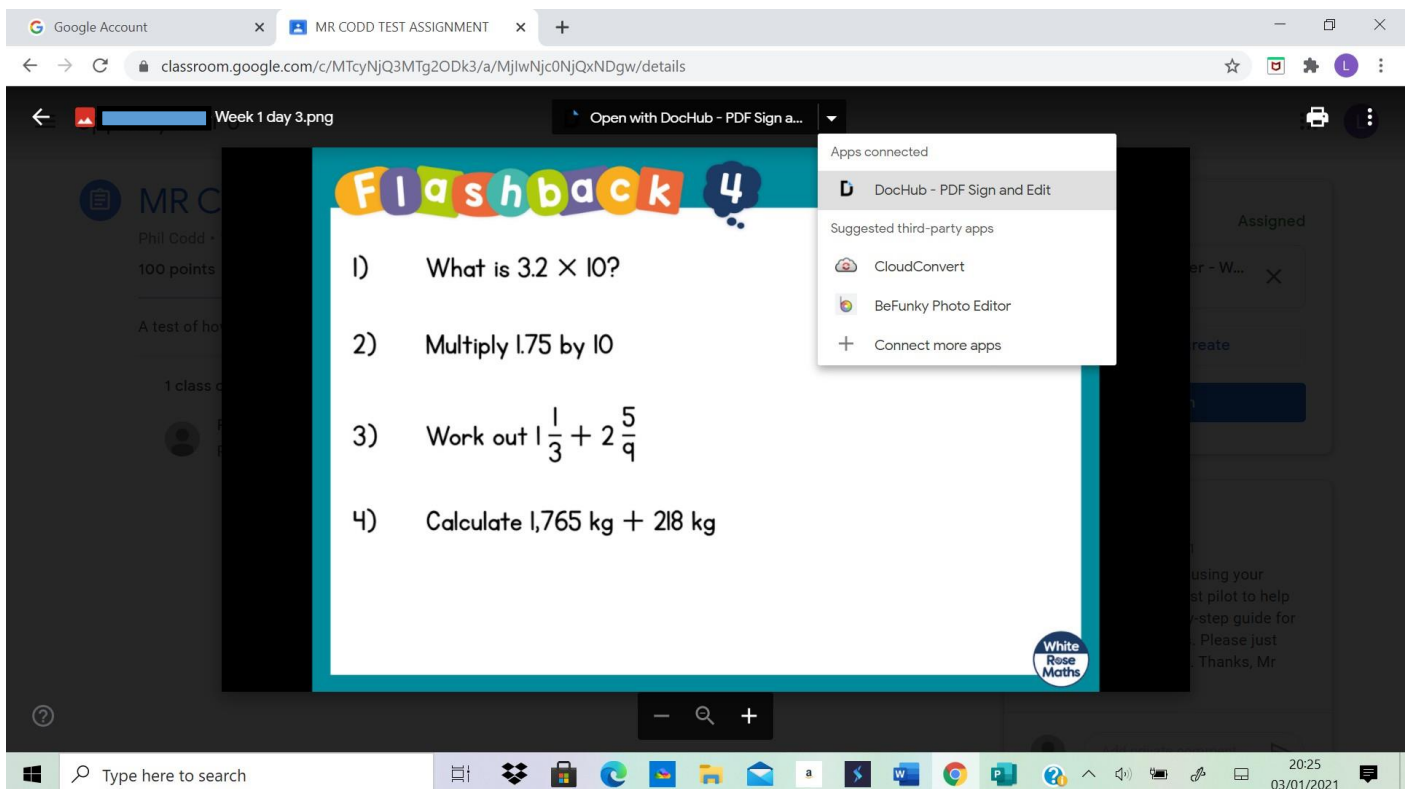Step 1: Open the assignment to read the instructions. Your work will be on the right hand side of the screen. The documents you need to complete the task will be under the 'Your work' section. Click on the document to open it.


Step 2: Now the document is open, choose to open it with DocHub– PDF sign and edit. Please allow this app to access your Google drive and accept all when prompted.
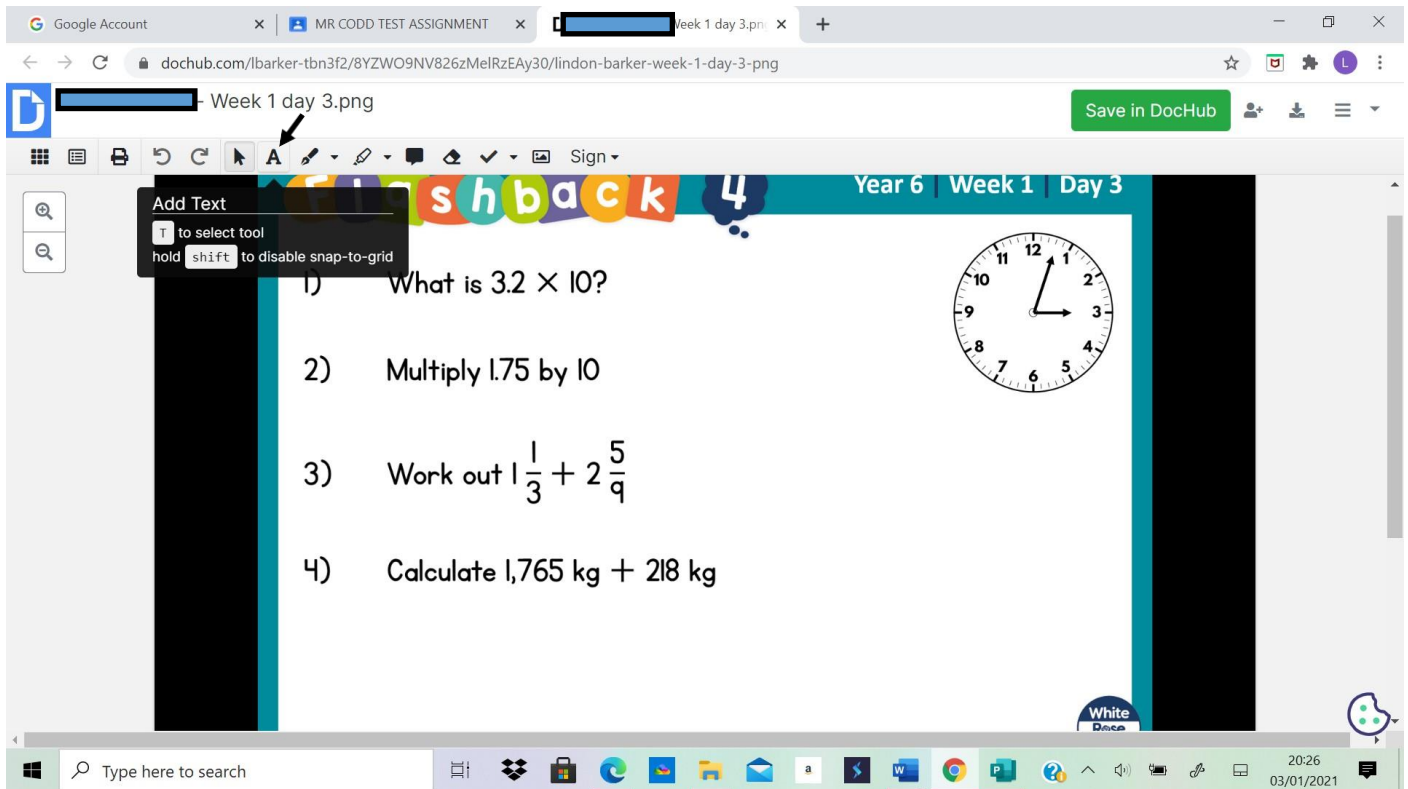
Step 3: When you allow the app to access your Google Drive, it will open the document like this. Don't worry about saving as it autosaves your work. To write an answer, select the add text tool which is the capital 'A' on the menu at the top.
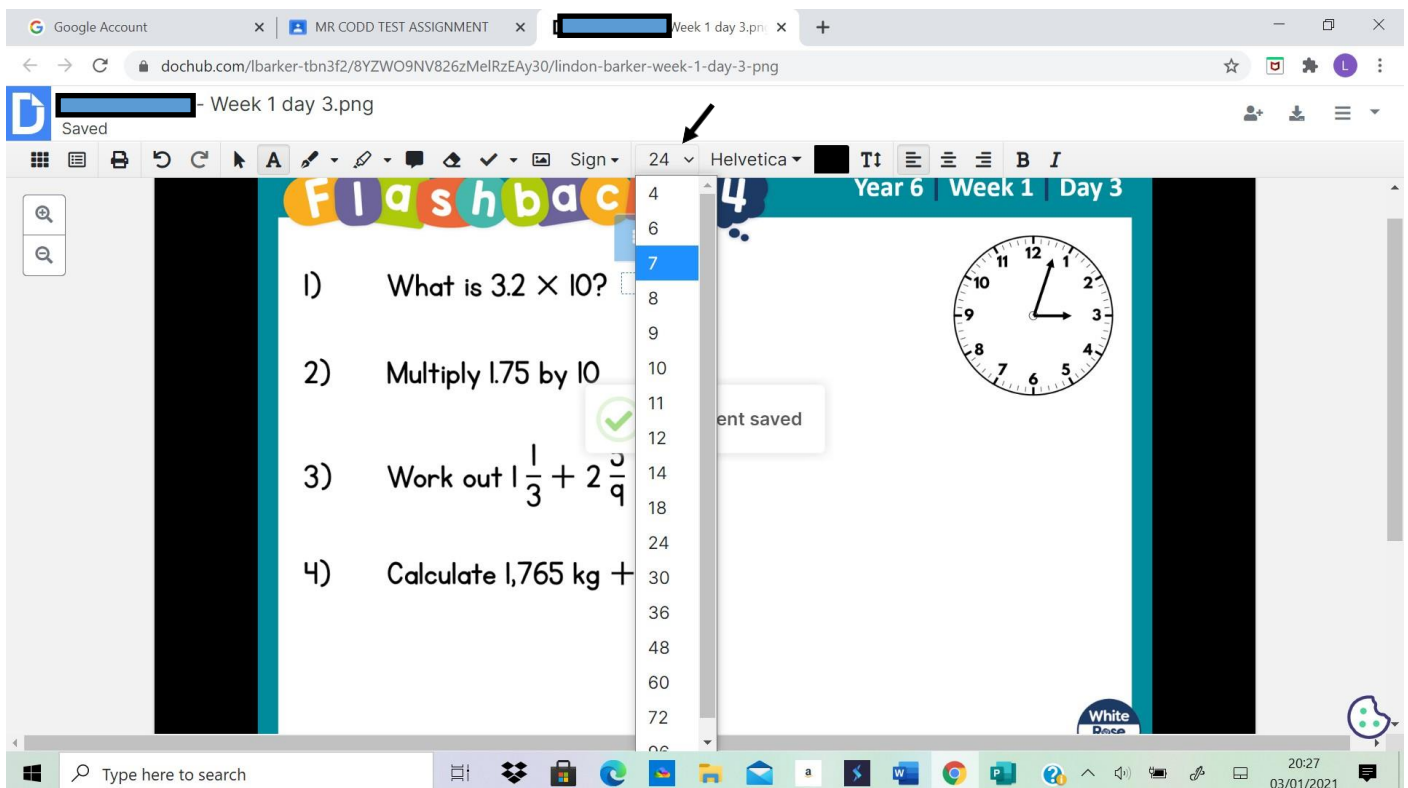

Step 4: Select the font size you think is appropriate. Stick to the colour black as it is normally easy for teachers to see. Once you've selected the size you want, click on the screen where you want to type and simply start typing.
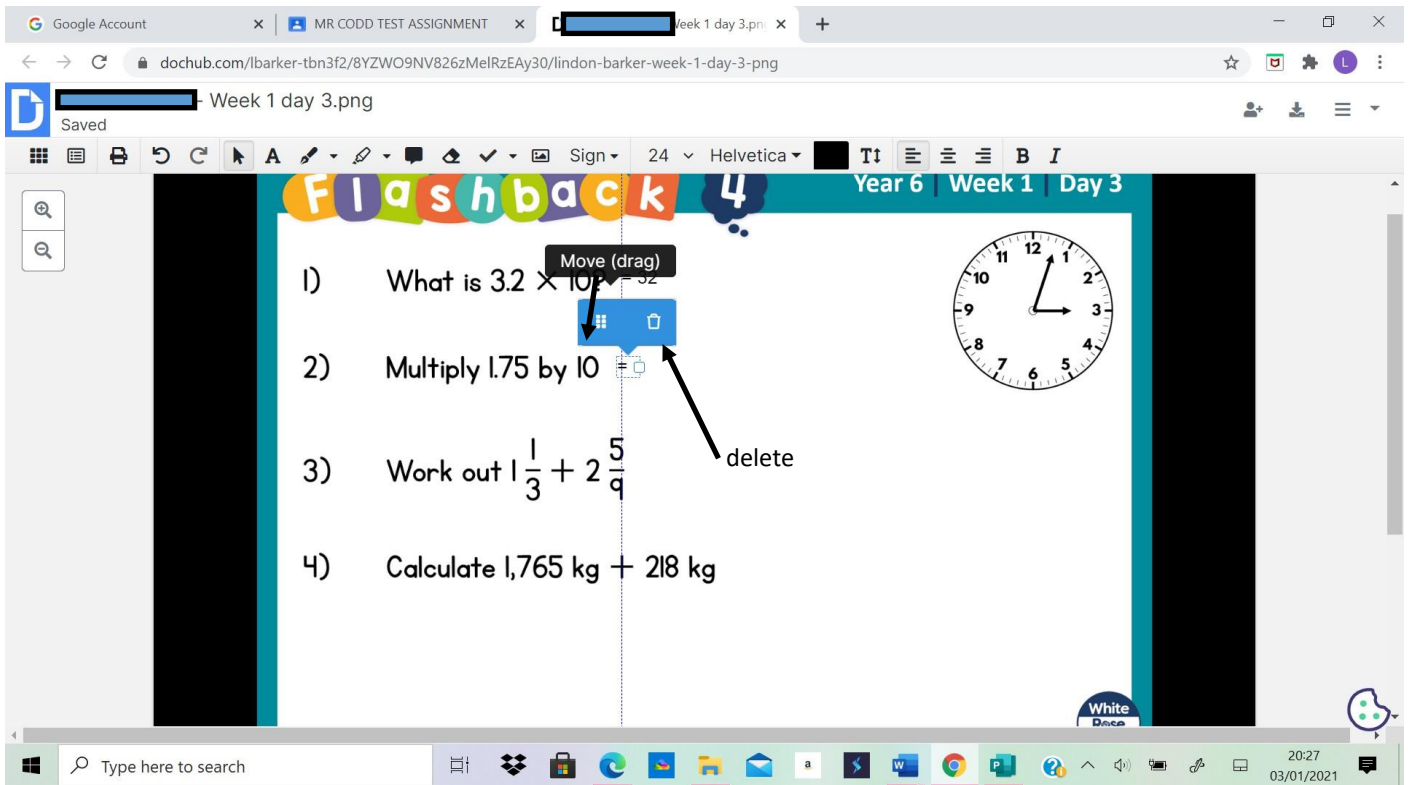
Step 5: To reposition/move your text, simply click on it and use the 6 *squares shaped into a rectangle* icon to drag the text to where you want. If you want to delete the text, click on the dustbin icon after clicking on the text.
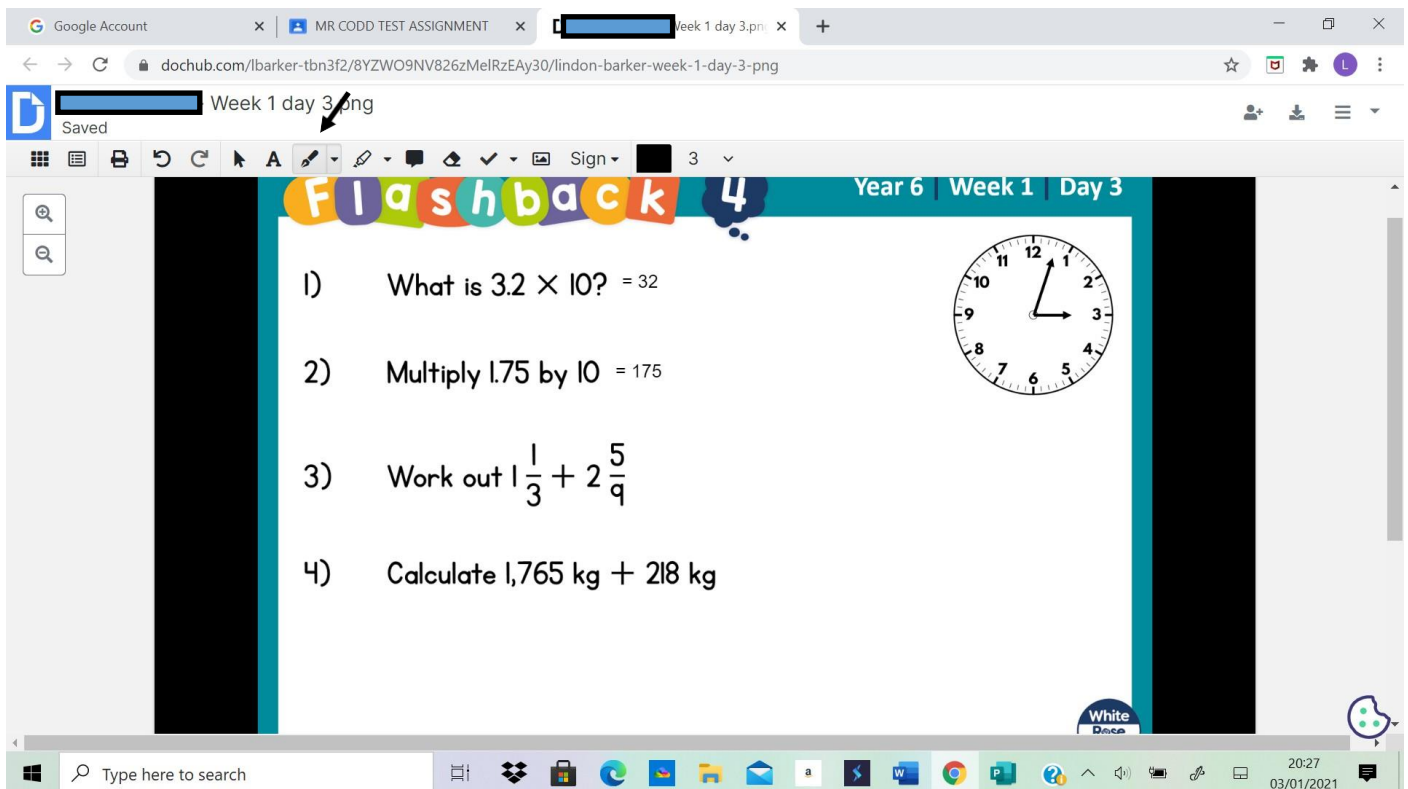

Step 6: Complete the task by clicking where you want to type and typing your answers. If you want to use the drawing tool to do some working out, click on the pen icon.
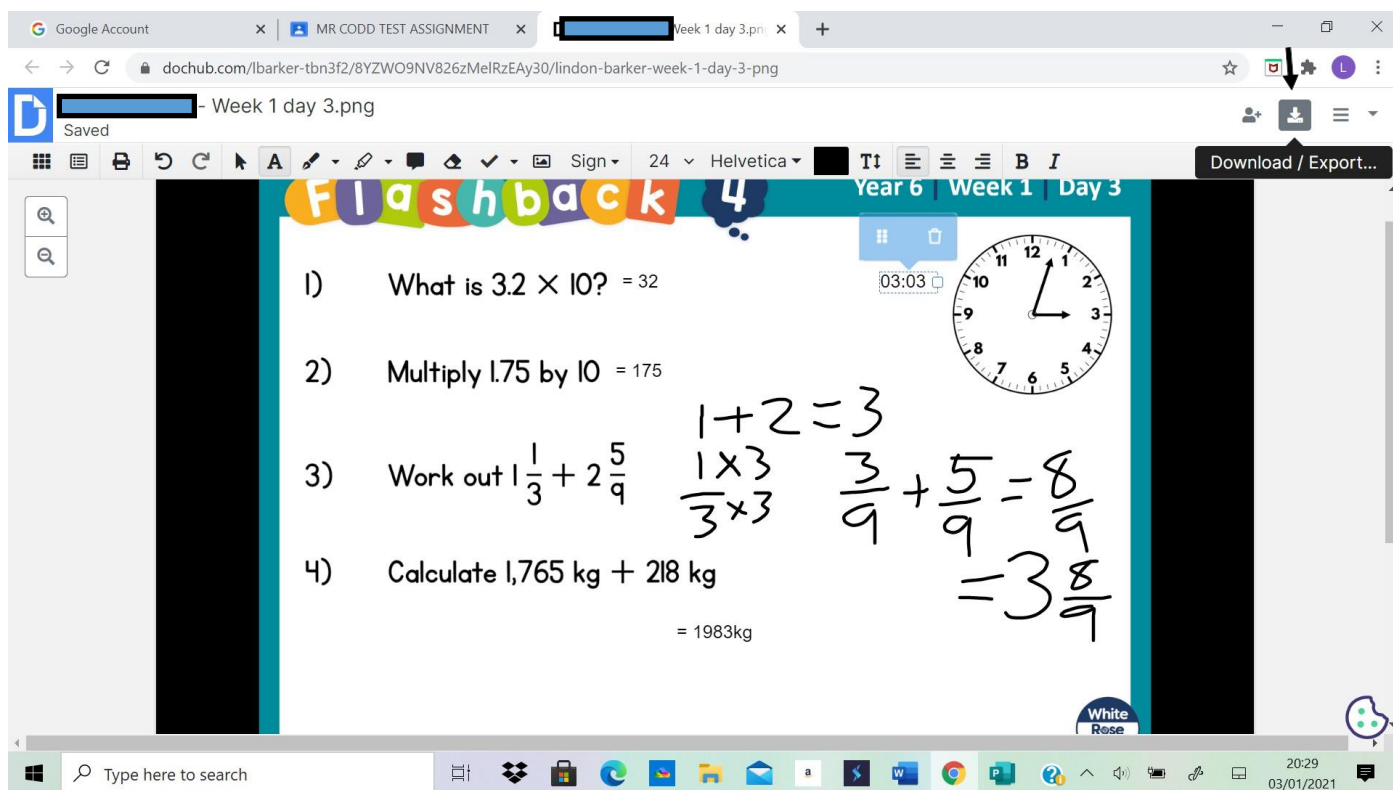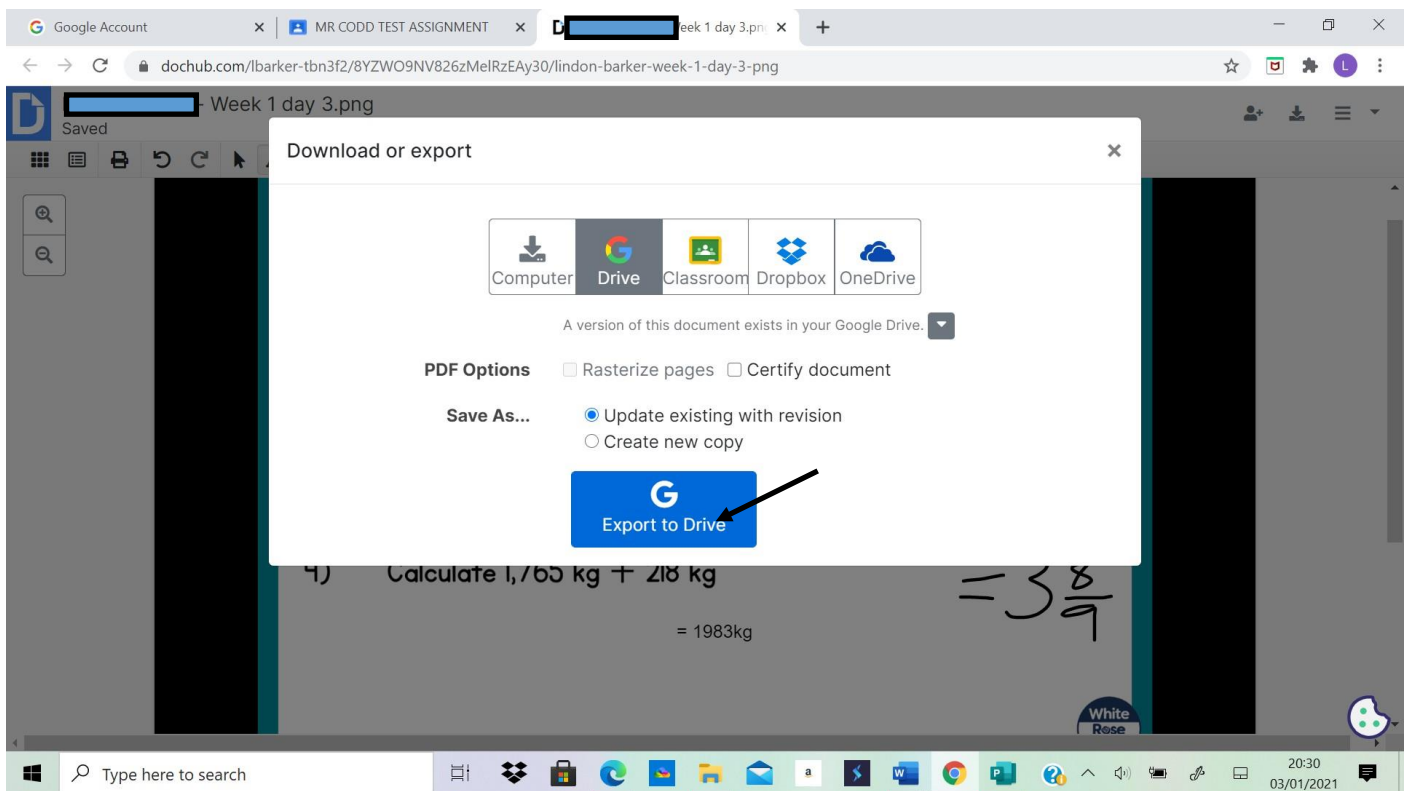
Step 7: If you feel you need to do some working out to calculate an answer, and you have space, use the drawing tool by clicking on the pen icon. Make sure you do it neatly, but if you think it isn't readable, type your answer next to your where you've done your working out so that your teacher can read it and mark your work. When your task is done, give yourself a pat on the back and click on the download/export button which in the top right hand corner.
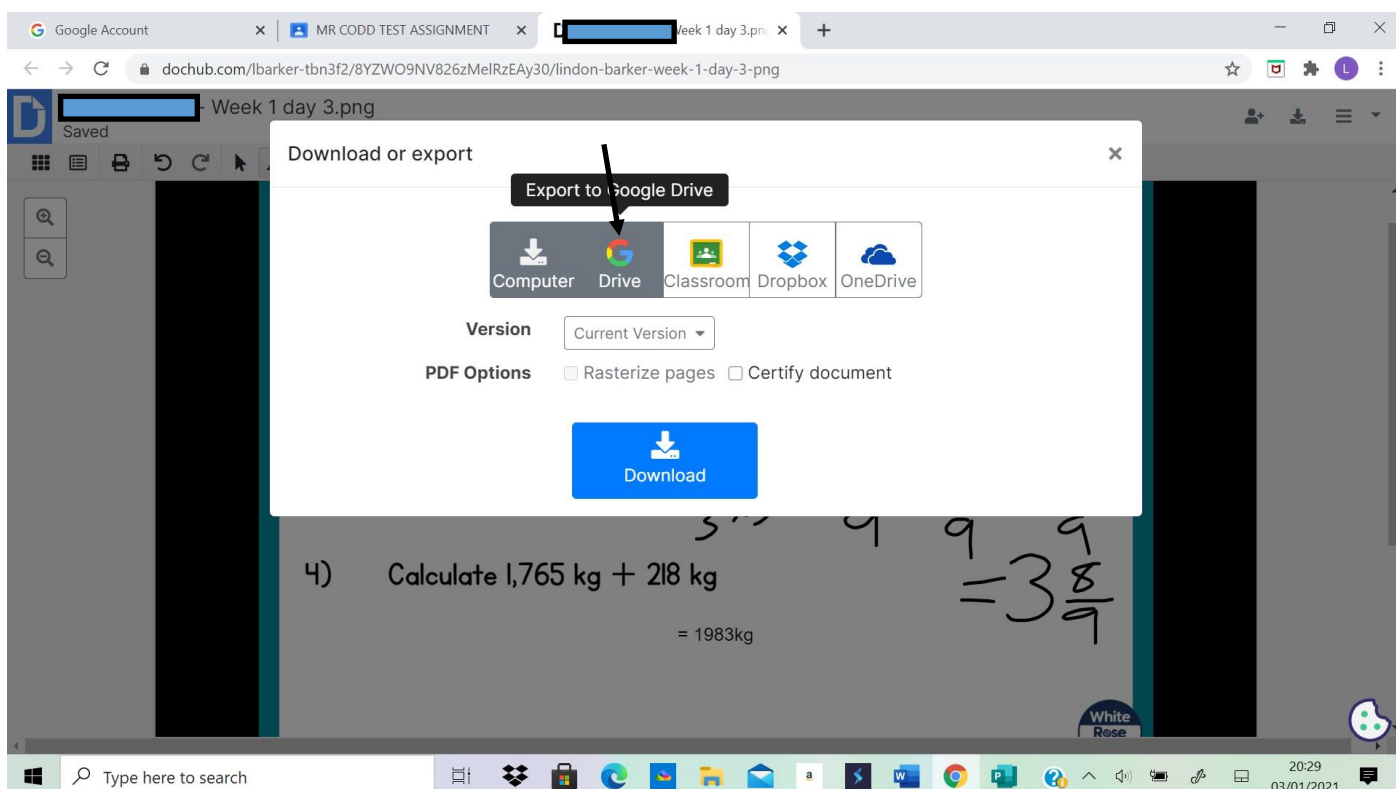
Step 8: When you press this button, you will be given this menu. Select Google drive— **don't click download.**
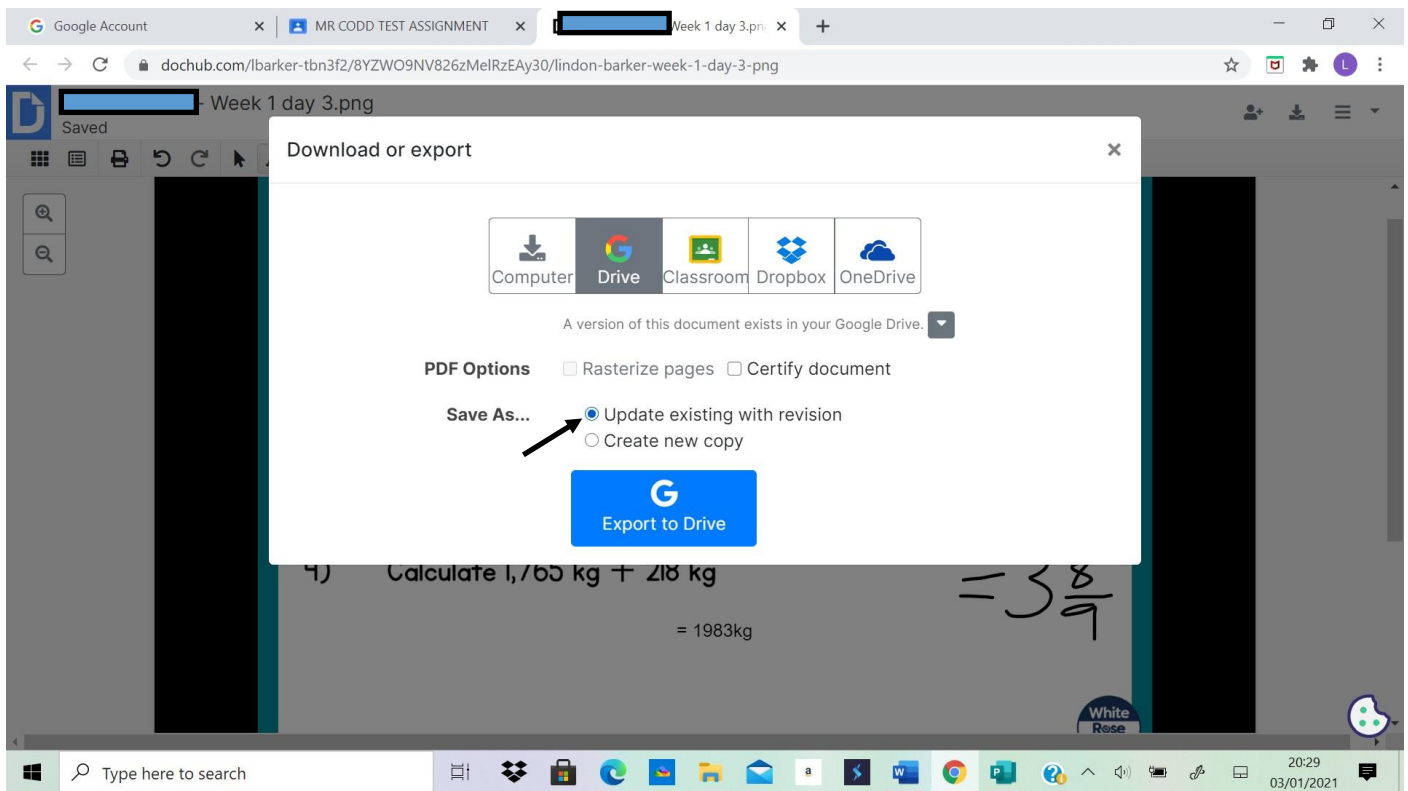
Step 9: You should be given some new options at the bottom. You don't need to tick any of the PDF options. You must make sure you select UPDATE EXISTING WITH REVISION.

Step 10: Then, once you've checked you've done that, click export to drive.
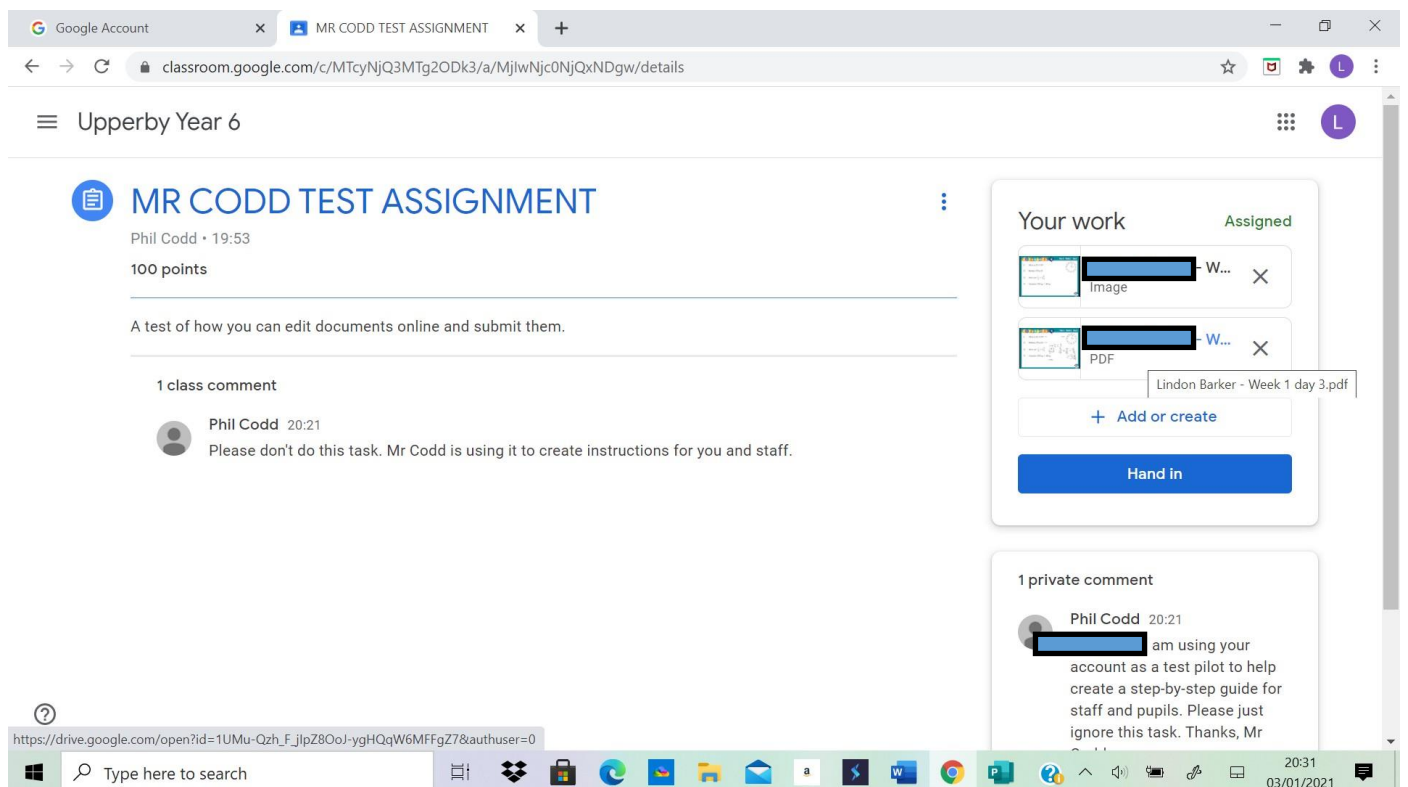
Step 11: Now you must add your work onto the assignment. Click on 'Add or create'.

Step 12: Select Google Drive.
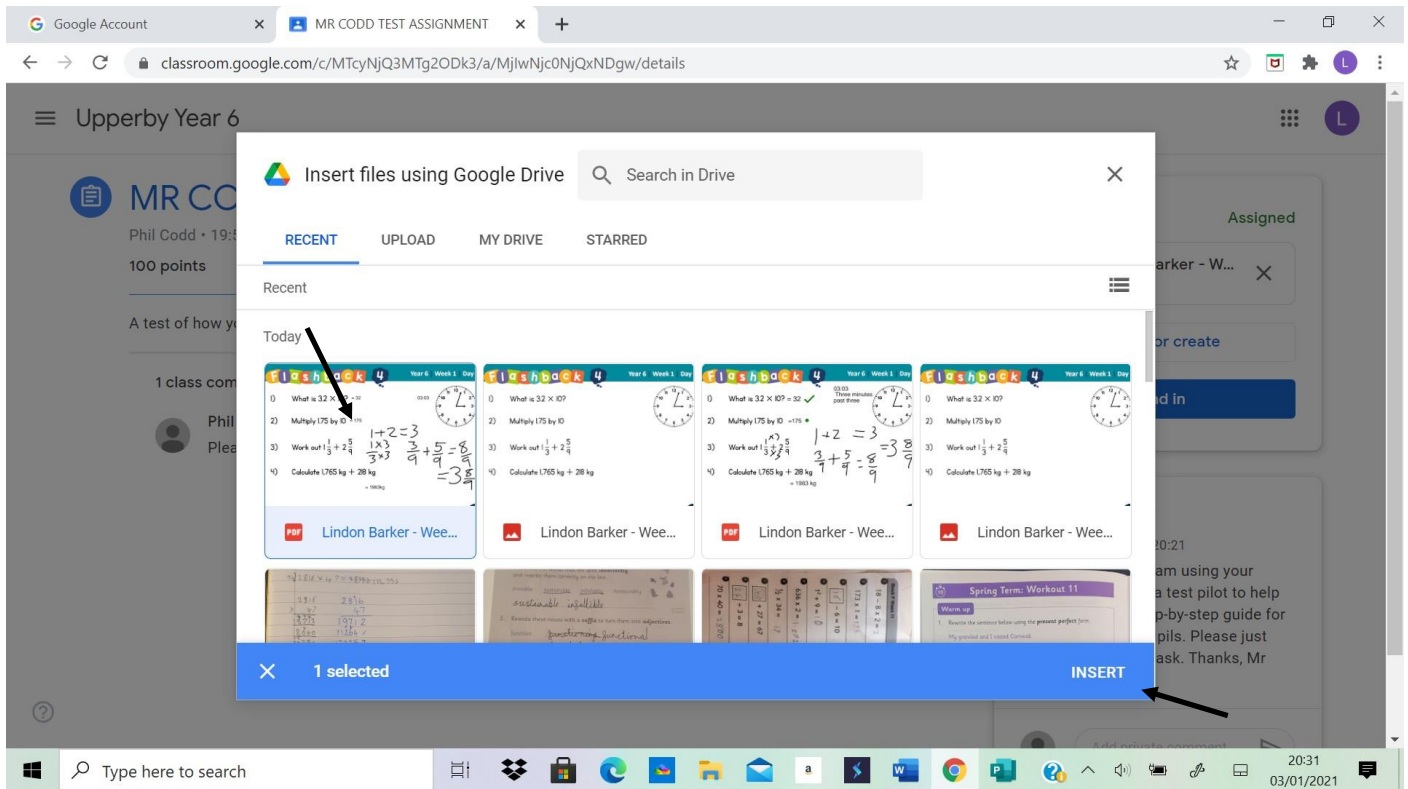
Step 13: Find your work from pictures and click on it. When you've added all your work for that assignment (by clicking on it), click insert which is in the bottom right-hand corner of the window.

Step 14: Your work has now been uploaded onto the assignment. Nearly there, I promise!

Step 15: Check you've uploaded all of the tasks to the 'Your work' section (you can click on them to preview them). Then, simply click hand in.

Step 16: Click hand in again.

Step 17: You're done!!! Unless of course you submitted your work accidently because you didn't follow these 17 steps. Don't worry about it... just simply click unsubmit and you will be able to complete the task or fix the issue.

That's it you've done it. The next assignment awaits.

See the next page about what happens when your work gets marked.

When your work is marked, it might look something like this. If there is a yellow area, it means your teacher has asked you a question about that answer. Open the document in a new window by clicking the three dots and selecting 'open in new window'.

The question will be on the side of your work. Click on it and type an answer in the box provided.

When you've typed your corrected answer, click reply. It is a bit like doing a purple pen fix it/improvement.