

## Handing in work on a laptop or computer

- This is for work completed on paper.
- Go to 2Do's and open the instructions for your task.
- Complete the task on paper or using software on the computer (eg. Word etc.) When you have completed it save the file or take a picture (camera, webcam etc.)
- When you are ready to hand it in go back to the 2Do and click on 'Upload work'
- A box will appear with an arrow in the middle, click on the arrow and this will take you to the camera or to find a file on your computer.
- Take a photo of your completed work and click on 'use photo' (bottom right) on your tablet/phone.
- Once the photo has uploaded click on 'OK'
- Now you are ready to hand it in. Click on 'Hand in'
- You can type a message and/or record a voice message. Click on 'OK'
- Your work has been handed in.

