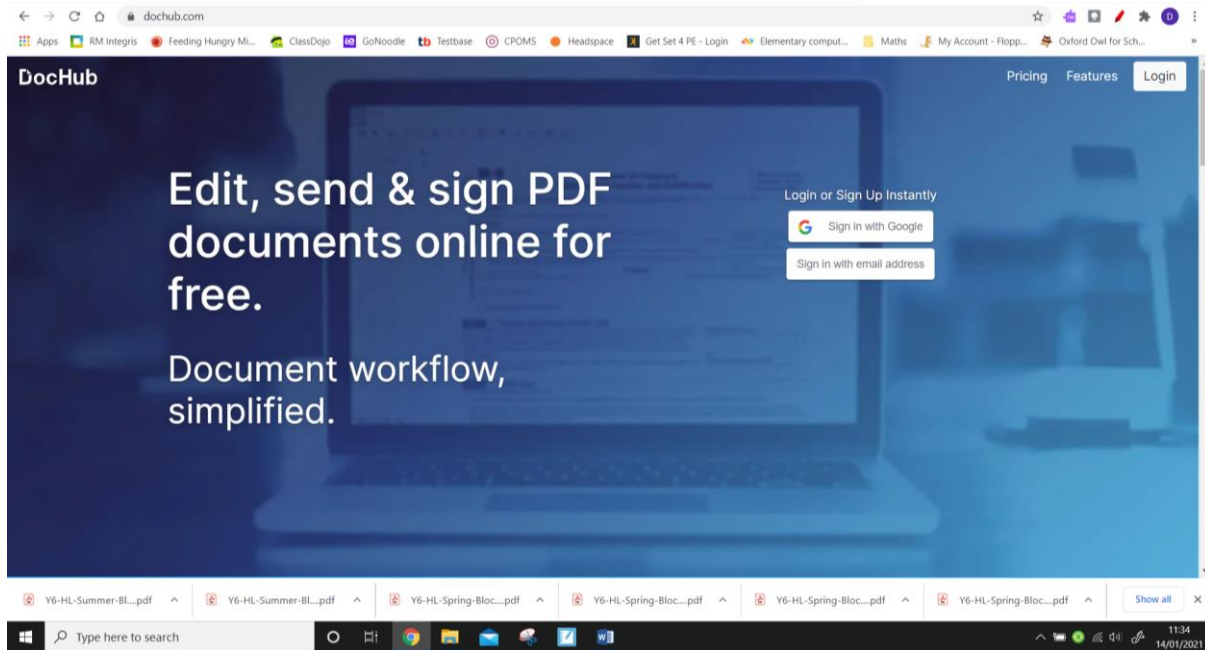




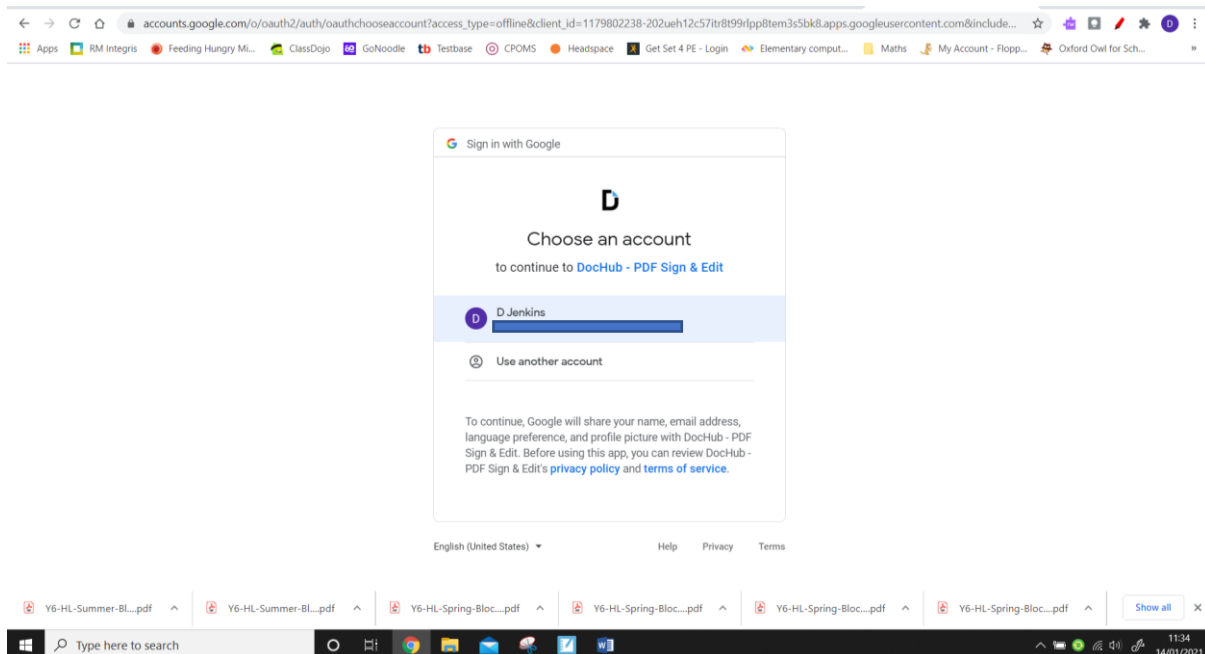
# A Guide to Using DocHub



DocHub is a useful, free online tool where you can edit pdf documents directly on your electronic device and send it to your teacher via Google Classroom. Just type 'DocHub' into Google and it is the top option that comes up. Here is what it looks like when you first go to the page:



When you are on your child's device and logged in as them, click 'Sign in with Google' and the below page should appear (you may need to re-enter your child's password):

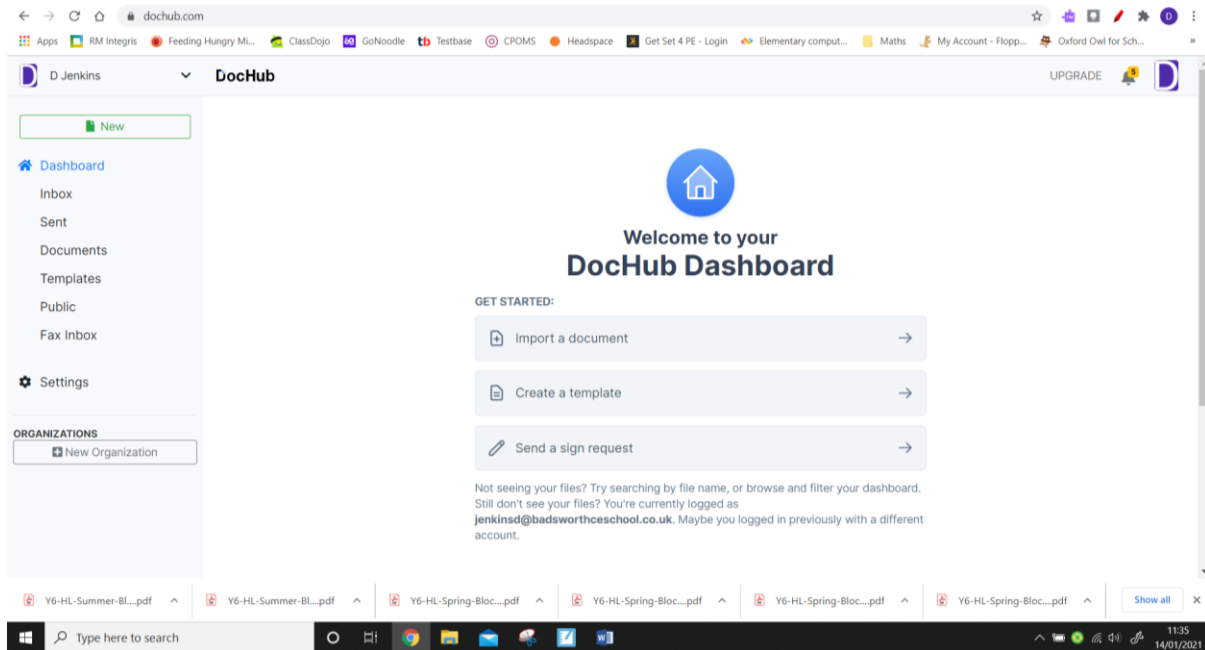




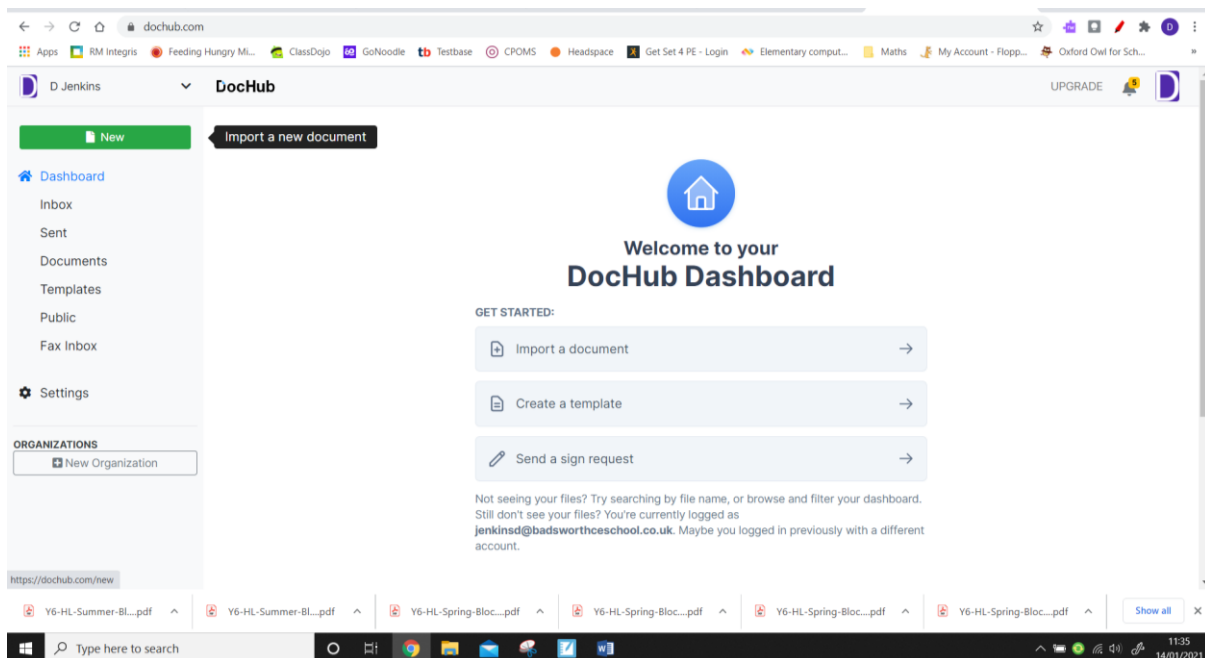
# A Guide to Using DocHub



When you are signed in you will reach the 'Dashboard' which is the main page:



Once you have downloaded the pdf from your class teacher's assignment in the usual way, come to DocHub and click 'New':

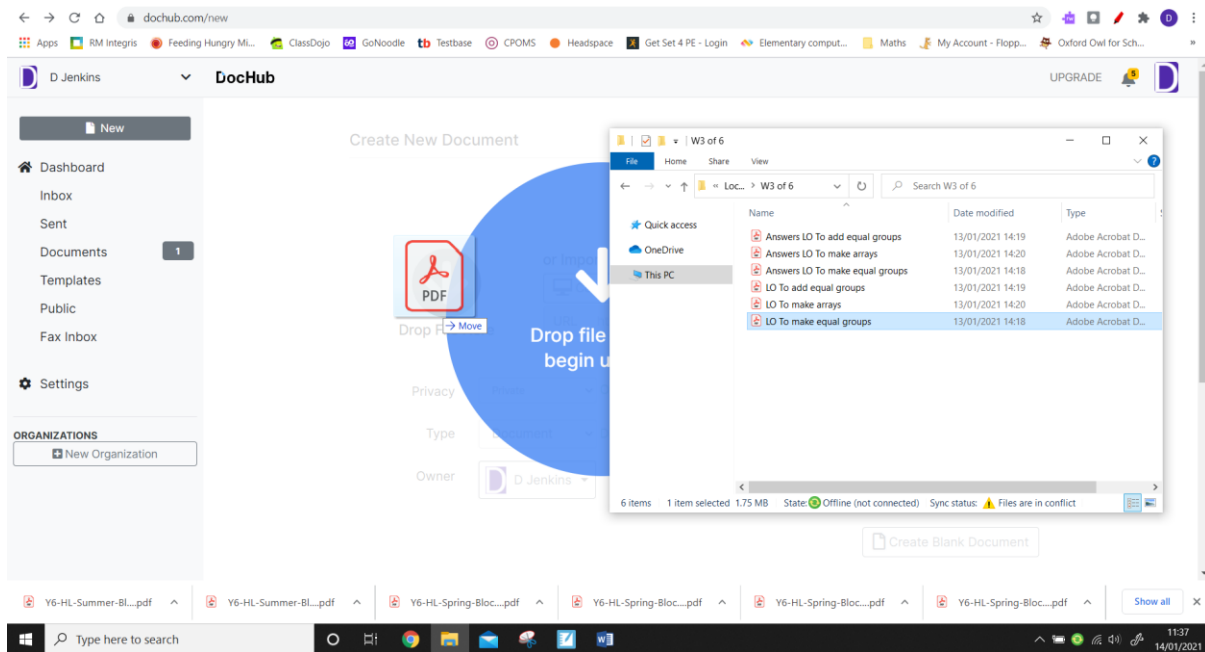
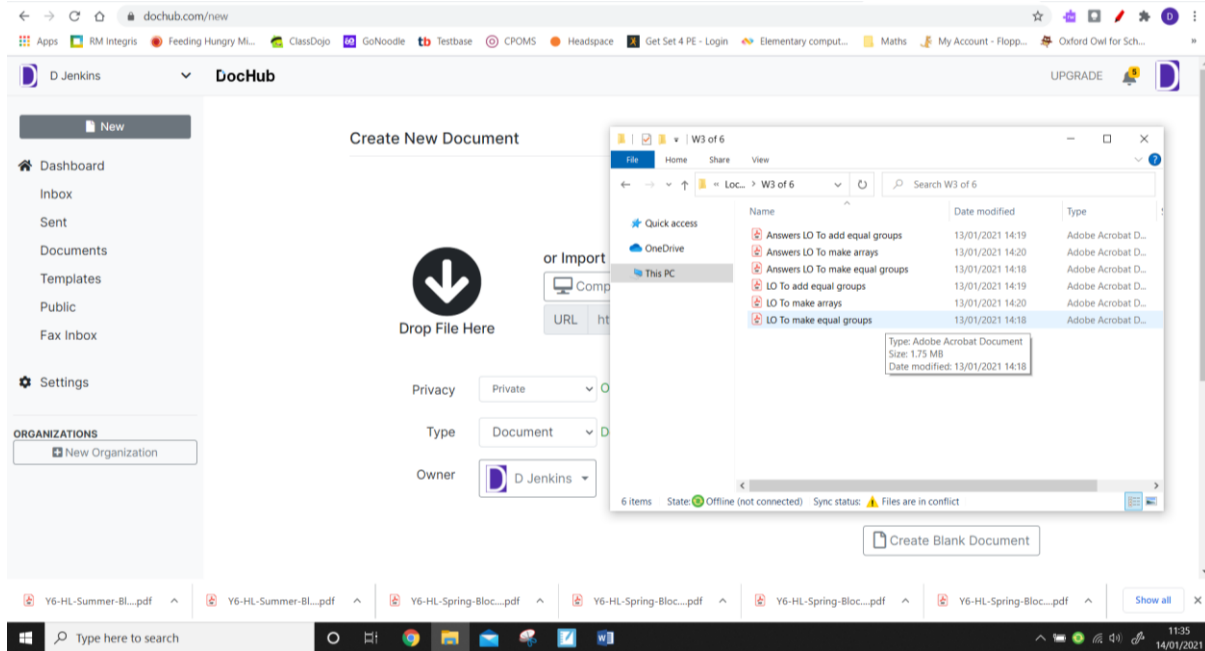




# A Guide to Using DocHub



Then, when you have located your downloaded pdf, drag and drop into the space provided, 'Drop File Here':

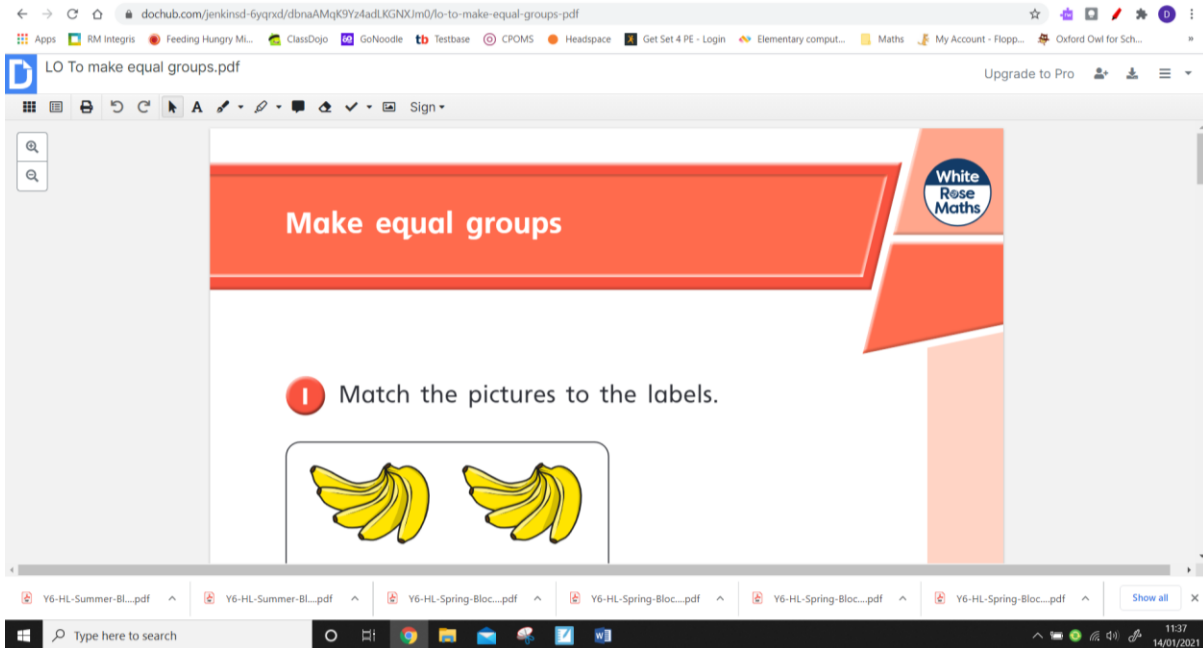




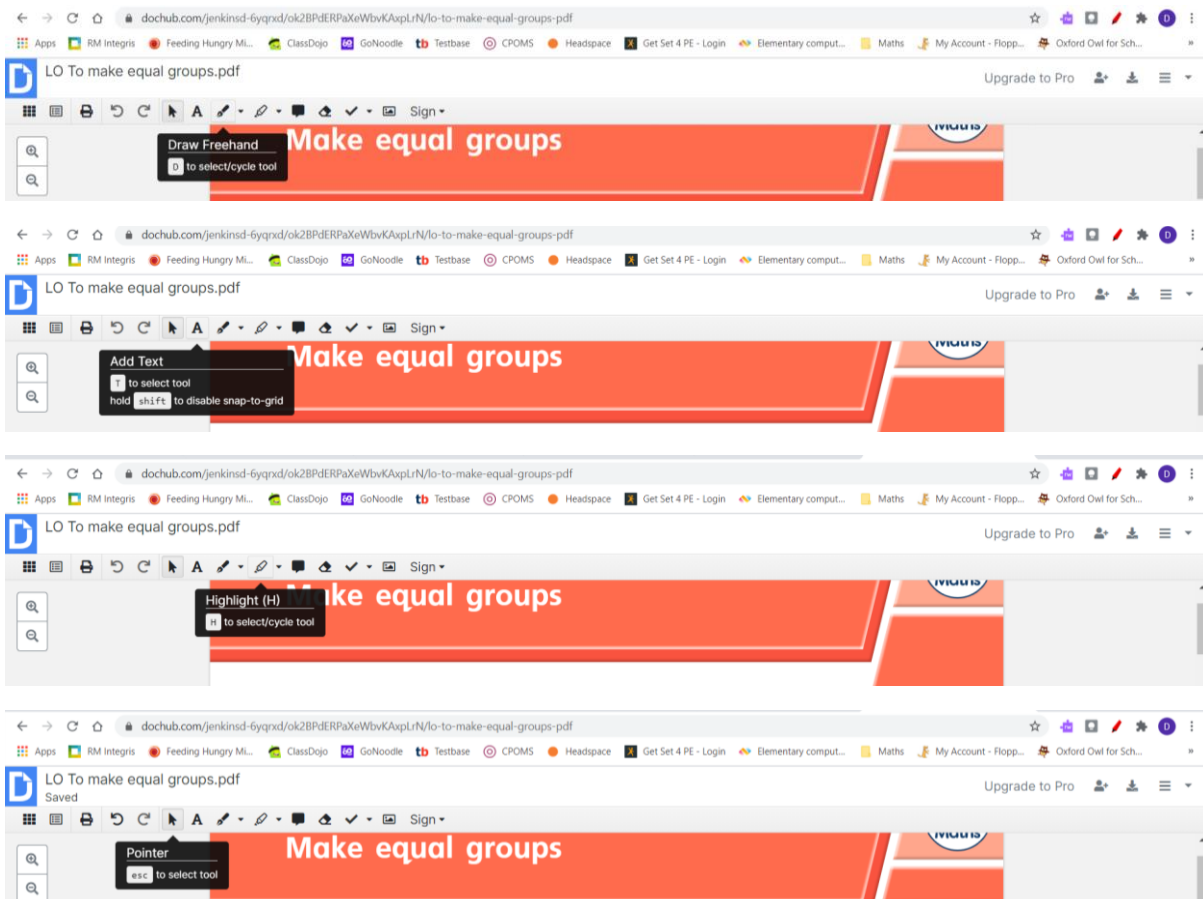
# A Guide to Using DoctHub



Once you drop it in, it will take a few minutes to load to DoctHub, then the document should open automatically:



You can use the following tools to edit and work on the document directly:

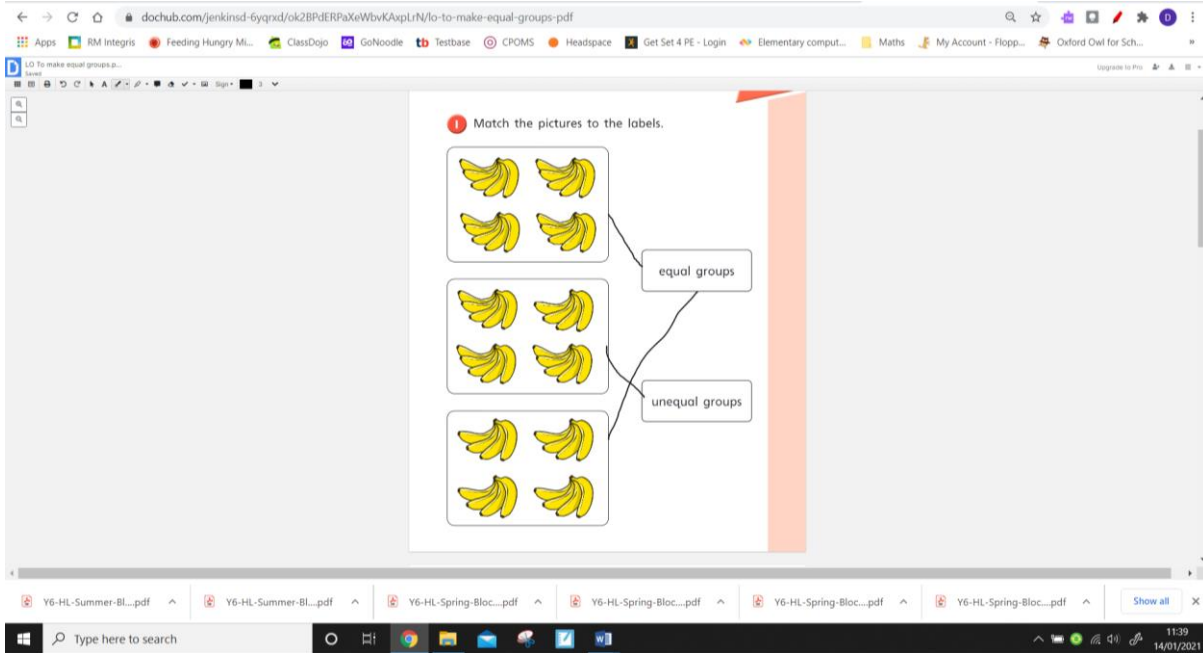




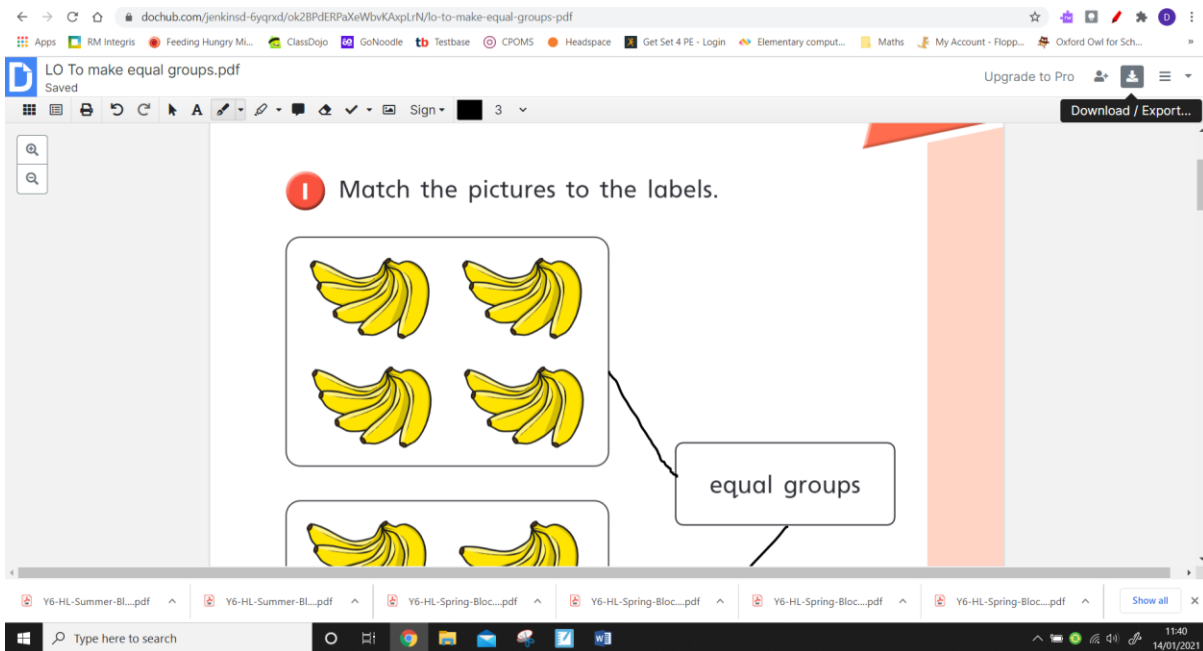
# A Guide to Using DoctHub



Have your child use the tools to complete the work on the document:



Then, in the top right-hand corner, you click on 'Download/Export':

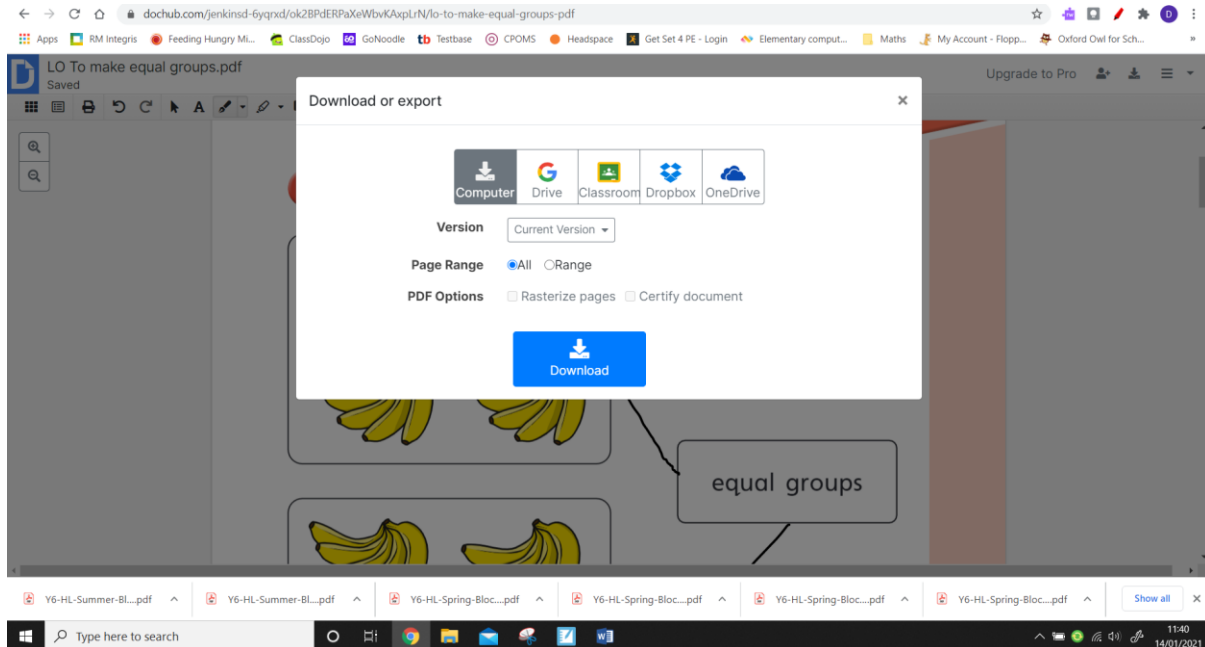




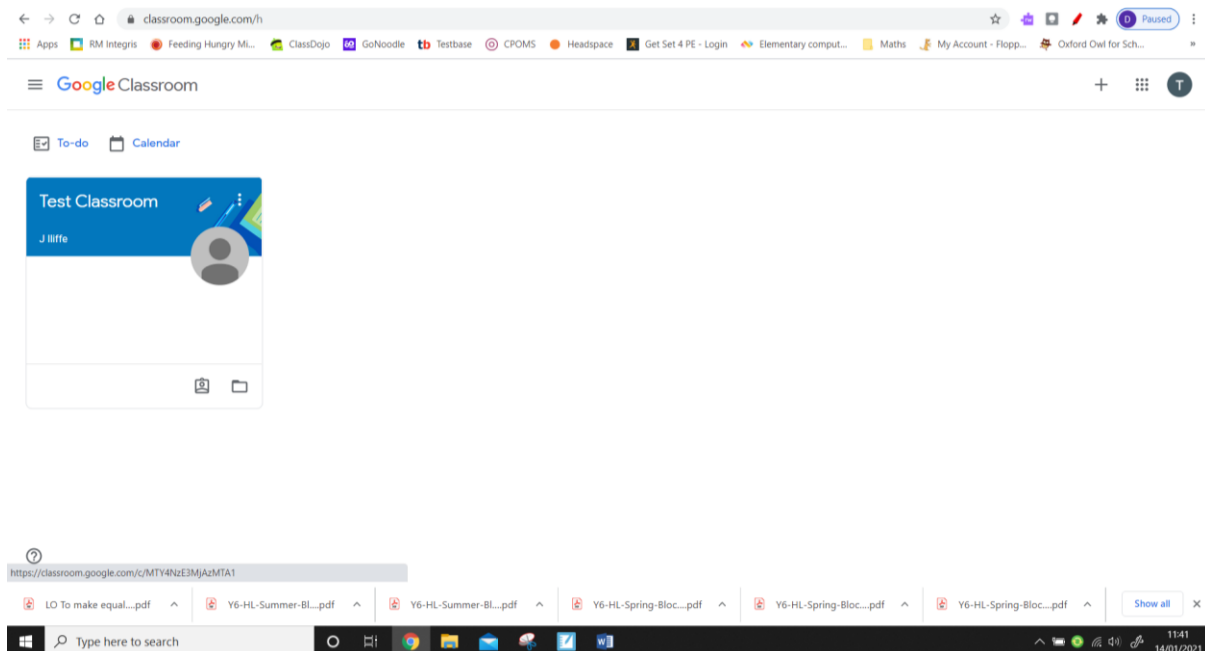
# A Guide to Using DoctHub



The automatic selections are the easiest way to download your document. 'Computer', 'Current version', 'All' should be the settings as shown below, then click 'Download':



Then go back to your child's Google Classroom:





# A Guide to Using DocHub



Find the original assignment so the work can be returned to the teacher:

The screenshot shows a Google Classroom stream. At the top, there's a blue banner with the text "Test Classroom" and an illustration of a desk with a pen and a folder. Below the banner, there's a section for "Upcoming" with a message: "Woohoo, no work due soon!" and a "View all" link. The main part of the stream shows a post by "D Jenkins" from "Jan 7" titled "D Jenkins posted a new assignment: Test Maths for DocHub". Below the post, there's a link to the assignment: <https://classroom.google.com/c/MTk1NzQ2Mjc1MzE55?c=wr7fjs>. At the bottom, there's a taskbar with several open PDF files, including "LO To make equal...pdf", "Y6-HL-Summer-BL...pdf", "Y6-HL-Summer-BL...pdf", "Y6-HL-Spring-Bloc...pdf", "Y6-HL-Spring-Bloc...pdf", and "Y6-HL-Spring-Bloc...pdf".

Once the assignment is open, click 'Add or create' on the right-hand side below the original document that the teacher sent:

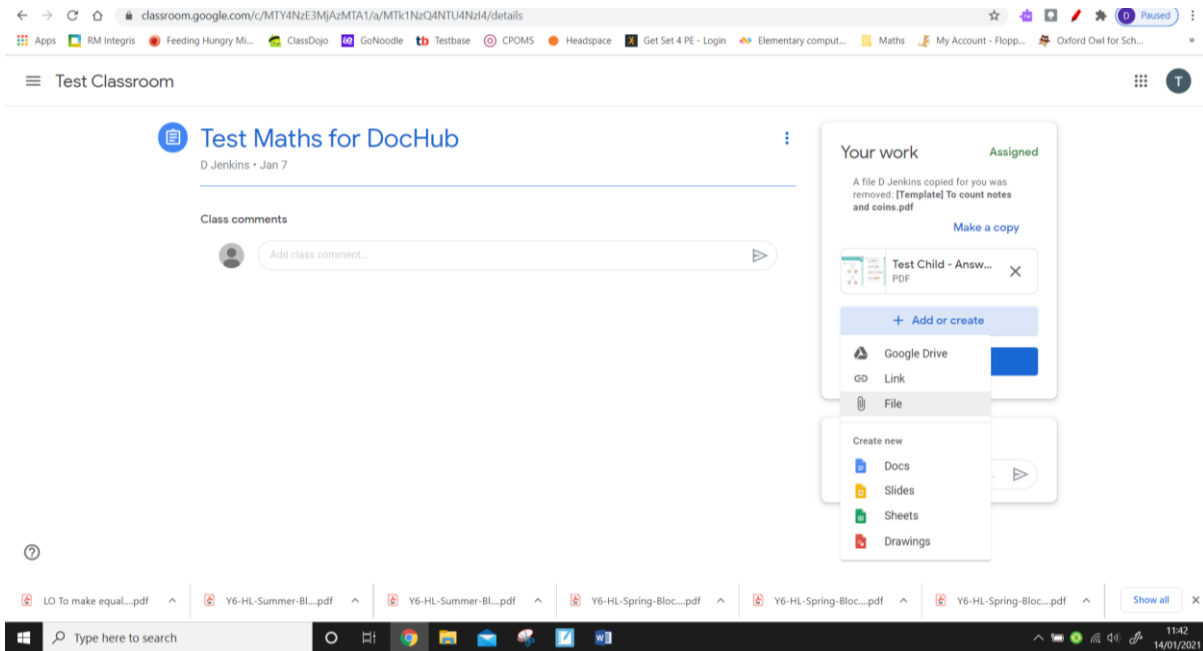
The screenshot shows the details of the assignment "Test Maths for DocHub" by "D Jenkins" from "Jan 7". On the left, there's a "Class comments" section with an "Add class comment..." input field. On the right, there's a "Your work" sidebar. The sidebar shows the assignment is "Assigned" and includes a message: "A file D Jenkins copied for you was removed: [Template] To count notes and coins.pdf". Below this, there's a "Make a copy" link and a list of files, including "Test Child - Ans... PDF". At the bottom of the sidebar, there are two buttons: "Add or create" and "Turn in". Below the sidebar, there's a "Private comments" section with an "Add private comment..." input field. At the bottom, there's a taskbar with several open PDF files, including "LO To make equal...pdf", "Y6-HL-Summer-BL...pdf", "Y6-HL-Summer-BL...pdf", "Y6-HL-Spring-Bloc...pdf", "Y6-HL-Spring-Bloc...pdf", and "Y6-HL-Spring-Bloc...pdf".



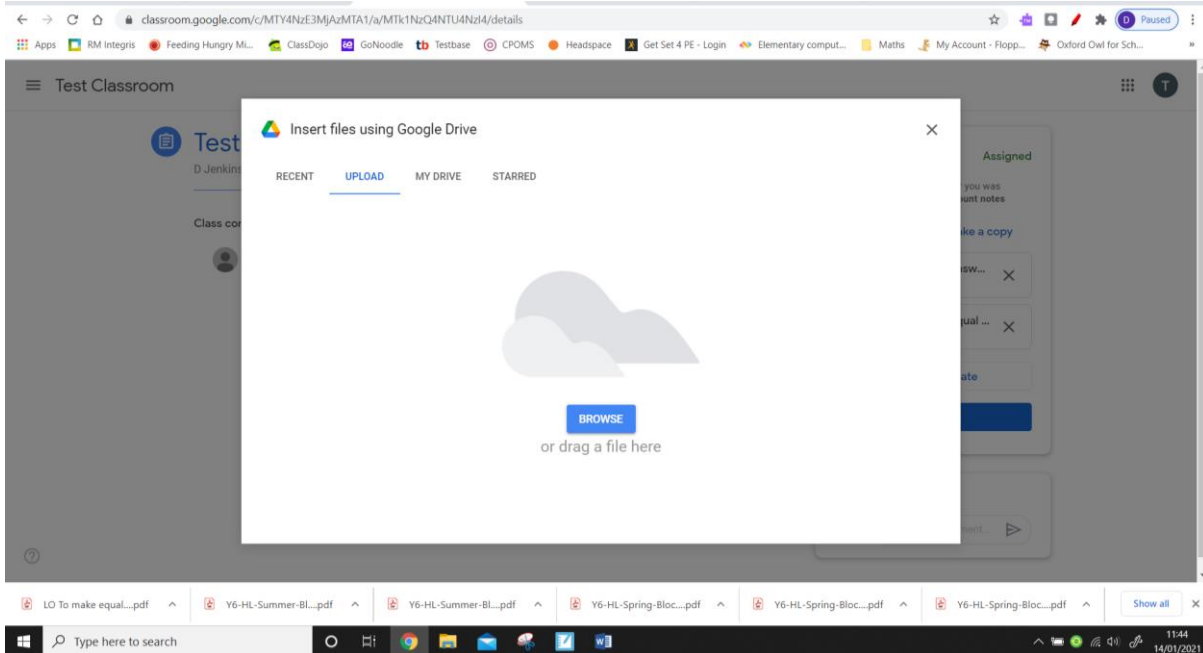
# A Guide to Using DocHub



Choose 'File':



This screen should now be open:

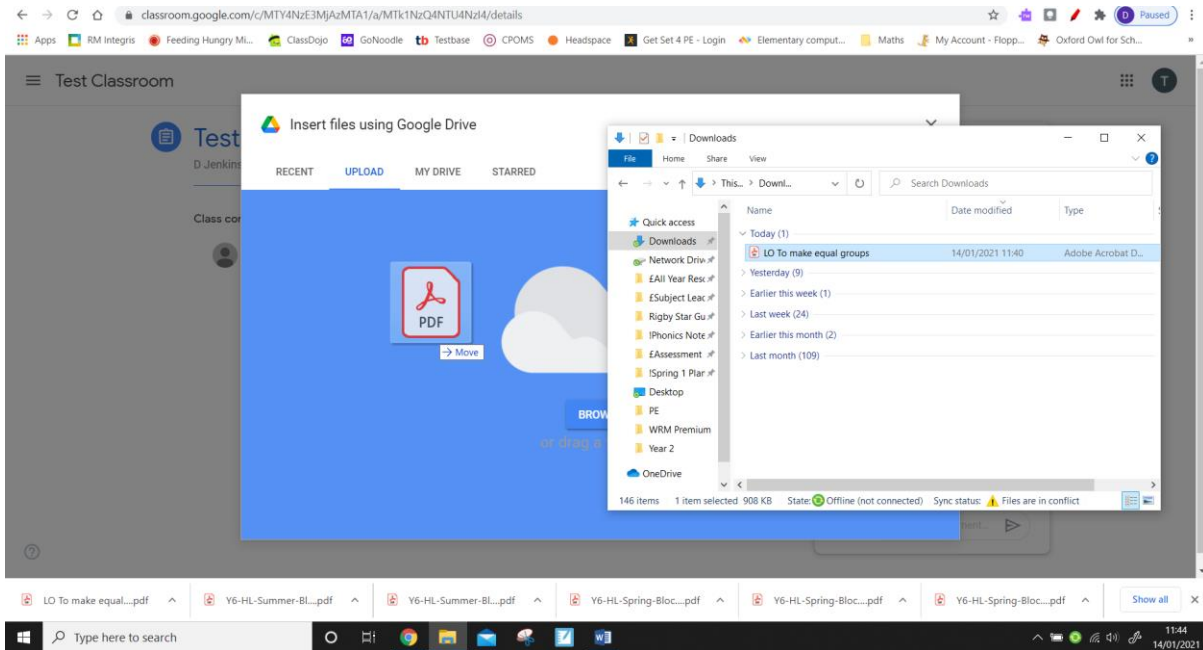




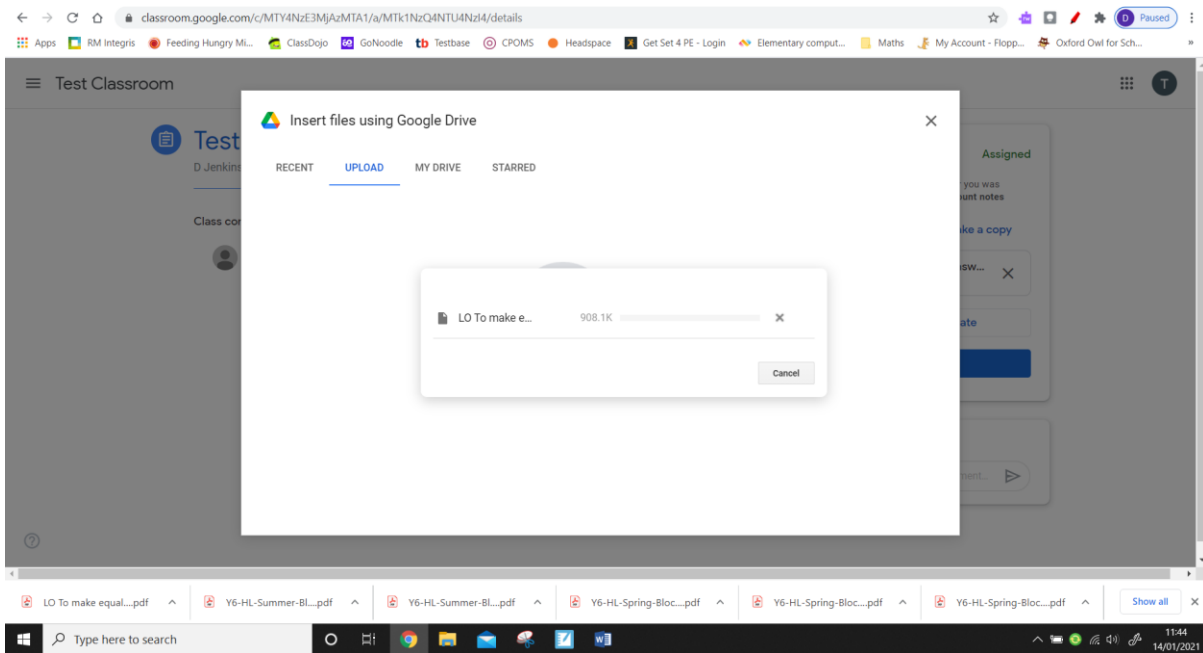
# A Guide to Using DoctHub



Find the edited file that you just downloaded, then drag it onto/next to the cloud image:



The file will then take a few moments to upload:





# A Guide to Using DocHub



Then click 'Turn in' so your teacher gets a notification that your work is ready to mark:

The top screenshot shows a Google Classroom page for an assignment titled "Test Maths for DocHub" by D. Jenkins, dated Jan 7. The "Your work" section is labeled "Assigned" and shows two PDF attachments: "Test Child - Answ... PDF" and "LO To make equal ... PDF". A "Turn in" button is visible at the bottom of the work section. The bottom screenshot shows the same page with a dialog box titled "Turn in your work?" open. The dialog box states "2 attachments will be submitted for 'Test Maths for DocHub'." and lists the two PDF attachments. The "Turn in" button is now disabled, and the "Unsubmit" button is visible.

That's it, you've now successfully uploaded your edited document!