Submitting Written Assignments in Google Classroom

There are several methods to submit written work on Google Classroom. We're sharing two methods; both involve taking a picture of the completed assignment assuming that most do not have a scanner hooked up to their Chromebooks.

FIRST METHOD – Taking the picture with a phone or tablet with a Google Classroom app signed in with student account. This method is more work up front but much easier in the long run.

Steps 1-3 are only done the first time.

Step 1: Install the student's Google Account on a phone or tablet (this does not work with Amazon Fire Tablets without a lot more setup steps).

  a. Open settings, then accounts.
  b. Choose Google Account for account type
  c. Enter student's email address (*@ccspatriots.org) and password for the account credentials.
  d. This will require you to install and agree to Google Device Policy.

Step 2: Download and install Google Classroom from the AppStore or Play Store.

Step 3: Launch Google Classroom and sign in with student's account.

Step 4: Launch Google Classroom on the phone or tablet. Find the appropriate class.

Step 5: Tap the assignment which the student has completed.

Step 6: Tap the "up arrow" near the bottom of the screen where "Your work" is found.

Step 7: Tap "Add attachment"

Step 8: Tap "Take Photo"

Step 9: Take the photo of the completed work.

Step 10: Tap "Turn in" and then confirm by tapping "Turn in" again.

COMPLETED!

SECOND METHOD – Taking the picture, sending by email to student account.

Step 1: A parent or student who has access to a phone can take a picture of the student's work on a phone or tablet.

Step 2: That picture can be shared by email to the student's ccspatriots.org email address.

Step 3: The student opens their email message which contains the picture.

Step 4: The student downloads the picture.

Step 5: The student logs in to Google Classroom and finds the appropriate class.

Step 6: Find the assignment under Classwork.

Step 7: Click view assignment.

Step 8: Under "Your work" on the right side, click the "+ Add or create" button.

Step 9: Choose the "paper clip – file" option.

Step 10: Click the "Upload" tab if not already selected, then click "Select files from your device"

Step 11: Click the Downloads folder, click the picture you downloaded from your email, click open.

Step 12: Click the blue "Upload" button at the bottom of the window.

Step 13: Click "Turn in", and then "Turn in" again.

COMPLETED!