

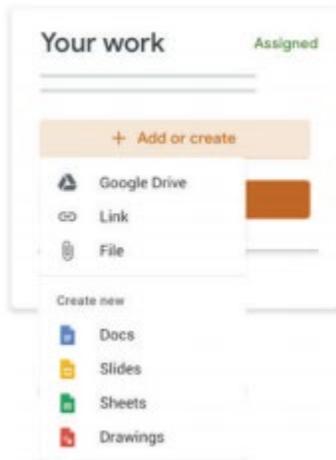
CHEAT SHEET - 'Attaching or creating items for your assignment'

Example: You want to add other documents (like a picture or a video) to an assignment.

1. To attach an item:

- Under your work, click + Add or create > Drive , Link , or File .
- Select the attachment or enter the URL for a link and click Add.

NOTE: You can't attach a file you don't own (has to be in your own Google Drive or from your computer).

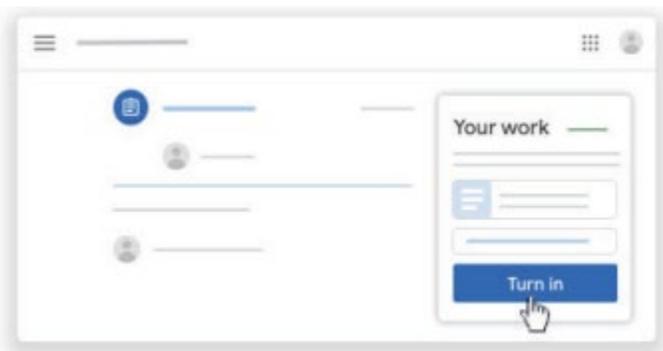


2. To create a new attachment:

- Under your work, click + Add or create > under create new, select the file type. Under your work a new file appears.
- Click the file and enter your information. NOTE: You can attach or create more than one file.

3. To remove an attachment, click Remove X.

4. Click Turn In and confirm.



The status of the assignment changes to Turned in.