

Google Classroom



How to upload the resources to Google Classroom

1. After you have created a class....
2. Click on **Classwork**
3. Click on **+ Create**
4. Choose **Assignment**
5. Add **Title** and **Description**
6. Click on **Add (paperclip)**
7. I added **File** (make sure the resource is saved on your computer)
8. Choose file from your **Documents**
9. Click on **Upload**
10. Once it is uploaded, choose **Students can view file**
11. You can make a copy for each student
12. Once students see the resource, they right-click on it and open it with **Docuhub**. (I was automatically given this option)
13. If it does not appear automatically, click on the three dots on the top right and **Open in New Window**. Once you've done this, in the middle of the document - click on **Open** and then **Docuhub**.
14. They can simply sign into Docuhub with their **Gmail** account so it's just a matter of clicking on the email that pops up. (I hope they have Gmail accounts 😊)
15. The resource will open in Docuhub. (takes a minute to appear)
16. There are many tools here - add text, change font size, colour, comment, highlighter, etc.
17. Students can then save it in Docuhub. It saves automatically.

18. Students can open DocuHub on the Internet and their amended document will be there saved.
19. Once the resource has been completed, it can be downloaded or exported.
20. Of course, students can **download** and save the original pdf resource onto their device.
21. They can then open it and use it as an e-textbook so that they can work offline.
22. Or they can open it with Adobe Acrobat Reader DC, but I find the DocuHub tool better.
23. Any problems, please email me.

Good Luck!