

Laya's Tech Tips

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Tech Tip #1 : How to Upload Your Work to Google Classroom

Using a Tablet

This example and screenshots are from an iPad, there may be slight variations in terms used or location of buttons for other tablets.

1. Download the **Google Classroom app** on your tablet (*tip: drag it into menu bar*)
2. **Login** with the ID that you currently using for Google Classroom
3. Go to your Keystone classroom and click on **Classwork**
4. Navigate to the assignment that is due and click on it
5. Click on **View Assignment**
6. At the bottom, you should be able to expand the **Your Work** section
7. Click on **Add Attachment**

NOTE : DO NOT click on "Mark as Done" if you have not yet attached a file or pic!



8. The simplest thing to do would be to **Use Camera** and take a photo of your work
9. If you have already taken the photo you can also **Pick Photo**
10. The "Mark As Done" button may change to "Turn In", click on **Turn In**

*NOTE : DO NOT FORGET to click on **Turn In** and to confirm it once more!*

11. If you are unhappy with your submission, attached the wrong file or photo, or need to add additional work, you can always **Unsubmit**, update the attachments or remove ones you do not want, and follow the above process again!
12. Voila! You have successfully uploaded and turned in your work!

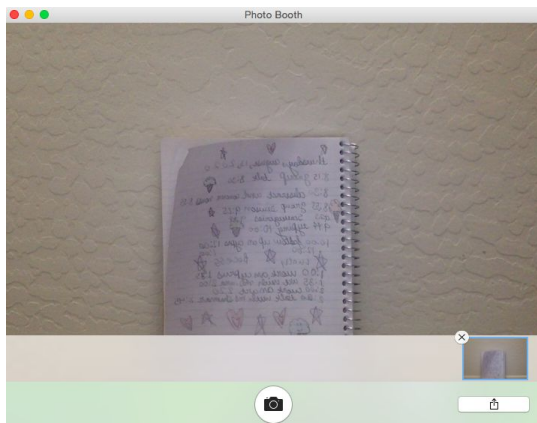
Using a Laptop

This example and screenshots are from a Macbook Air, you will need to look up the camera application for your laptop to use your built-in camera or external webcam.

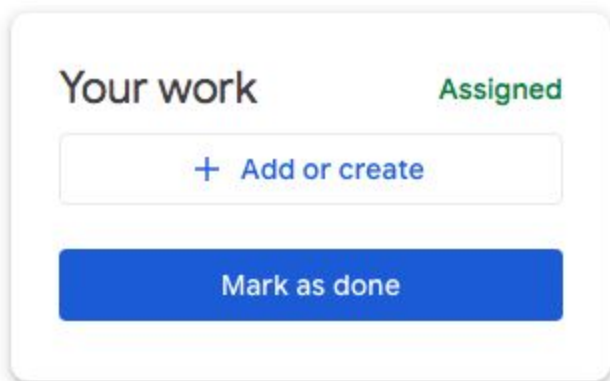
1. Open your photo/camera application on the laptop that will allow you to take a picture from the built-in or external webcam.
2. For Mac's that is the **Photo Booth** application (use the top right search to find it)



3. Position your notebook or paper (attaching to clipboard will help) against a wall



4. Take a picture and go to **File → Export** to save the file to a place you can locate
5. Go to the **Google Classroom** website on your laptop (*tip: make it your homepage*)
6. **Login** with the ID that you currently using for Google Classroom
7. Go to your Keystone classroom and click on **Classwork**
8. Navigate to the assignment that is due and click on it
9. Click on **View Assignment**
10. To the right you should see "Your Work" and an option to + **Add or Create**



11. Click on attach a **File** and find the photo you just took

12. The “Mark As Done” button may change to “Turn In”, click on **Turn In**

*NOTE : DO NOT FORGET to click on **Turn In** and to confirm it once more!*

13. If you are unhappy with your submission, attached the wrong file or photo, or need to add additional work, you can always **Unsubmit**, update the attachments or remove ones you do not want, and follow the above process again!

14. Voila! You have successfully uploaded and turned in your work!