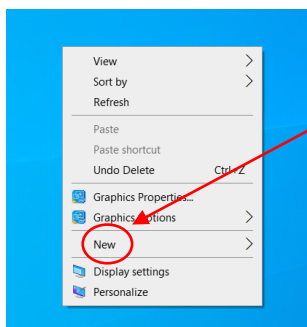
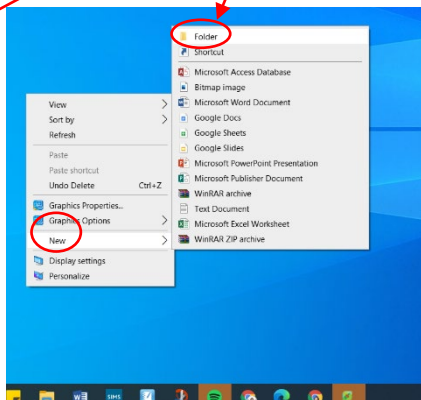


Taking a photograph for upload to Google Classroom:

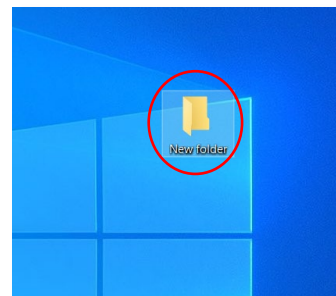
1. Create a new folder on the desktop screen of the laptop / chromebook and name it 'Google Classroom'. To do this, right click anywhere on the desktop to see this menu:



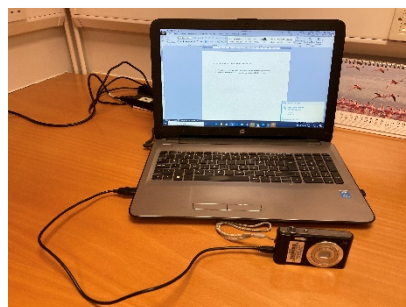
Click 'New' and then 'Folder'



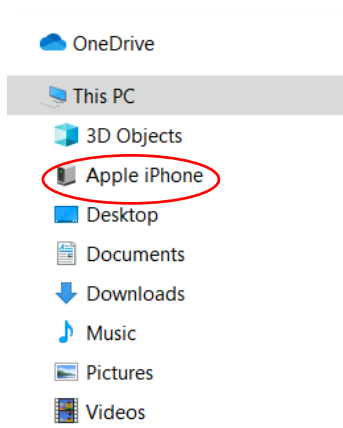
When the new folder appears, you can name it.



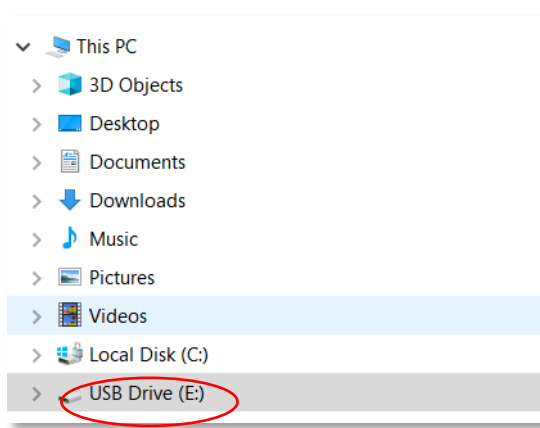
2. Take the photo using any digital device: phone, tablet, traditional digital camera.
3. Attach the device to the Chromebook/laptop using the USB charger, e.g:



4. Open the 'My Computer' or 'My PC' folder (wherever you would normally go to access external devices such as printers or your documents) you should see either the camera or the phone listed as an option to open:

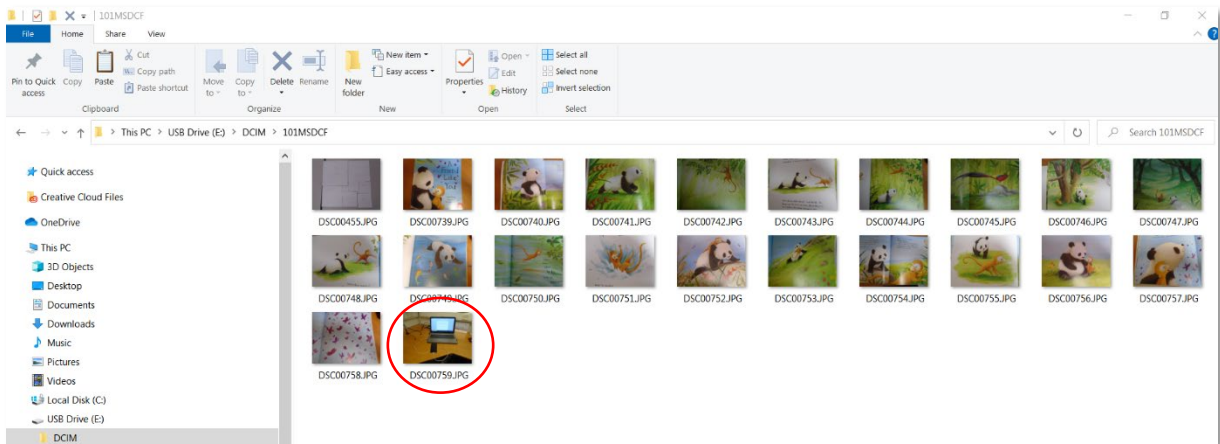


(If using a phone or tablet)

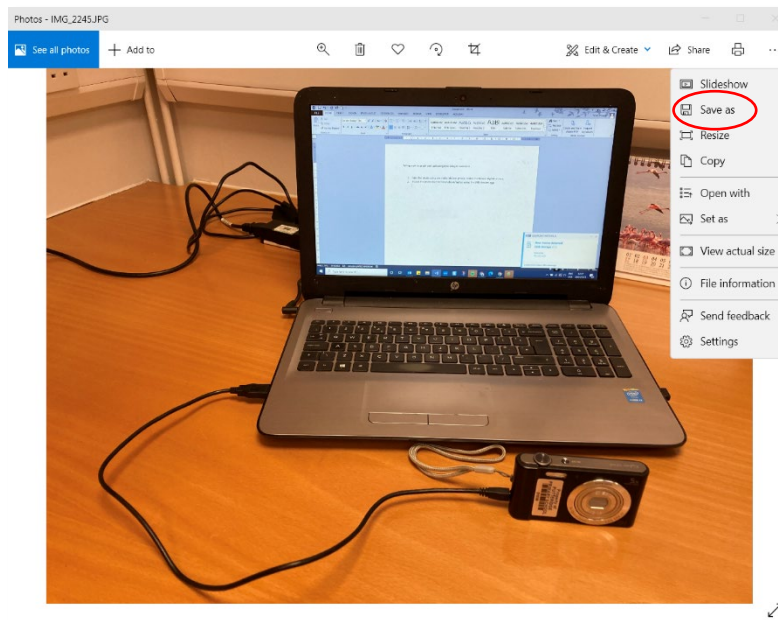


(If using a digital camera)

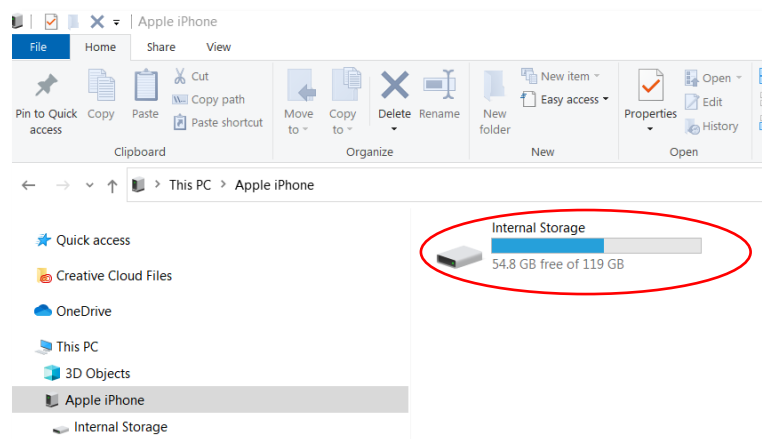
5. a) **Digital Camera:** Open the device to see the files stored on it and select the images you want to use:



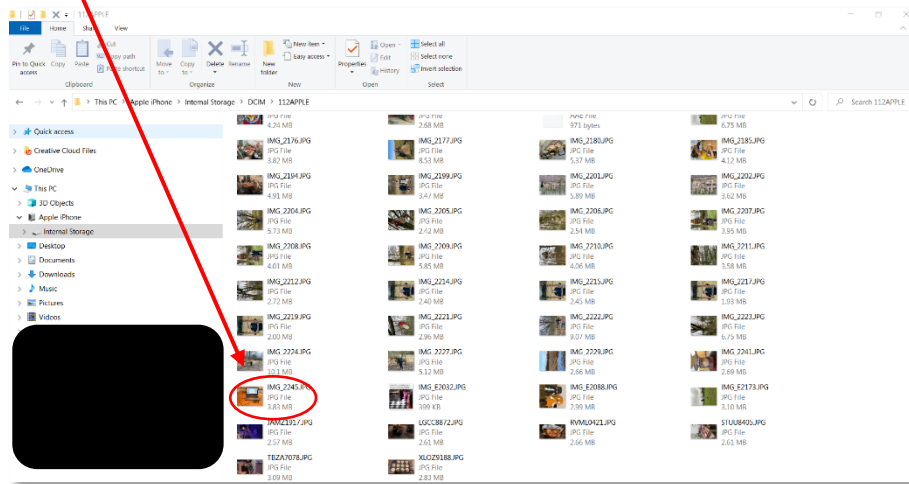
When the image opens, go the menu and opt to **'Save As'**, choosing a location that will be easy to find. You could create a folder on the desktop to store all of the pictures of your child's work.



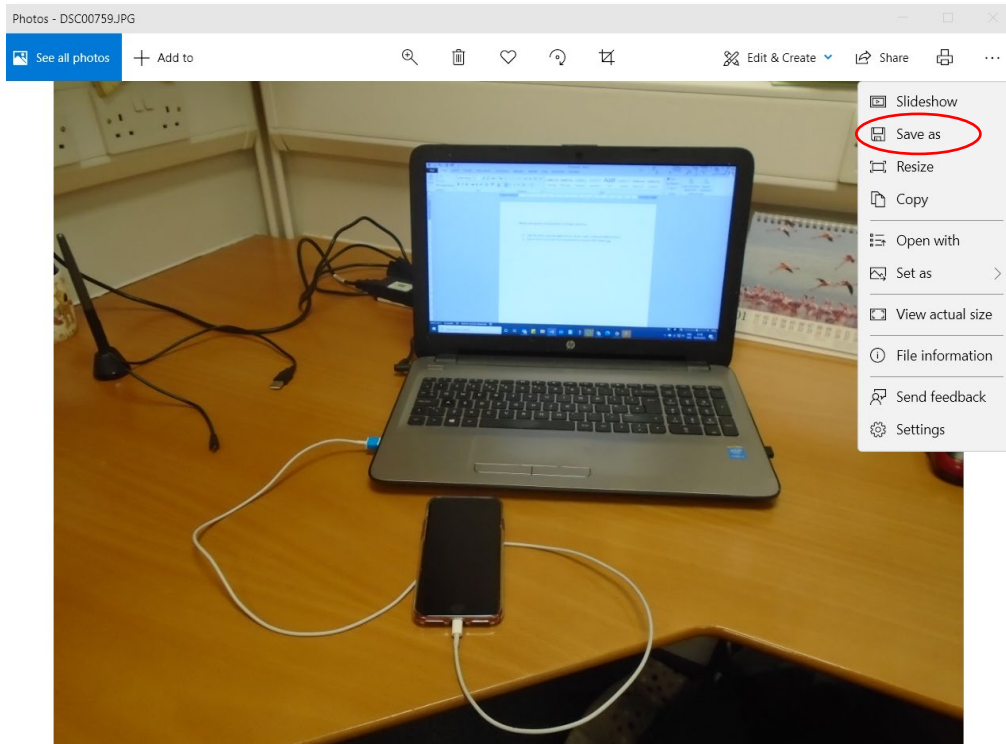
b) **Phone or tablet:** Open the device to see the files stored on it. For Apple phones this will take you to the 'internal storage' drive of the phone



Click on this and then click through the folders until you find the image/s that you want to save to the laptop.



Open the image and then use the 'Save As' option from the drop down menu to save the picture on to the laptop (see instructions above for images taken with a digital camera)



6. Once you have saved your images you can open the folder you have created on the desktop to view them.

From here, you can follow the instructions regarding uploading images to the Google Classroom. When you go to 'Add or Create' within the assignment, you will need to click on the paperclip icon ('file') and then go the folder where you have stored the images. Select the correct one and then click 'insert' and 'Turn in'.