# How to Take a Screenshot and Upload to Google Classroom

1. Once you have whatever it is you want to screenshot, hold down 3 keys on your Chromebook keyboard simultaneously: Ctrl, Shift, and the button just above the "6" (the ^ on the "6" key points to it). See below:


2. Using 2 fingers on the mousepad (unless you've connected an actual mouse to your chromebook), drag a box around what you want to screenshot. A window will pop up in the bottom right corner saying a screenshot was taken. You can ignore that. If you mess up, just go back to Step 1.
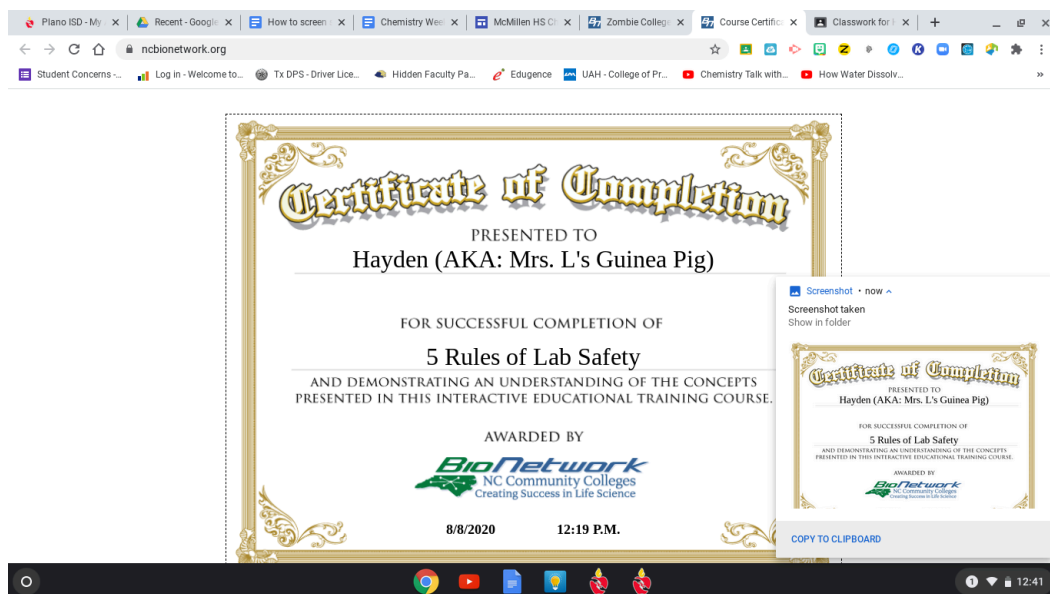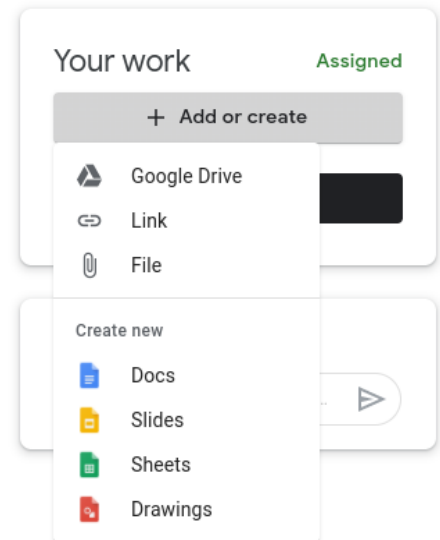

Scroll down

3. Go to the assignment in Google classroom and click "**View Assignment**." On the right side, there is a box that looks like this:
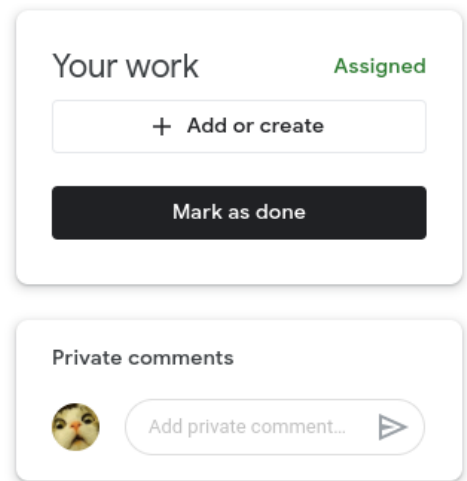
4. Click "**+ Add or create**." In the drop down, choose **Google Drive**.

5. Under "**Recent**," you should see the screenshot you took. Click on it, then click "**Insert**."

6. Click "**Turn In**," and you're done!