










(Version 09092018.01) This is a temporary tutorial until we have an Android device to write this tutorial with.

This tutorial is for the newly designed Hilo High School PTP on Google Classroom. This app requires the latest version of Android. You will need to install the Google Drive and Google Classroom apps. Users must already be logged in to their school account.

Scan documents with Google Drive

We recommend renaming the scan to something related to the assignment and that you save the file in an easy to find folder on your Google Drive.

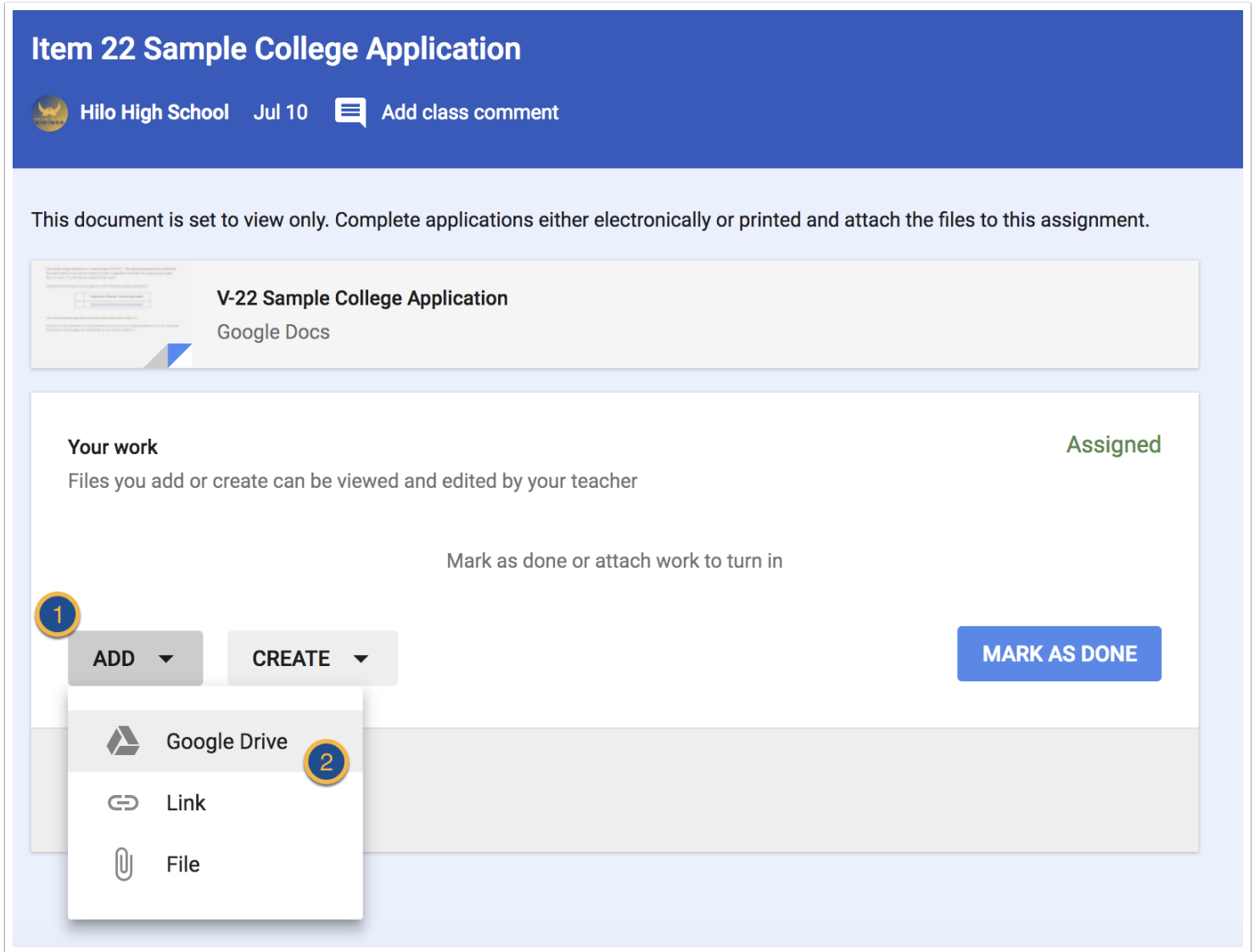
Scan a document

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - **Adjust scan area:** Tap Crop .
 - **Take photo again:** Tap Re-scan current page .
 - **Scan another page:** Tap Add .
5. To save the finished document, tap Done .



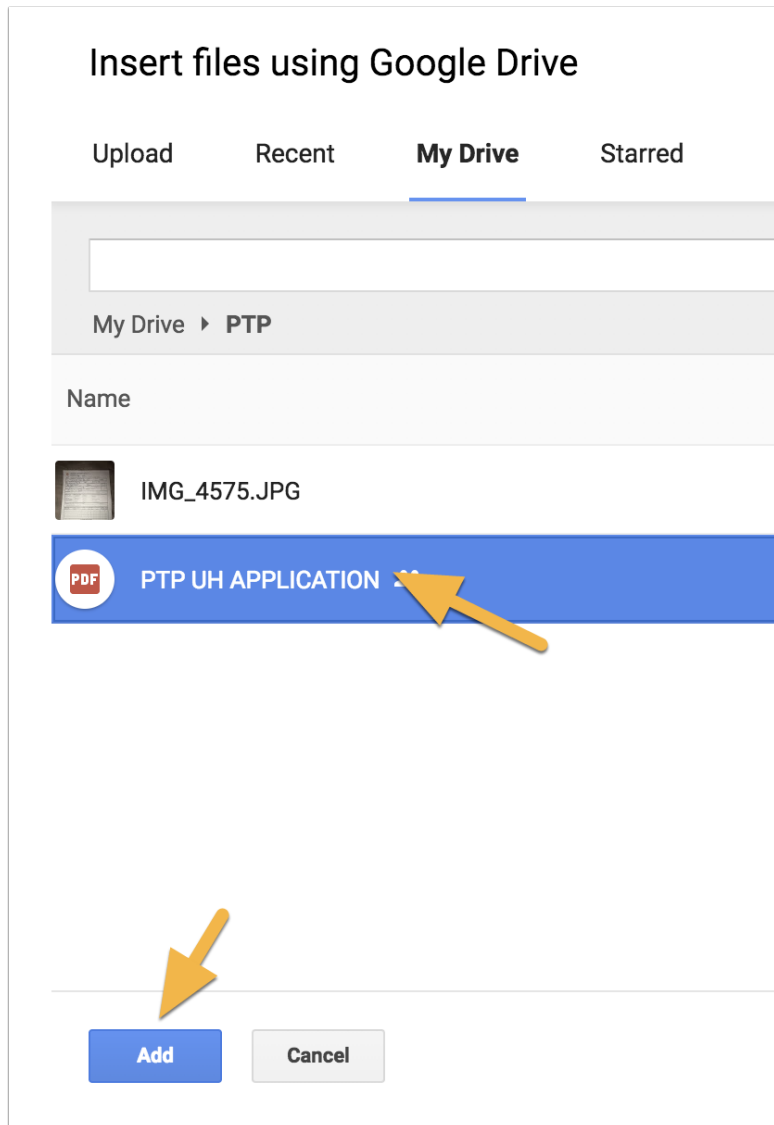
Open Assignment in Google Classroom

1. Press Add
2. Google Drive

A screenshot of the Google Classroom interface for an assignment titled "Item 22 Sample College Application". The header shows "Hilo High School" and "Jul 10" with an "Add class comment" button. Below the header, a text box states: "This document is set to view only. Complete applications either electronically or printed and attach the files to this assignment." A document preview for "V-22 Sample College Application" is shown, labeled as a "Google Docs" file. The main area is titled "Your work" and "Assigned", with a sub-header "Files you add or create can be viewed and edited by your teacher". A "MARK AS DONE" button is visible. At the bottom, there are "ADD" and "CREATE" buttons. The "ADD" button is circled with a "1" and its dropdown menu is open, showing "Google Drive" (circled with a "2"), "Link", and "File" options. A prompt "Mark as done or attach work to turn in" is centered below the work area.

Select Document

Select the Document(s) that you want to upload, then press Add






Verify Upload

Once your documents appear under the Your work section on the page, you have succeeded!

Your work Assigned

Files you add or create can be viewed and edited by your teacher



PTP UH APPLICATION
PDF ×