UPLOADING PHOTOS OF STUDENT WORK TO GOOGLE CLASSROOM PARENT & STUDENT GUIDE

GETTING STARTED: LOGGING INTO GOOGLE CLASSROOM

- Parent Guide PDF Version:
  www.tinyurl.com/BagoParentGuidePDF

Directions to help students log in:
1. Go to: classroom.google.com
2. Sign in: username@d323.org (*username is last name and first four letters of the first name, ie. jordanmich@d323.org*)
3. Password: each student will need to enter their own password
   a. For Simon contact your student's teacher for their unique password if the student doesn't know it.
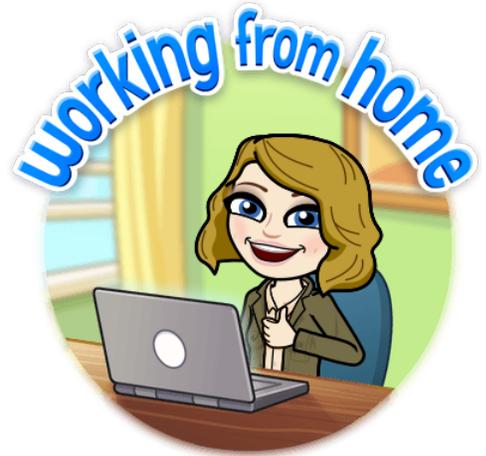
UPLOADING A PHOTO OF STUDENT WORK USING THE GOOGLE CLASSROOM APP FOR MOBILE DEVICE, IPAD OR IPHONE

- Video Tutorial: How to Upload a Photo of Student Work using the Google Classroom App on Mobile Device (iPhone, Samsung, Android, etc.) or Tablet or iPad: www.tinyurl.com/BagoPhotoApp

  ***Note**- this video shows up to upload 3 photos of student work, but you will also want to include a photo of the Student Learning Acknowledgement Form, totaling 4 attachments.*

Directions:
1. Download the Google Classroom App from the App Store
2. Sign into Google Classroom using your student's d323 account. Select the student's Google Classroom Page to find the assignment
3. Either from the Stream or Classwork, select the Assignment (ie. Week 2 Submit Photo of Work).
4. Select +Add Attachment
5. Choose either Use Camera (to take a picture) or choose Pick Photo (if you previously took the photos of student work already).
6. Wait for the photo to upload, and then continue to upload each photo until all attachments are submitted.
7. When finished, click Turn In to submit the student work
8. Use the submit button if you made a mistake or want to upload another attachment, then you can select Turn In again, to re-submit.
9. You will get a confirmation notification on the screen to verify the work has been submitted.

UPLOADING A PHOTO OF STUDENT WORK USING A

WINNEBAGO SCHOOLS STUDENT CHROMEBOOK

- Video Tutorial: How to use a Winnebago Schools Chromebook to upload a photo of student work:
  www.tinyurl.com/BagoChromebook

  Note- *this video shows up to upload 3 photos of student work, but you will also want to include a photo of the Student Learning Acknowledgement Form, totaling 4 attachments.*

Directions:

1. Log into the Student's Chromebook.
2. In the bottom left, locate the **circle icon**, which is called the **launcher**.
3. Locate the **up arrow** to open the **launche**r and locate the **camera icon**
   a. If you are unable to see a camera icon, search for camera in the search field
4. Using the **camera**, take the photos of all the work that will need to be submitted for the assignment.
5. You can return to the bottom left circle icon, to access the **launcher** again.
6. This time, select **File Folder** icon, and double click downloads to locate your photos.
7. Optional: Rename your Photos
   a. Click on each photo to open and rename the photo by clicking on the title in the upper left. Once renamed, hit enter key.
   b. You can also right-click (two finger touch on the track pad) to locate the rename option as well when previewing the download folder.
8. Accessing the **launcher** one last time, locate the **Google Classroom** icon.
9. Select the correct student's **Google Classroom Page** to find the **assignment**
10. Either from the **Stream** or **Classwork,** select the **Assignment** (ie. Week 2 Submit Photo of Work).
11. Select **+Add or Create** (right hand side next to the directions of the assignment)
12. Choose **File**
13. Choose **Upload** and then Select **Files from this Device**
14. It will bring up the **File Folder.** Double Click on **Downloads** to locate your photos.
15. Select the photo or photos (hold the "Ctrl" button and select all the photos you want to upload)
16. Click **Open**, then **Upload**
17. Once they are attached to **Your Work**, add a Private Comment if needed, then select **TURN IN**
18. Confirm you want to turn your work in.
19. Last step: Verify by making sure next to Your Work it says Turned In.

A Note about the
Camera App:

Make sure to **ALLOW** access to the camera when you initially launch it so you can take pictures. If you accidentally choose BLOCK, you will need to log off the chromebook and try again.

Need Technology Assistance? Email helpdesk@winnebagoschools.org or call 815-335-3990. Please leave a detailed Voicemail with return contact information after leaving your message.