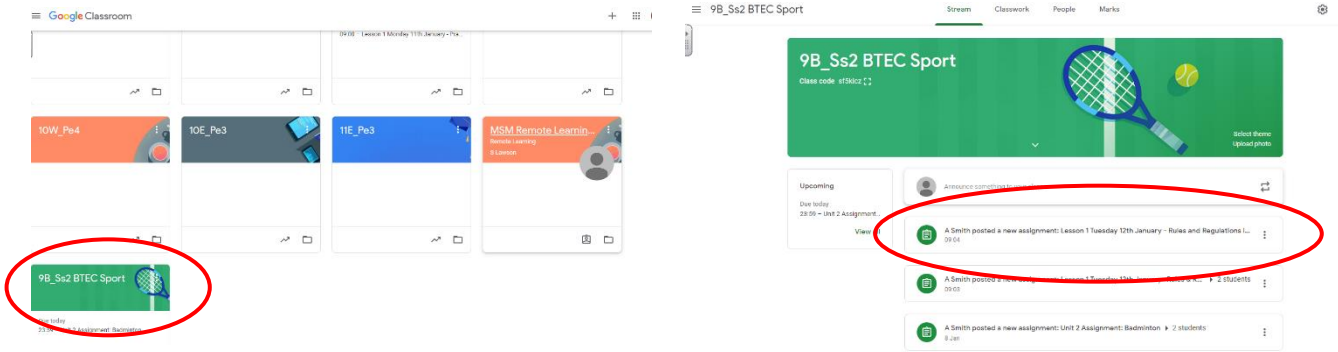


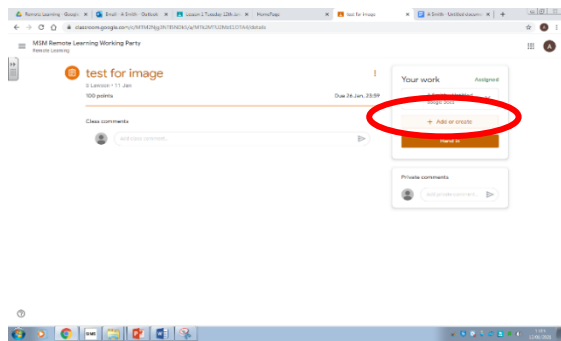
How to Upload a Picture / Photograph on a Computer

Click on to your assignment as you normally would.



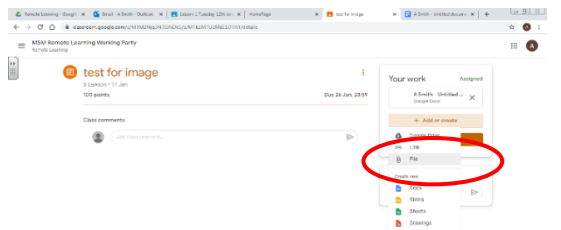
Adding an attachment

Before you start, make sure the picture you want to upload is saved to your computer.

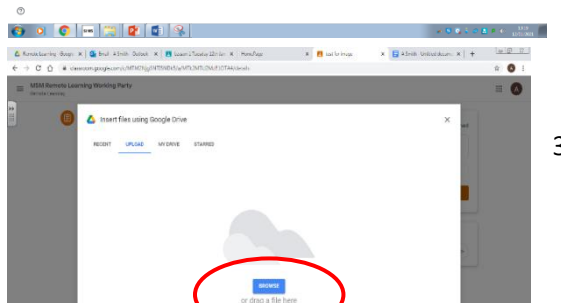


1. You can add your image as an attachment by clicking '+ Add or create'.

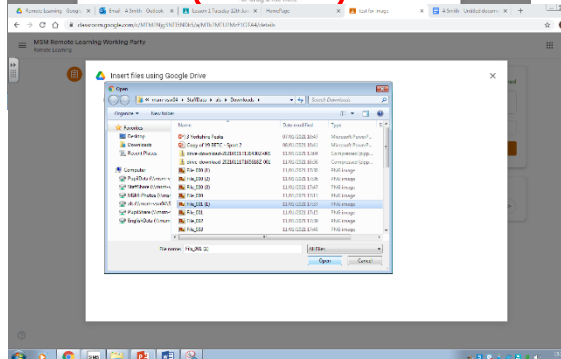
You can also add extra word files or google slides (which is like powerpoint). A great place to write any extra class work or tasks you have been asked to do.



2. To upload a picture, scroll down and click on 'file'.



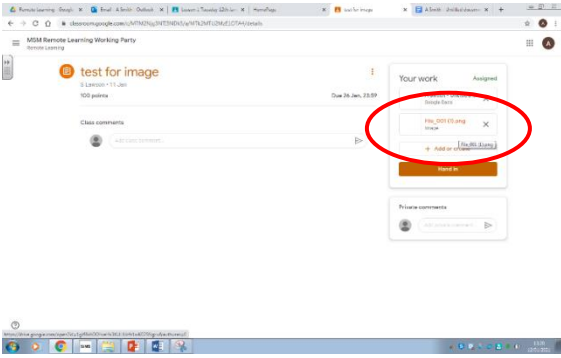
3. Click on 'browse'.



4. This will open up your documents from your computer.

Find where your photo is, click on it so that it is highlighted.

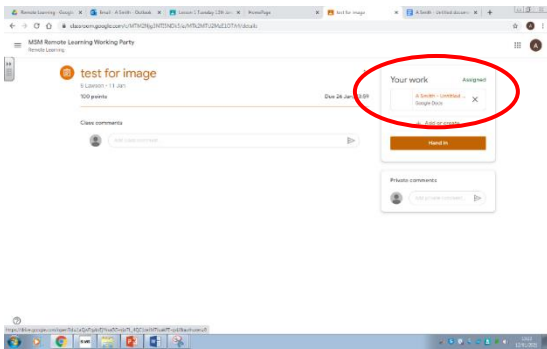
Then click 'open'.



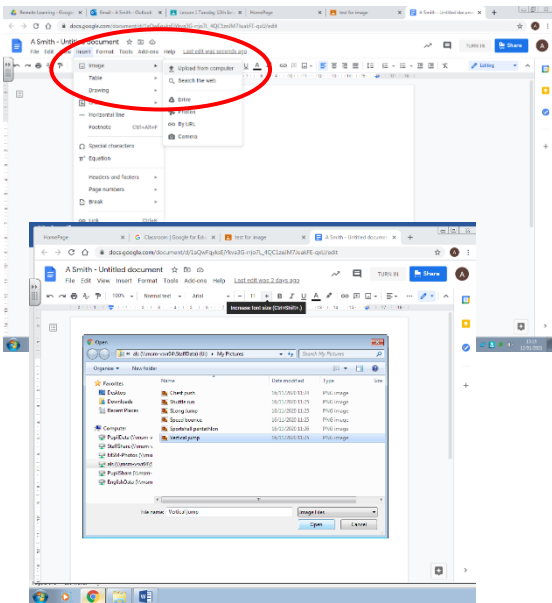
5. Your picture will then upload and you will see it as an attachment below your assignment.

In a word document

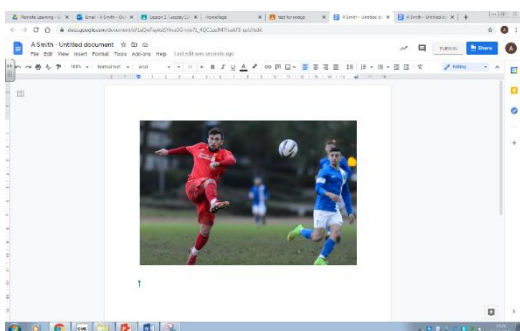
This is how you would upload a picture into a word document.



1. Open up your assignment or a blank document.



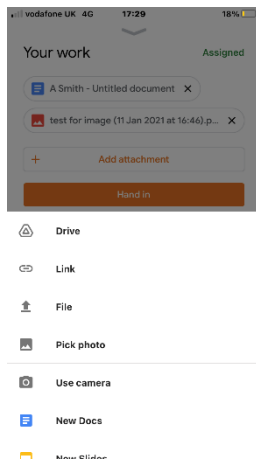
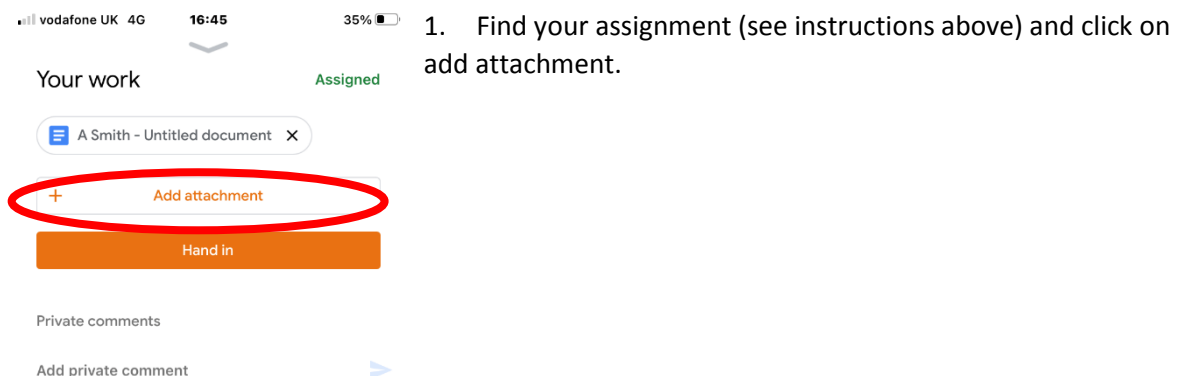
- 2. Click on 'insert'.
- 3. Hover your mouse over 'image' and move it across to 'upload from computer'.
- 4. Click on 'upload from computer', or wherever you want your get your image from (e.g. the web).
- 5. Your documents will appear. Find where your picture is saved, click on the image and then 'open'.



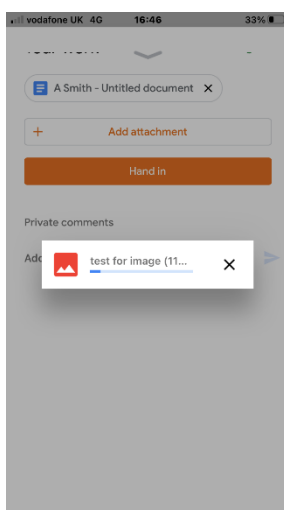
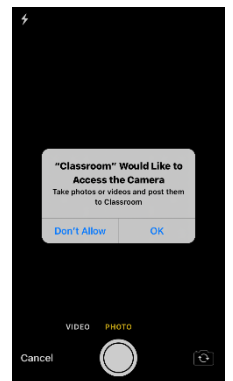
6. Your picture will then load in to your document.

How to Upload a Picture / Photograph from your Phone

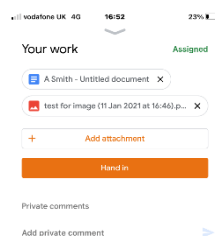
There are 2 ways you can upload photos using your phone. One way is to upload the photo as an attachment.



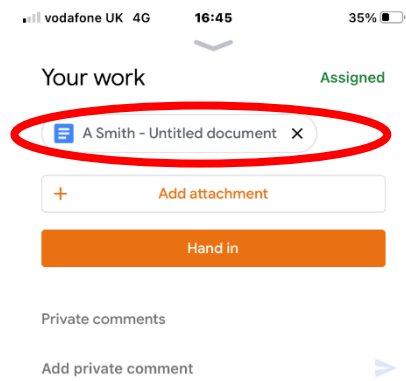
- Use camera will take you to your camera and allow you to take a photo.
- Pick photo will take you to your camera roll where you might already have a photo.



3. Upload your picture by taking it with the camera or clicking on the photo you want from your camera roll.

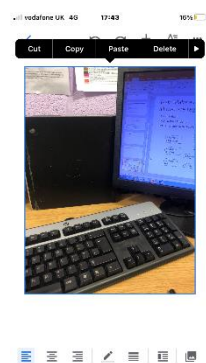
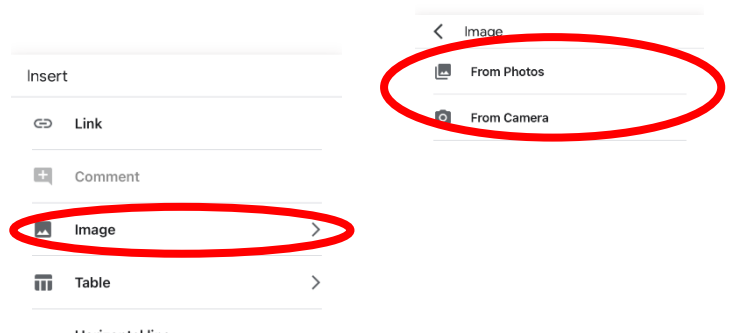
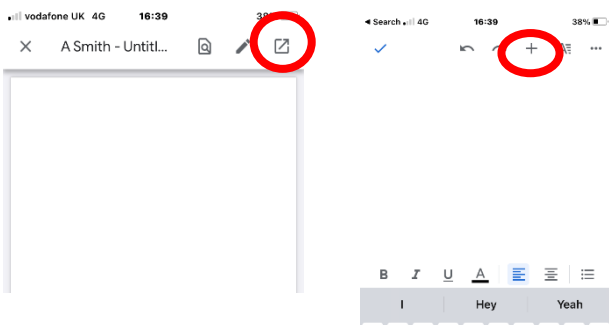


Uploading a picture in to your document



1. Find 'Your work' and click on the document.

2. Open it up so you can edit it by clicking on the little square in the top right hand corner.
3. Click the '+' sign.
4. Scroll down to image and click on it. You can see here that you can also insert things like tables if you want.
5. Decide if you want to upload a picture from your camera or from your own photos.



Once it is uploaded in the document it will save automatically.