St Augustine's Catholic Primary School

Google Classroom Hints and Tips

How to upload images into Google Classroom using a phone

IMPORTANT: First Install the Google Classroom App on your phone.

1. **METHOD 1 - if using a camera image file .jpg**

- Click the assignment
- Click where is says "Your Work"
- Click "Add Attachment"
- You now have the following choices:
    - Drive - if you have been working on a document on your own Google Drive.
    - Link - to a website
    - File - to link to a file you have saved on YOUR PC or PHONE
    - **Pick photo - to use a photo you have already saved**
    - **Use camera - to take a photo of the work NOW.**
    - New Docs
    - New Slides
    - New Sheets
    - New PDF
- Click either **pick photo** (if you have already taken the photo and it is saved on your camera.
- Or Use Camera ; and then take a photo of the work
- Once the image has been chosen then Click - ""Turn It In"
- Your assignment is now completed

Method 2 - this turns your phone camera image into a PDF (so smaller file size)

Using image files can sometimes lead to problems as they are very large files to upload. This can be remedied by saving an image as a PDF file, which takes a lot less data.

1. Once you have to saved the PDF to files.
2. Go to Google Classroom
3. Click the assignment
4. Click where is says "Your Work"
5. Click "Add Attachment"
6. You now have the following choices:
    - Drive - if you have been working on a document on your own Google Drive.
    - Link - to a website
    - **File - to link to a file you have saved on YOUR phone**
    - Pick photo - to use a photo you have already saved
    - Use camera - to take a photo of the work NOW.
    - New Docs
    - New Slides
    - New Sheets
    - New PDF

If you are not using Apple just let me know which make of device you have and I will try to sort it for you.

Best regards,

Mr. Kincaid