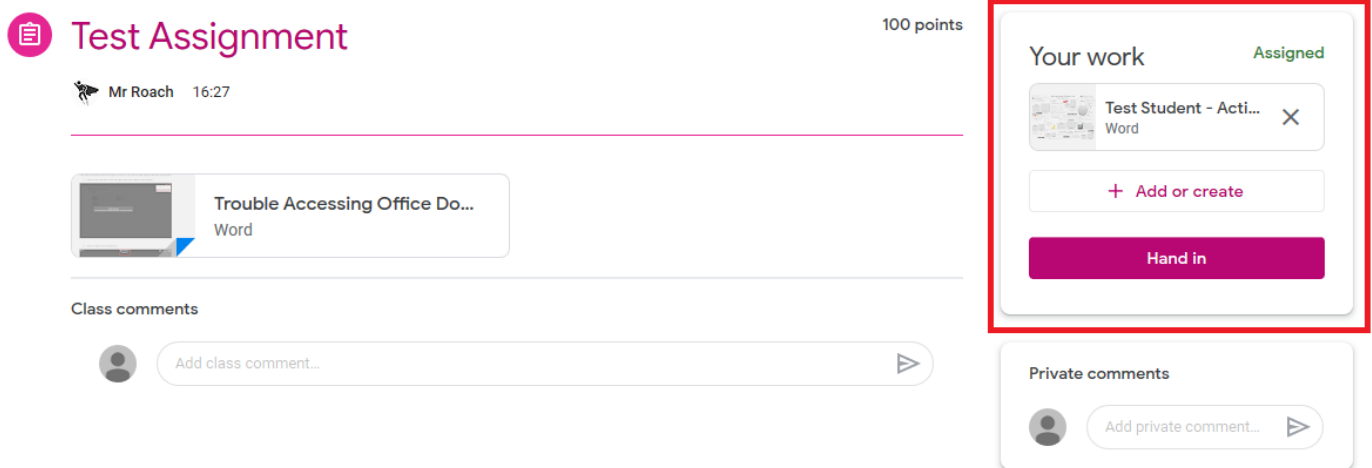# How create new documents for assignments and hand work in?
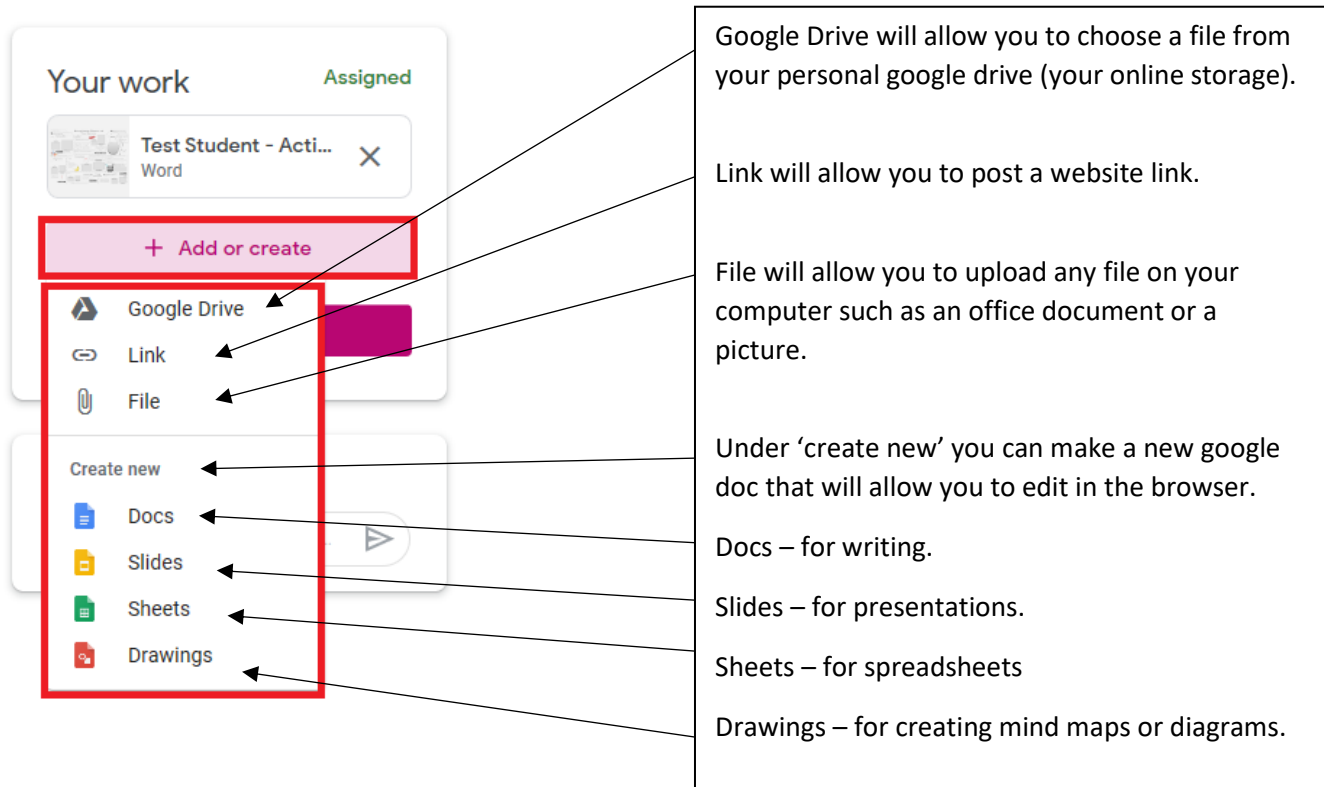
On any assignment set you may have a document available for you to work on already. You also have the option of creating and uploading your own documents if needed. You can upload a document or picture from your computer or can create a new document in the browser using google docs.

All your work for the assignment will always appear under the 'Your work' section. This includes any documents you may need to edit as part of the assignment. You click on the document to start working on it. If it is an office document, you can convert it to a google doc in order to work on it online (see guide on ICT Support section of website).

If you want to create a document of your own for the assignment, or upload a document or picture from your computer, click the Add or create button.

Google Drive will allow you to choose a file from your personal google drive (your online storage).

Link will allow you to post a website link.

File will allow you to upload any file on your computer such as an office document or a picture.

Under 'create new' you can make a new google doc that will allow you to edit in the browser.

Docs – for writing.

Slides – for presentations.

Sheets – for spreadsheets

Drawings – for creating mind maps or diagrams.

Your work   Assigned

Test Student - Acti...   ×
Word

Test Student - Test...   ×
Google Docs

+ Add or create

Hand in

Private comments

Add private comment...   ▷

For this guide we have created a 'Docs' file.

After choosing to make a new Docs file from the Add or create button, it has now appeared under the 'Your work' section.

You can edit the new doc you have created by clicking on it. It will then open in a new tab in the browser.

You can now start editing the document.

Please note that the changes you make will save automatically as make them.

The assignment screen will stay open in the other tab.

You can close the tab with the doc on and come back to it at anytime by going back to the assignment and clicking on it.

Test Assignment | Test Student - Test Assig ×   +   ∨

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Test Student - Test Assignment ☆ ▣
File Edit View Insert Format Tools Add-ons Help   All changes saved in Drive

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Test Document

When you are ready to hand your work in, go back to the assignment and click the 'Hand in' button.

When you click the hand in button you will be asked again to confirm. You will be shown a summary of the documents you are submitting.

Click hand in again when you are ready.