



Uploading to Google Classroom

Loch Primary School 2020/21



Take a photo or screen shot of the task you have completed.

Taking a screen shot on your phone or tablet.

A screen shot can be taken on an iPhone/ iPad by holding the lock and the volume up buttons at the same time.

A screen shot can be taken on an android phone/ tablet by holding the power and the volume down buttons at the same time.

Taking a photograph of completed work using a Chromebook

1. On the task bar at the bottom left hand side of the screen there will be a small circle.
2. Click the circle and choose the 'camera' option.
3. Hold your work up to the camera to take a photo of it.

Uploading work to Google Classroom using a Chromebook

1. Enter the Google Classroom and click on an assignment that's due.
2. At the right hand side of the screen there will be the option to '+ Add or create' or 'Mark as Done'.
3. Select '+ Add or create' and choose the 'File' option.
4. Under the 'Upload' tab select 'Browse'.
5. Select the 'Images' folder from the options on the left hand side of the window.
6. Select the photo you wish to upload from those in the folder.
7. Select 'Hand in'.

Uploading work to Google Classroom using a phone/ tablet

1. Enter the Google Classroom and click on an assignment that's due.
2. At the right hand side of the screen there will be the option to '+ Add or create' or 'Mark as Done'.
3. Select '+ Add or create' and choose the 'Choose photo' option.
4. Select the photo you wish to upload from those in the folder.
5. Select 'Hand in'.

If you wish to hand in work that is not an assignment or upload photos for others in the class to see you can do this by selecting 'Share with class' at the top of the stream, choosing the 'Add' button and following steps 4-7 when using a Chromebook or 3-6 when using a phone or tablet from above.

If you wish to send the information directly to the class teacher, under the 'People' tab you will see a list of staff members, click on the 3 dots that appear next to their name and select 'email'. This will allow to send an email directly that the member of staff can then reply to.

If you do not wish to upload a photo you can just select 'Mark as Done' if the task is an assignment or comment under it if it has been uploaded as material.