





Click to open a new browser tab

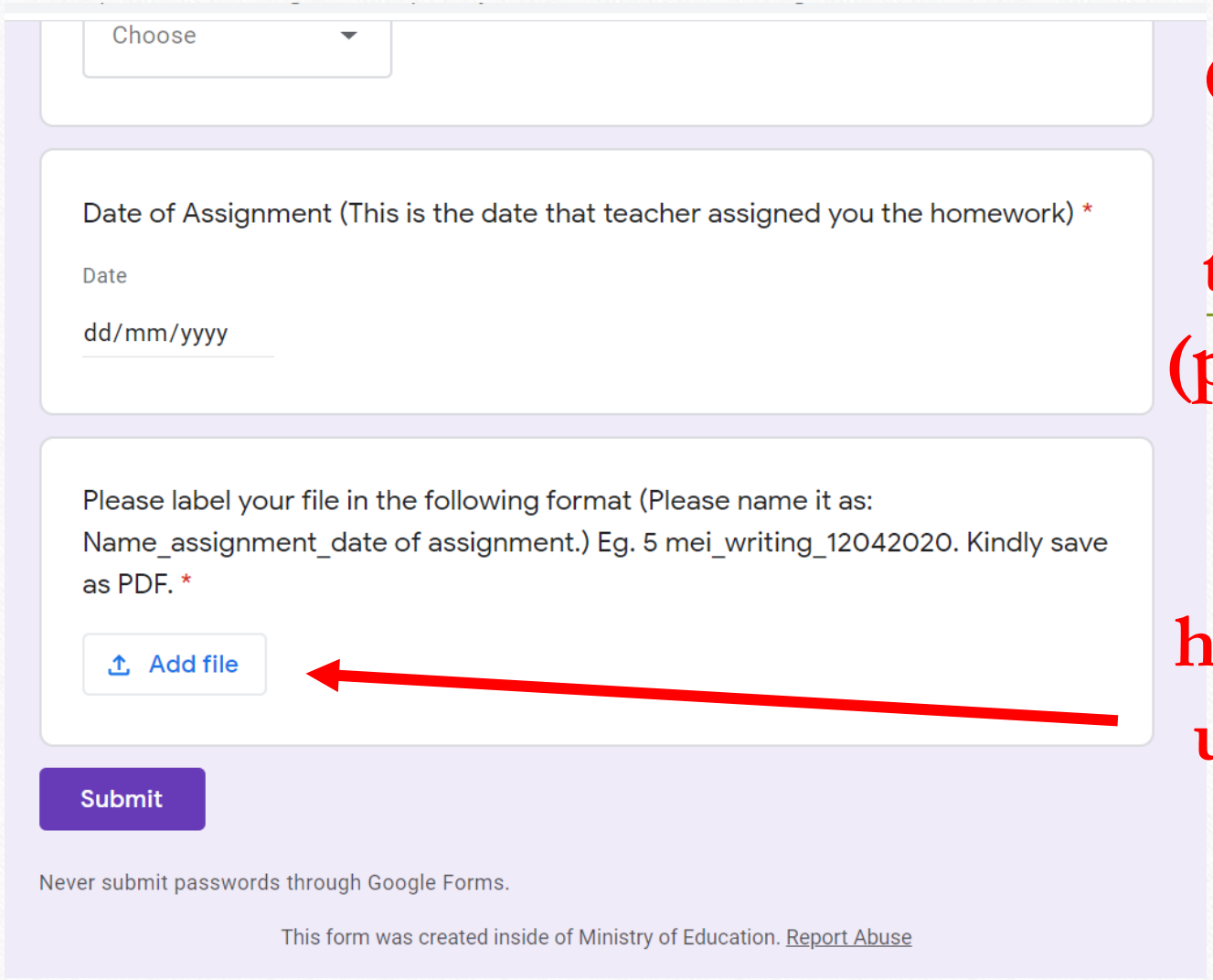




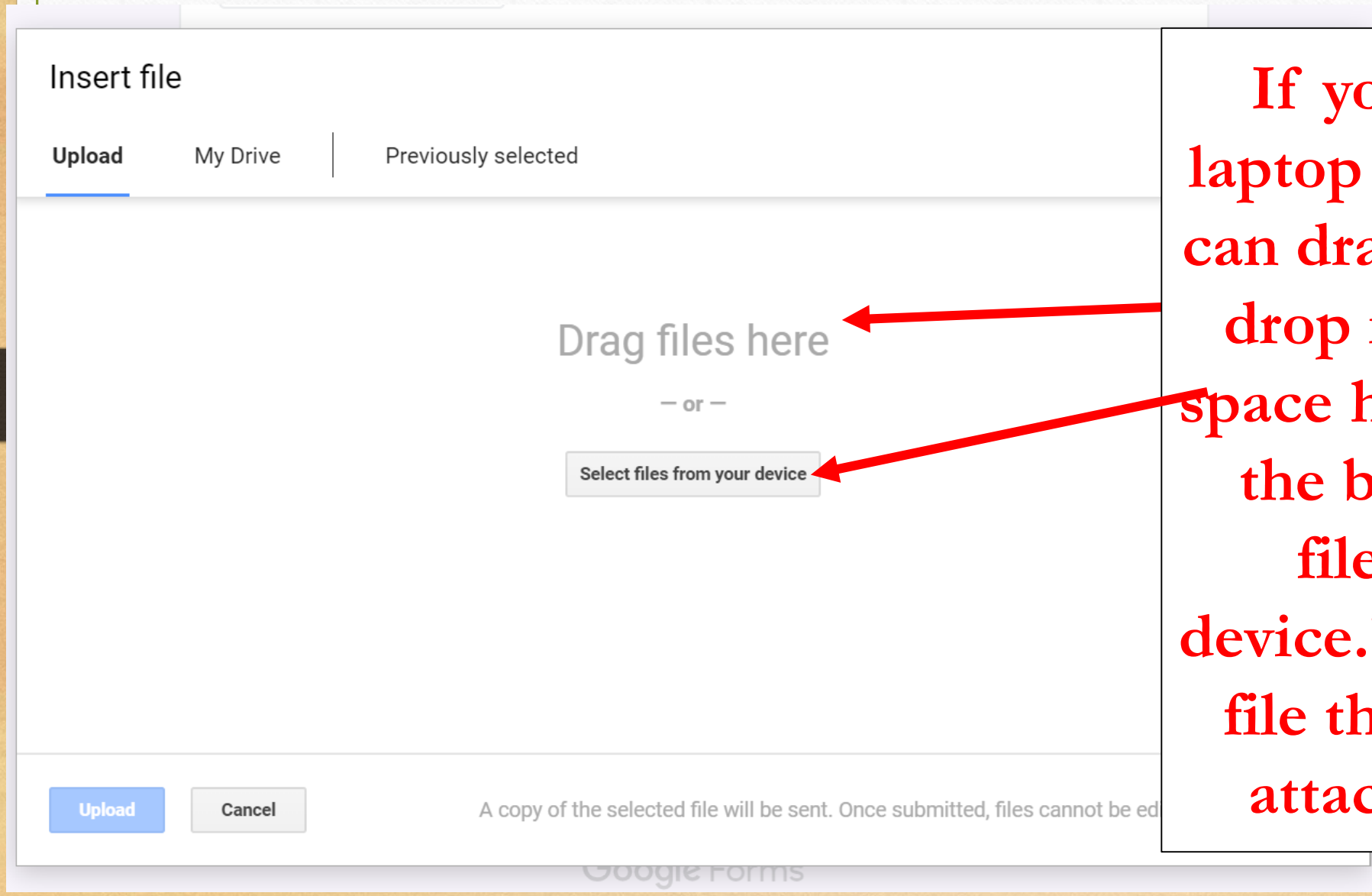
Type in the link/ copy and paste the link that your teacher has given you to submit your homework

Fill up the form according to the instruction on the form.

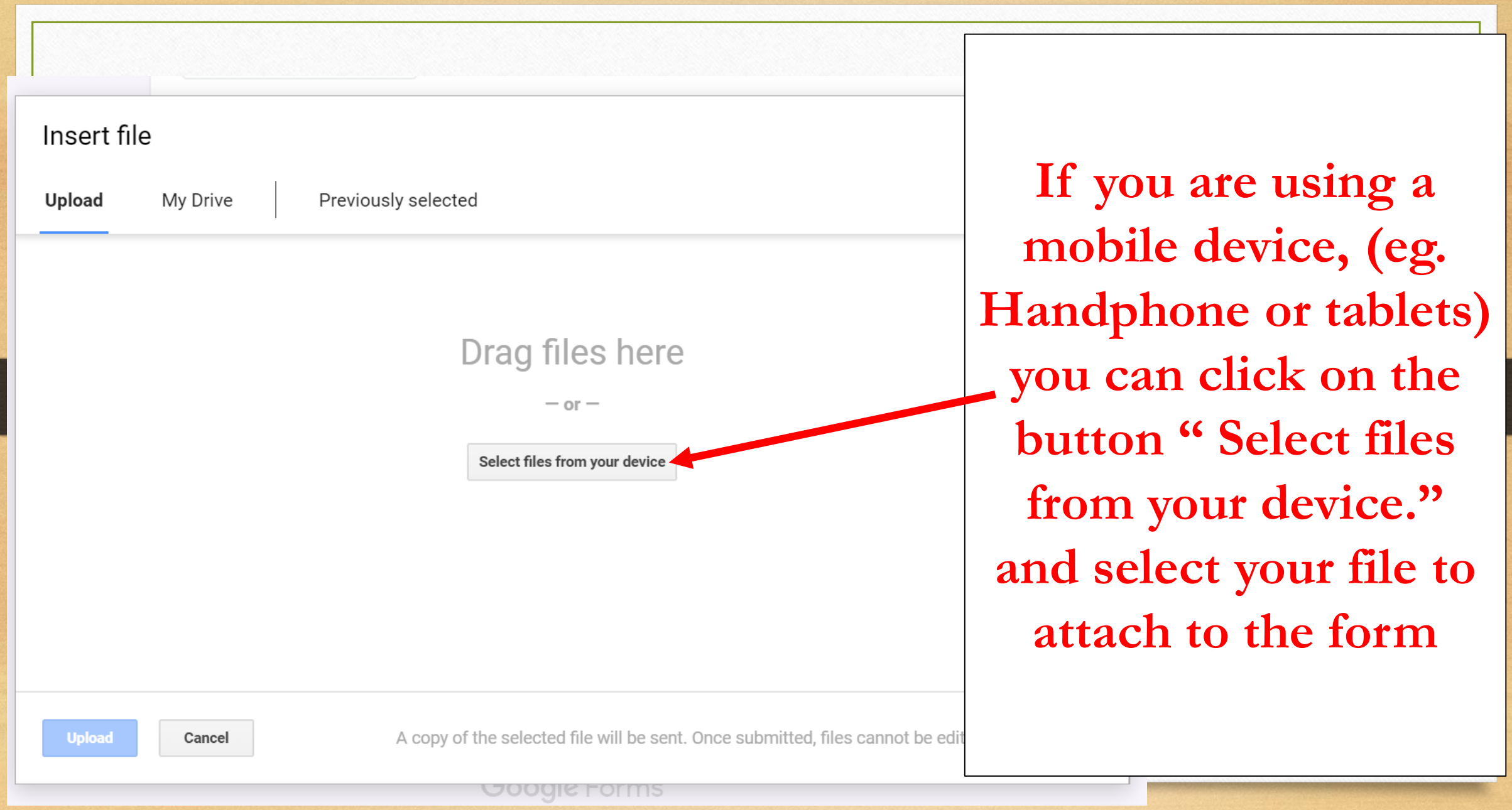
*Do not type in your full name



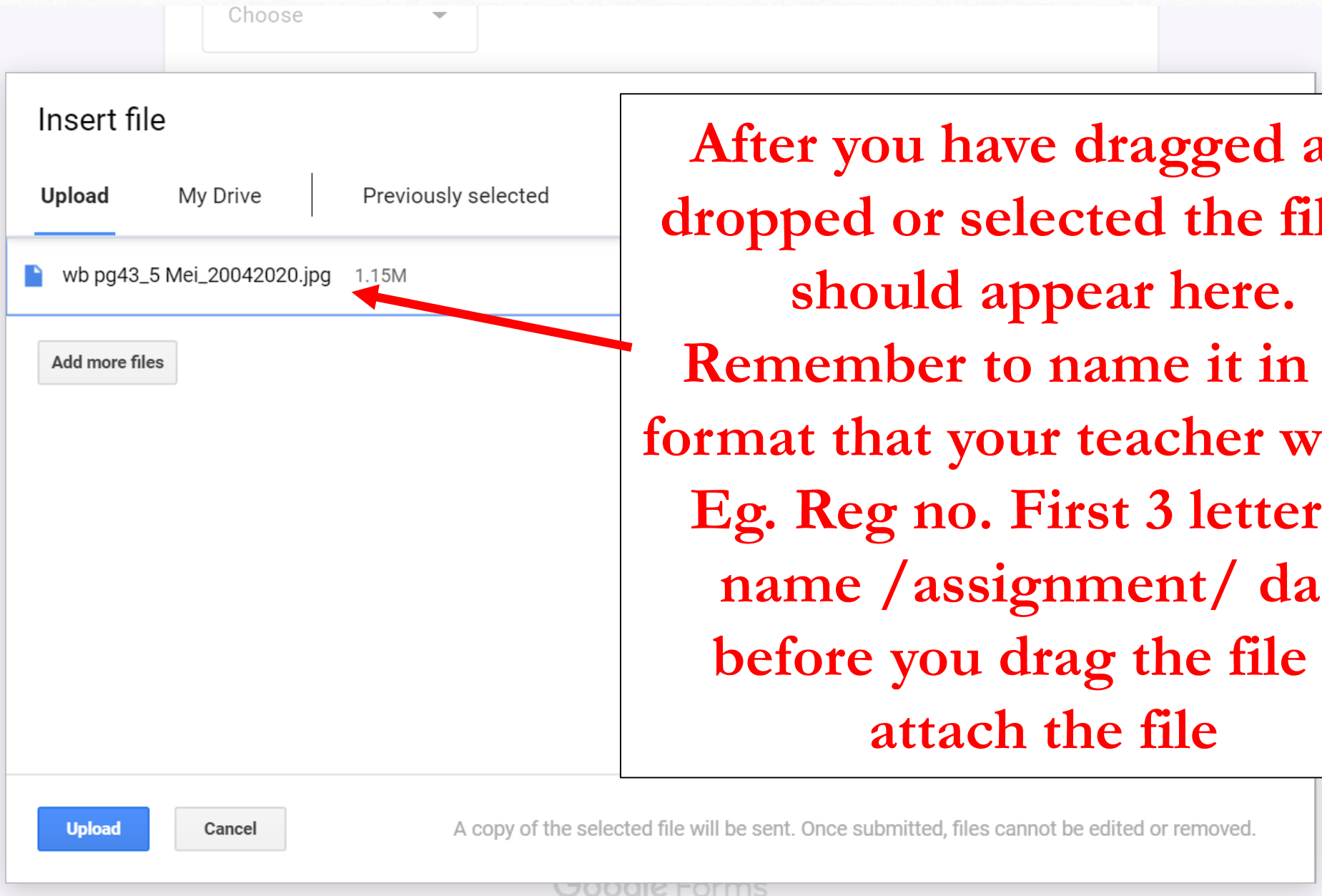
Click on the "Add File" button to add the work that you want to submit (preferably PDF file). You may use a scanner to scan your work or seek help from your parents to use Office lens app with their mobile devices to help you digitise your work.

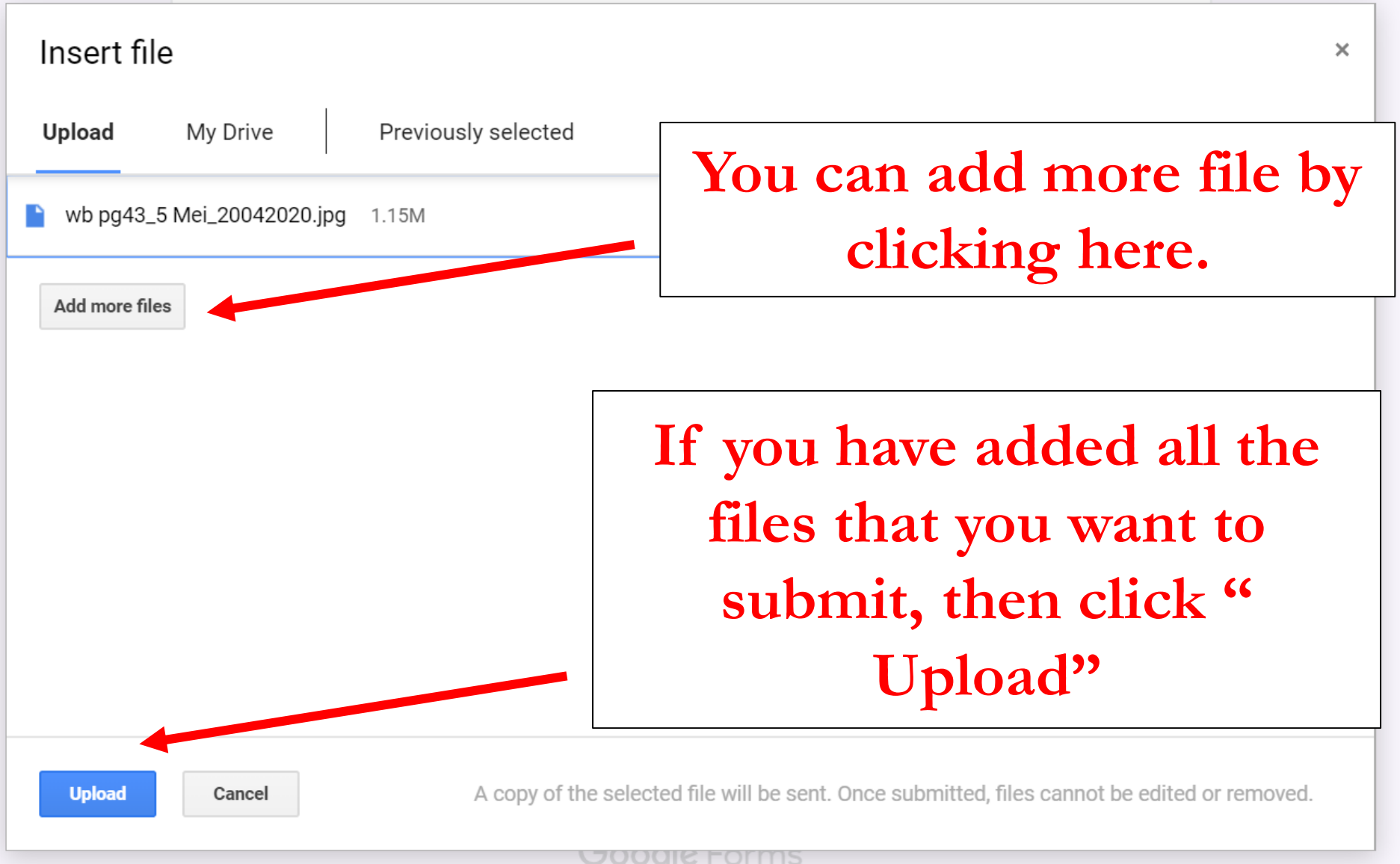


If you are using a laptop or desktop, you can drag your files and drop it at the empty space here. Or click on the button " Select files from your device." and attach the file that you want to attach to the form



If you are using a mobile device, (eg. Handphone or tablets) you can click on the button " Select files from your device." and select your file to attach to the form


Choose
Insert file
Upload
My Drive
Previously selected
wb pg43_5 Mei_20042020.jpg
1.15M
Add more files
Upload
Cancel
A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.
After you have dragged and dropped or selected the file, it should appear here.
Remember to name it in the format that your teacher wants.
Eg. Reg no. First 3 letter of name /assignment/ date before you drag the file or attach the file


Choose
Insert file
Upload
My Drive
Previously selected
wb pg43_5 Mei_20042020.jpg 1.15M
Add more files
You can add more file by clicking here.
If you have added all the files that you want to submit, then click “ Upload”
Upload
Cancel
A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.

dd/mm/yyyy

Please label your file in the following format (Please name it as: Name_assignment_date of assignment.) Eg. 5 mei_writing_12042020. Kindly save as PDF. *

wb pg43_5 Mei_...

Add file

Submit

Never submit passwords through Google Forms.

Click "Submit" and you are done ☺