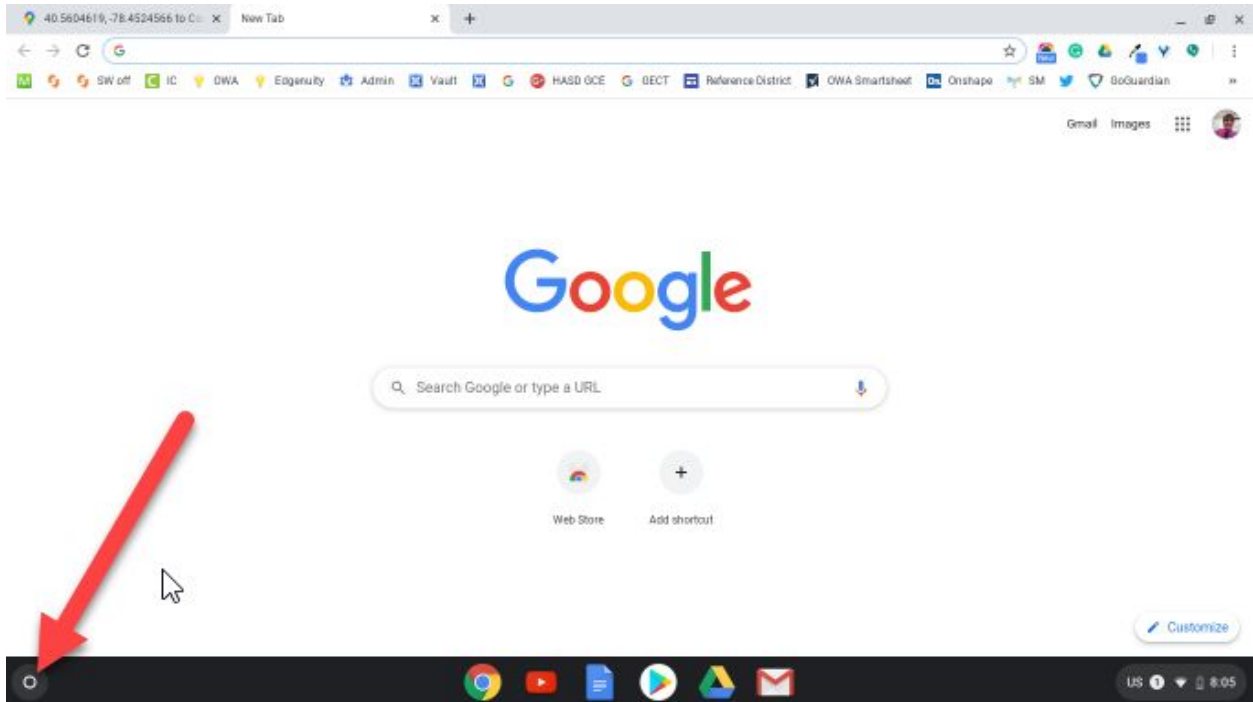# Using the Camera Tool to Submit Pictures of Student Work
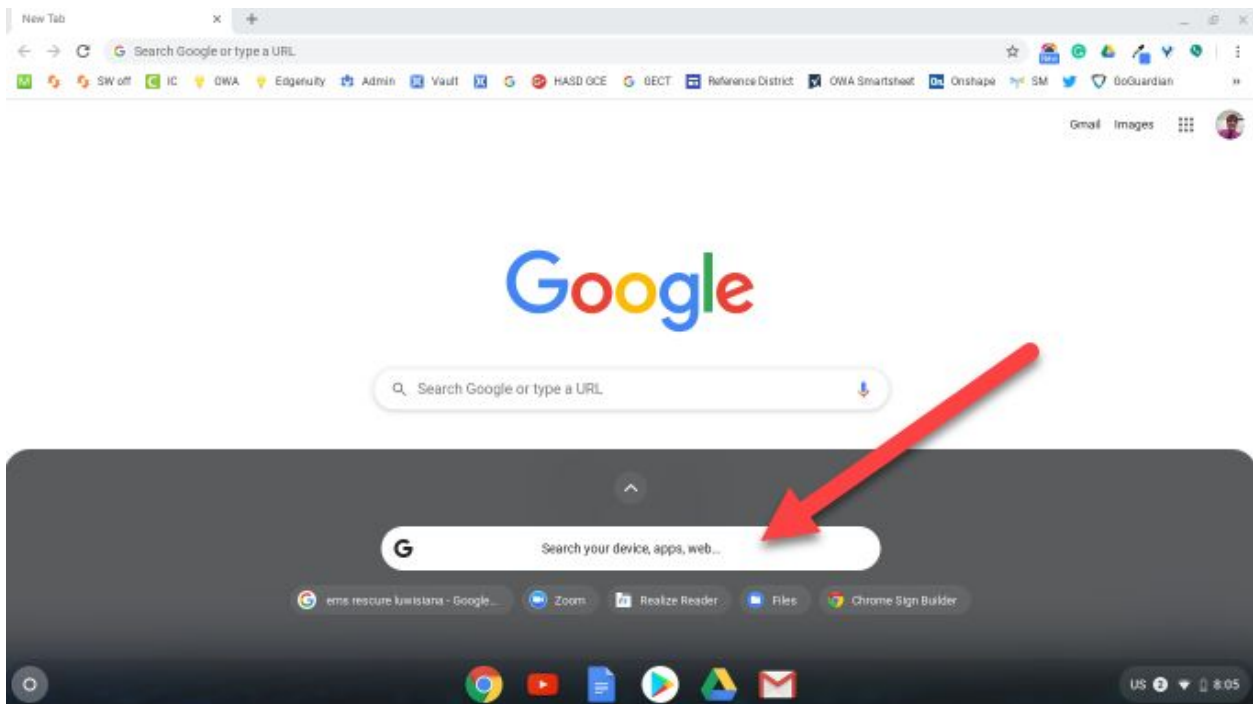
Pin Camera to the Shelf

The shelf is the bar across the bottom of the screen. Pinning the camera to the shelf will keep the icon at the bottom of the screen for quick access.
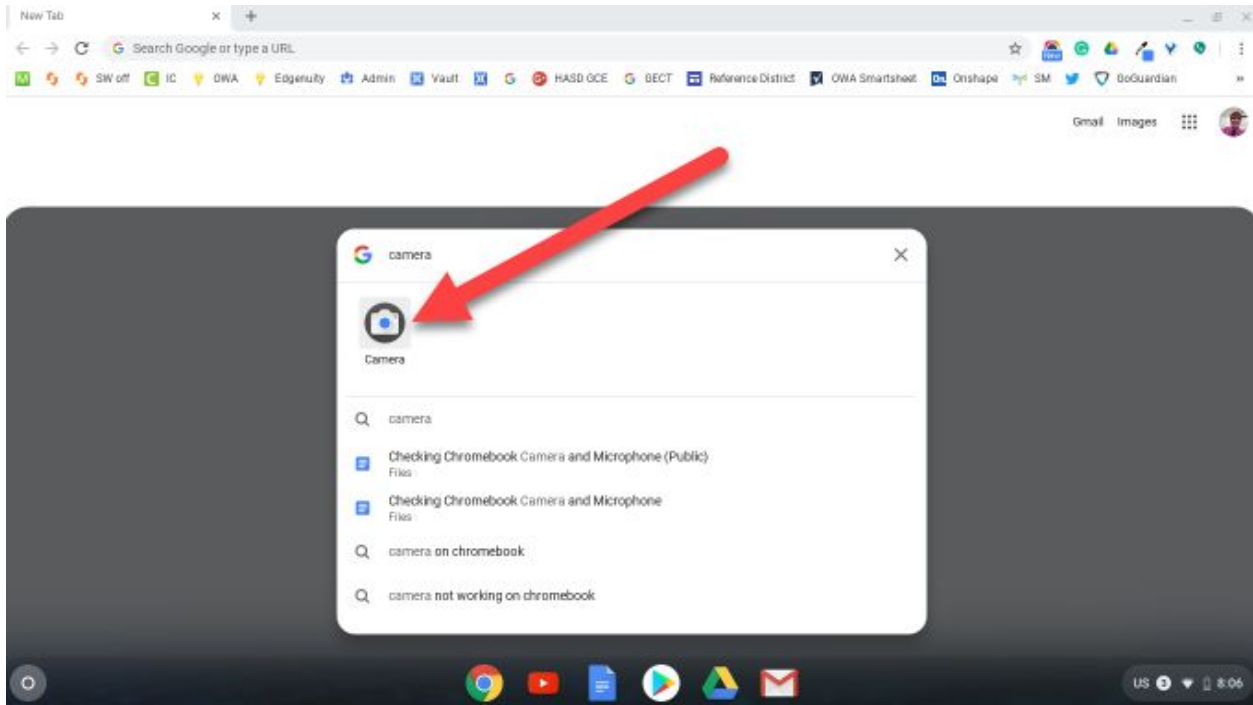
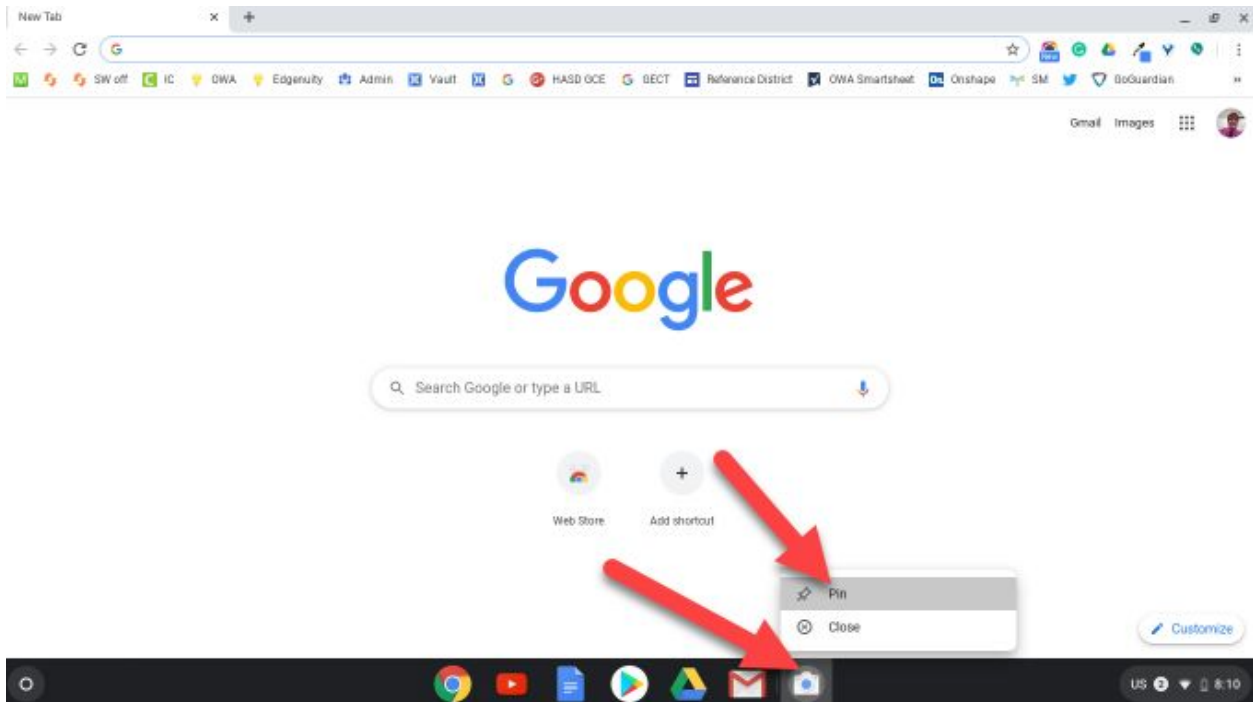### 1. Click the circle in the lower left corner

2. Click the search your device bar and type in camera.

3. Click the camera icon.

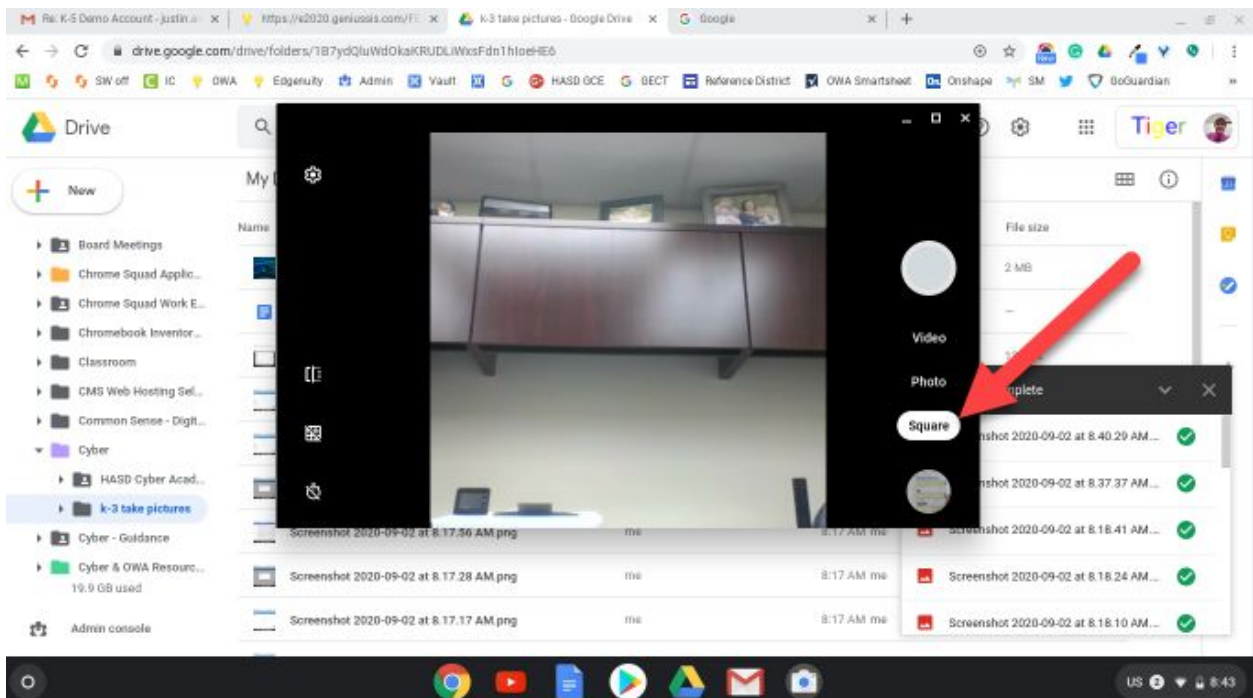**4. Locate the camera icon on the shelf. Right click by doing a two-finger tap on the camera icon. Click pin.**

Taking Picture

You will use the built in camera on the Chromebook to take pictures of your student's work.
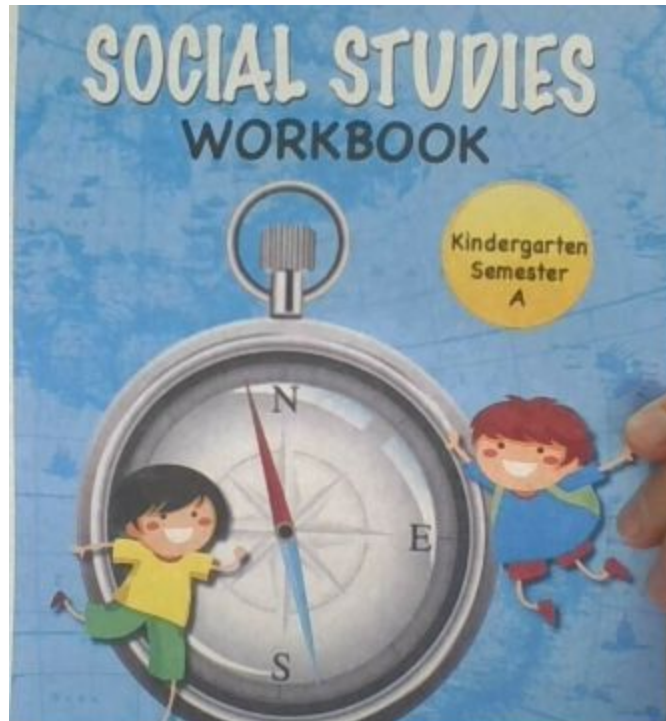
1. **Click the camera icon.**

2. **If the document is in portrait (long top to bottom) it might be helpful to click square.**

3. **Hold the document in front of the camera and click the white circle button to take a picture.**
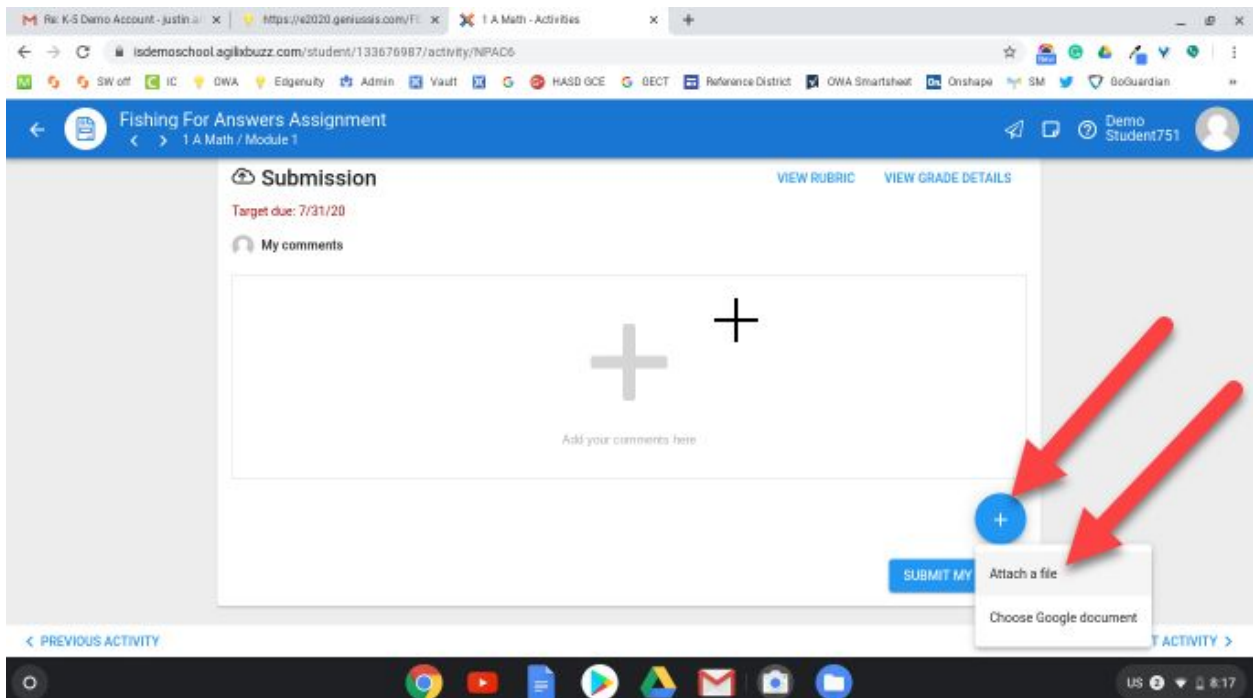

4. **Do not worry about the text being backwards when taking the picture. The text will be the correct way in the picture file that is created.**
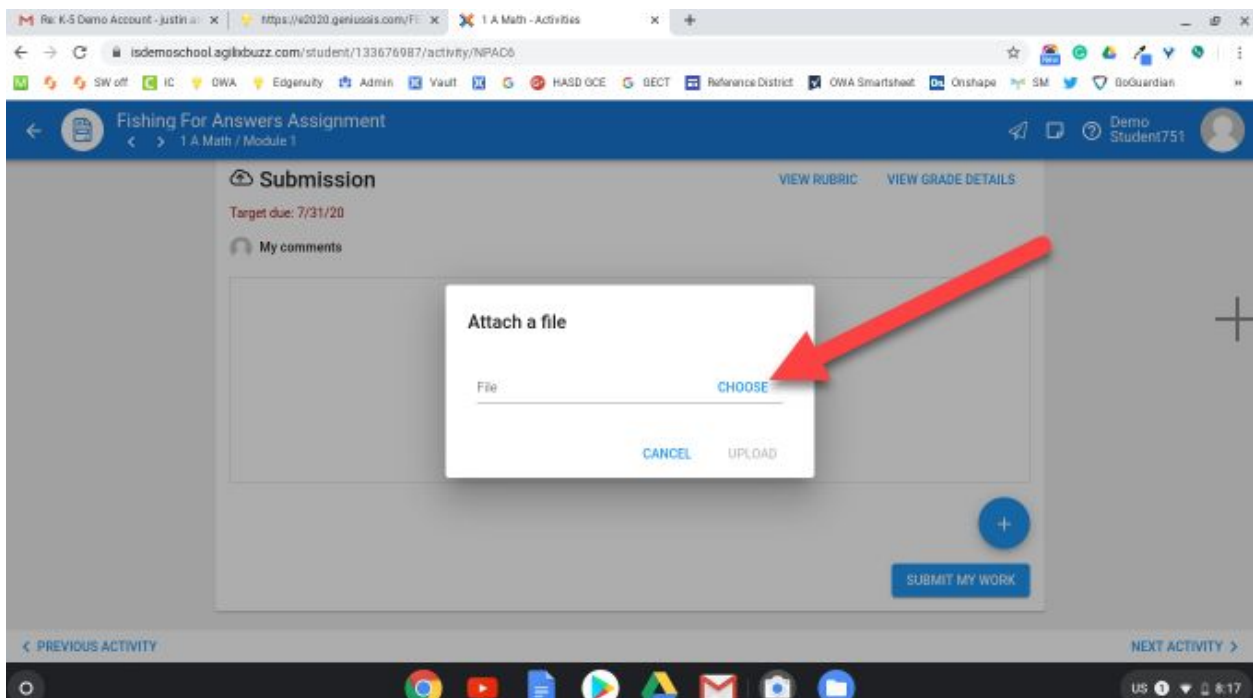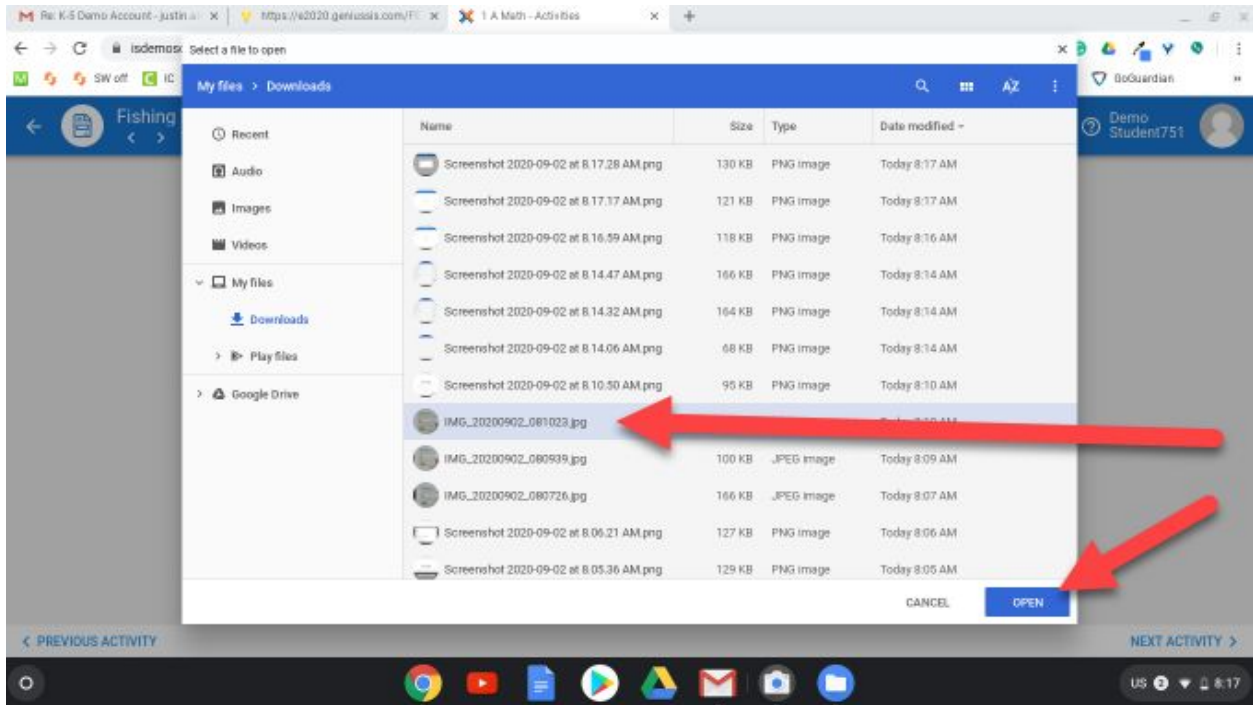
Upload the Picture to an Assignment

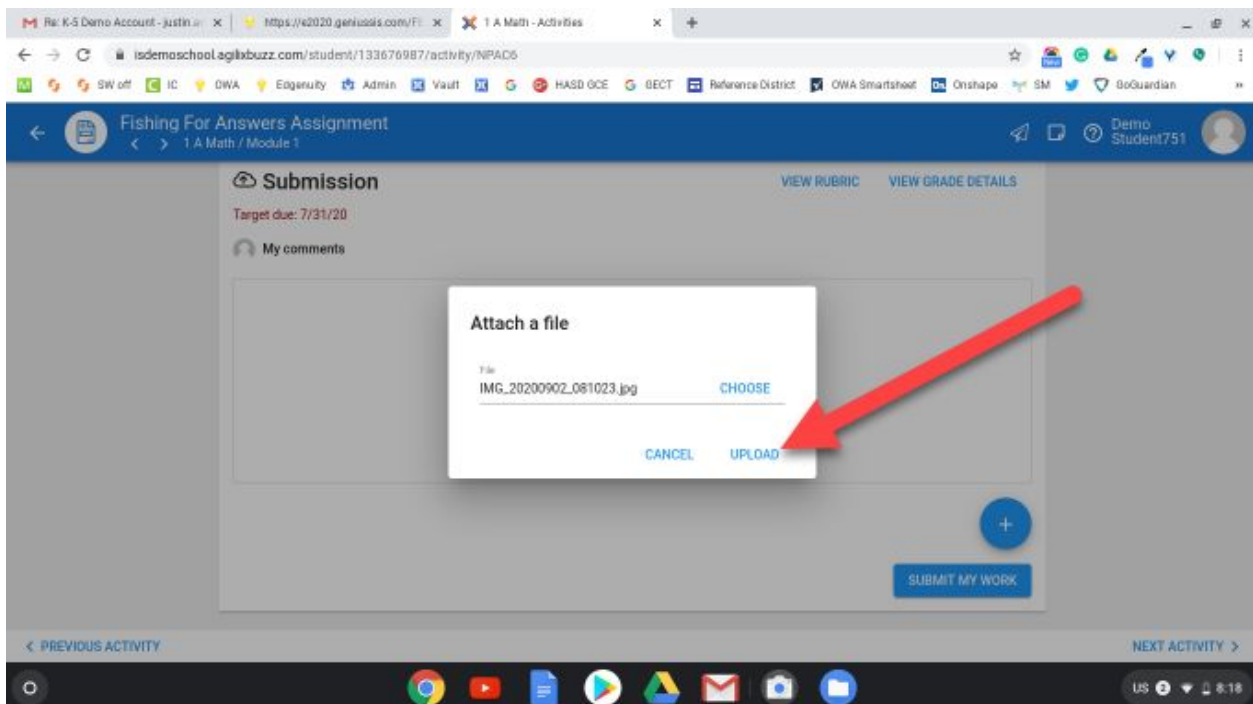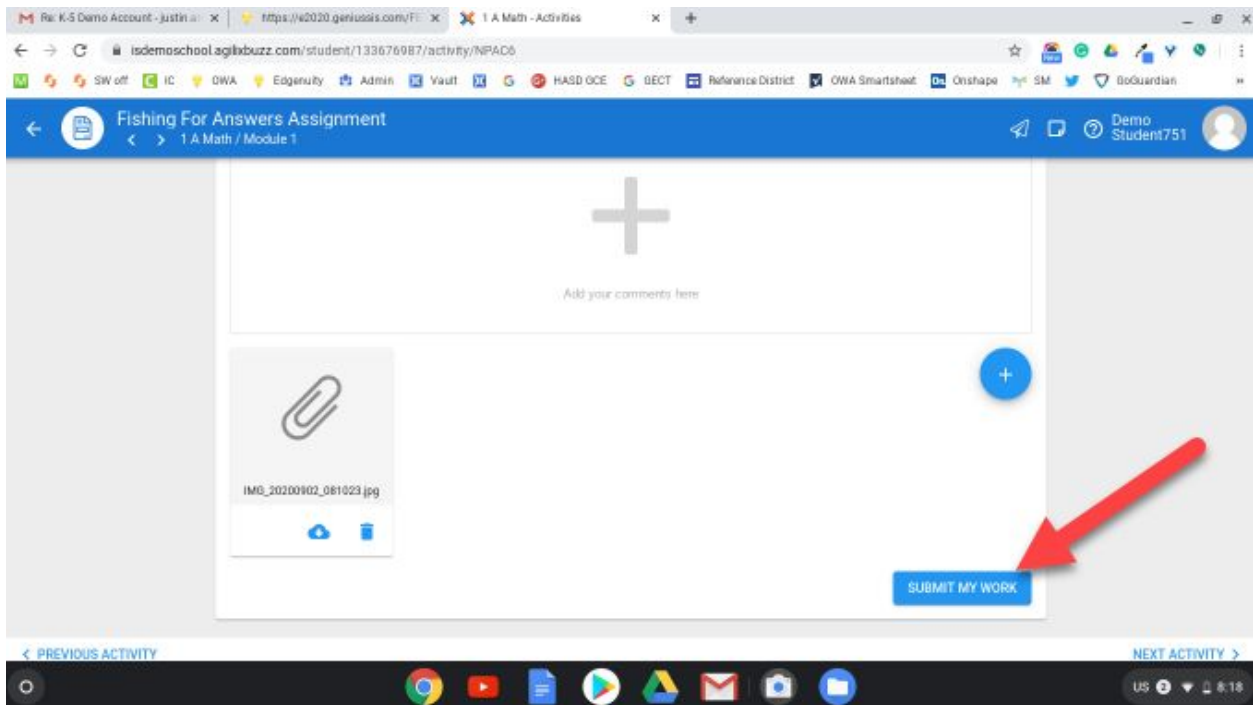1. **Click the plus sign and click attach a file.**

2. **Click Choose**

3. **Click the file and click open. Tip: If your list is sorted by date modified and you recently took the picture, your picture will be at the top of the list.**

4. **Click Upload**

5. Click submit my work.

6. You will see an icon and the message "You have successfully submitted this assignment" to confirm that your picture has been added.