

HOW TO UPLOAD YOUR ASSESSMENT ONTO MHOL

1. Go to **MHOL WEEK 10** on your Science course page. At the bottom you will see **Yr 7 Science Assessment 1 - Habitat and Adaptations** Click on it.
2. Scroll down the page that opens and click on **Add submissions**.
3. On the left hand corner of the rectangular box that you see will be two icons above the word Files. **Click on the left one**.
4. A second window will open. Click on **Google Drive**.
5. Click on **Log into your account**.
6. Click on your account that you can see. (You will recognise your username)
7. Click on **Allow**.
8. Your files should appear in a box. Choose the correct file (In this case your Life Processes assessment). Click on it.
9. Click on **Select this file**.
10. Click on **Save Changes**
11. Click on **Submit Assignment**
12. **Tick the little box** beside what says something like, "This is my own work....."

13. Click on **Submit for grading**. If your screen turns green, that means you have uploaded successfully!