

Guide to attaching photos to Satchel One

Step 1: go to the homework for which you want to submit work

Step 2: find the paper clip in the bottom left hand corner of the page (if it isn't there, it means the teacher hasn't set it up to be submitted via SMH)

Step 3: click on the paper clip and select either take photo (this will open your camera so you can take a photo of your work), files (you can attached a word document if you have one to send in) or image (this will open the photo gallery or camera roll so you can select the photo to upload)

Step 4: take the photo or select the image you had already taken

Step 5: press the tick at the top right of the screen

Step 6: your work is now sent to your teacher!