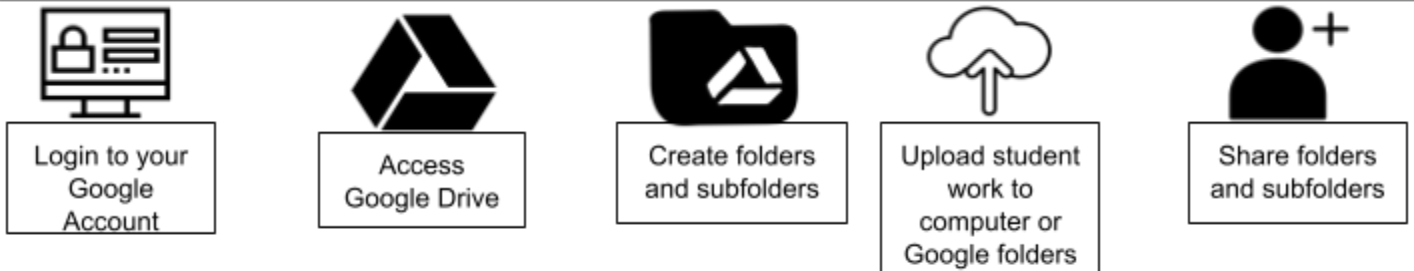


# IMPORTANT

1. You **MUST** create a PowerPoint or Google Document.
2. You will **NOT** be able to upload individual subjects.
3. You **MUST** upload the Google document or PowerPoint into the Google form provided by the Home Schooling Office.

**Getting Started Video: [Click Here to View](#)**

## Overview of the Process



## Submission Format Option #1



## Submission Format Option #2



## Submitting Artifacts in Google Drive ([No Google Account- Start Here](#))

In order to submit your artifacts in Google Drive, you must have a Google Account. If you do not have one, you can create one at <https://accounts.google.com/SignUp>.

# Option #1- PowerPoint or Google Slide Presentation

**Click [here](#) to watch how to video**

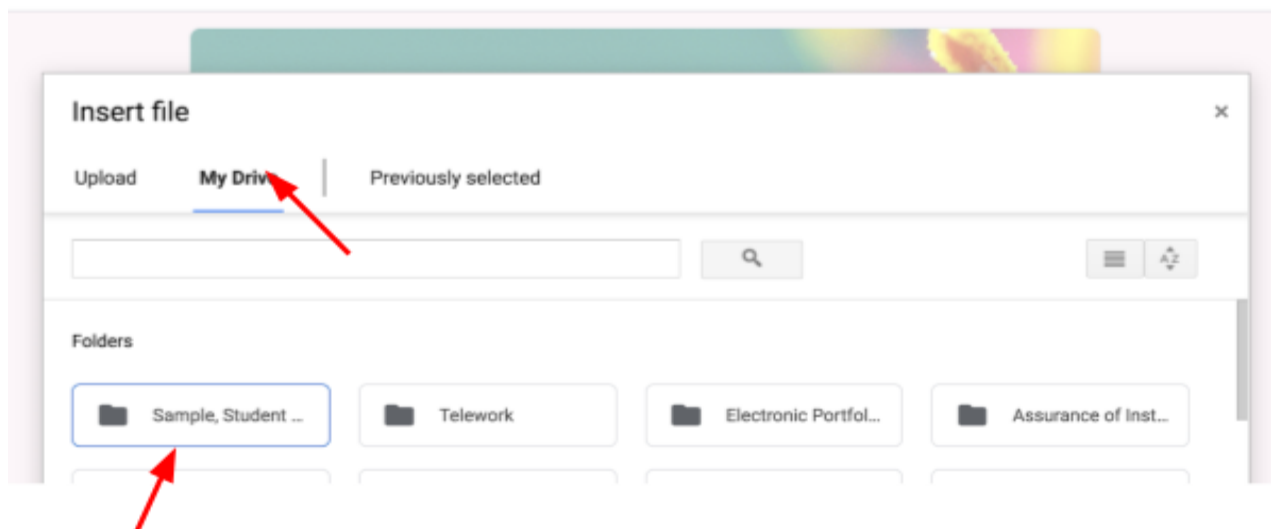
Step #1: Create a PowerPoint or Google Slide Presentation of all of your child's work in each subject.

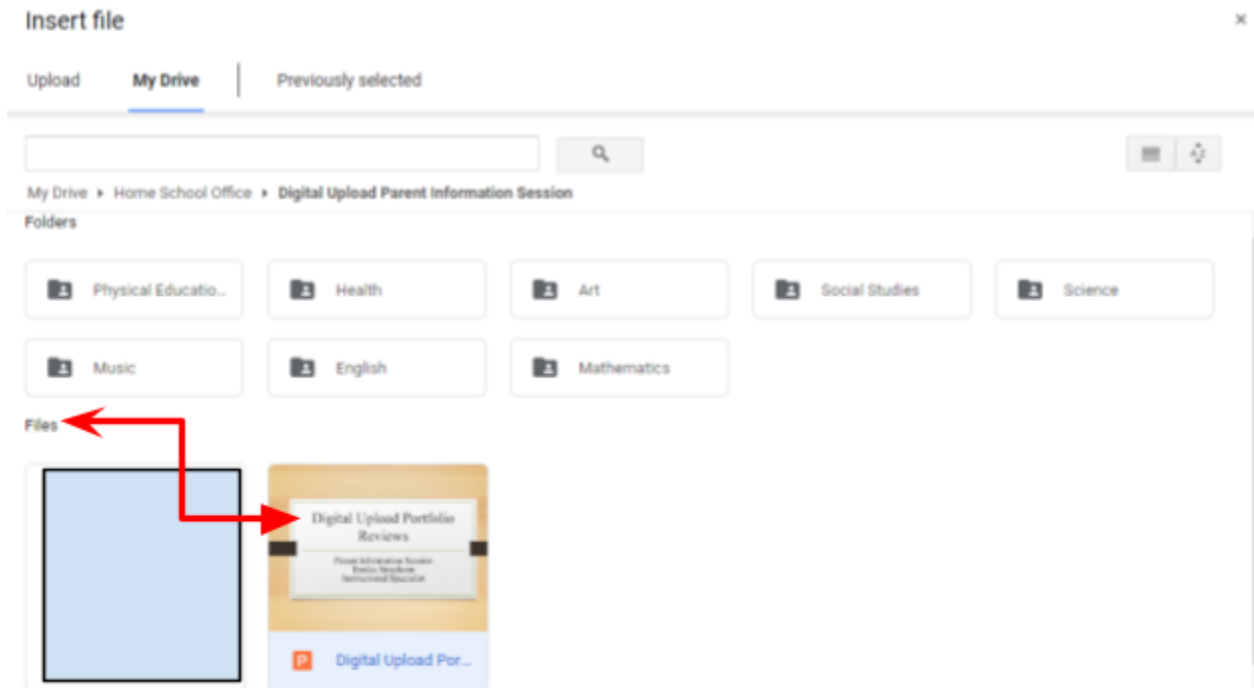
**COMAR Required Subjects:** English, Mathematics, Science, Social Studies, Art, Health, Physical Education, Music

Step #2: Upload your PowerPoint or Google Slide Presentation -

### Uploading Your Document:

1. **Open** the Google Form [Click here to locate the form on our website](#). Scroll down to Digital Upload Form.
2. **Complete** the first section Parent Email & Student Information
3. **Select** Next
4. **Select** Add File
5. **Select** My Drive or Upload
6. **Select** the PowerPoint or Google Slide Presentation
7. **Click Select** at the bottom of the page
8. **Click** Next
9. **Follow** the prompts to complete the form
10. **Click** Submit





## Option #2- Google Document with Linked Folders

Click [here](#) to view how to video



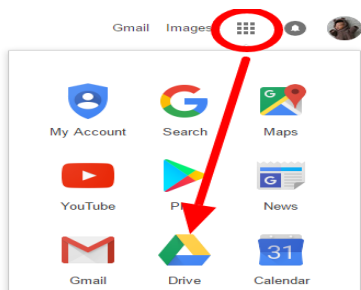
### [Login to Your Google Account](#)

1. Go to Google.com and click on **Login** in the upper right.
2. Enter your full **email address**, click **Next**
3. Enter your **password**.



### [Access Google Drive](#)

1. Click on the **Apps launcher**
2. Select the **Drive** icon

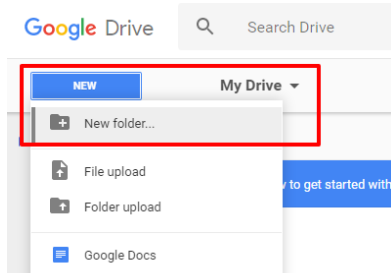




## Create Folder in Google Drive

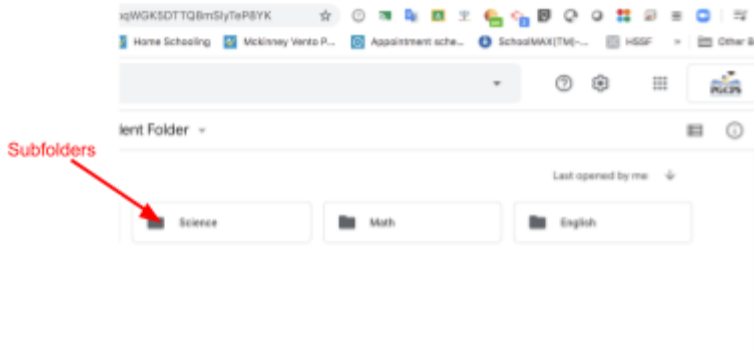
You will create one main folder for your child.

1. Click on the “**New**” button and select “**New Folder**”



2. This will be your *main folder*
3. Name the folder: Current Semester, Current School Year Homeschool Digital Upload Portfolio Review- Student Last Name, Student First Name, Student Date of Birth→**Click** Create
  - (Example: **Spring SY 2020-2021 Homeschool Digital Upload Portfolio Review - Doe, Jane 07/26/2005**)
4. **Right click** the main folder→**Click** Share→**Type** [pgcps.hsportfolio@pgcps.org](mailto:pgcps.hsportfolio@pgcps.org)→**Change** Editor to Viewer →**Remove** the check next to the words Notify People→**Select** Share → **Open** the folder you just created by double clicking on the folder.

## Create Subfolders (Directions)

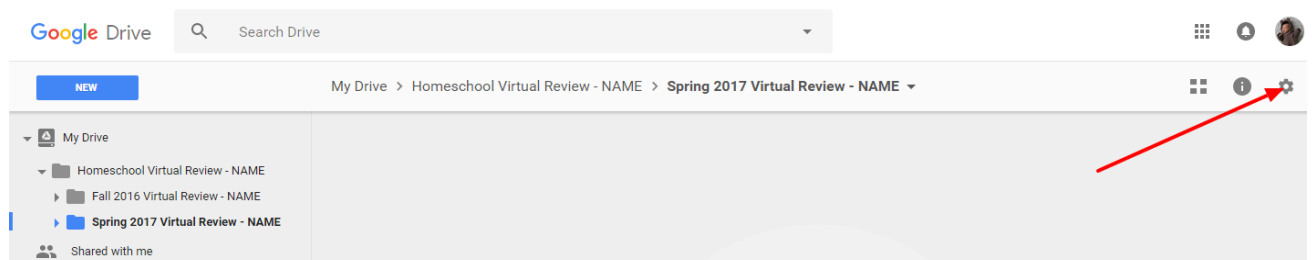


1. Click on **New**
2. **Click** Folder
3. **Type** the subject title (ex. **English**)
4. **Click** Create
5. **Right click** the folder
6. **Click** Share
7. **Type** [pgcps.hsportfolio@pgcps.org](mailto:pgcps.hsportfolio@pgcps.org)
8. **Select** Viewer
9. **Remove** the check next to the words Notify People
10. **Select** Share
11. **Repeat** Steps 1-10 for all COMAR required subjects
  - o **COMAR Required Subjects:** English, Mathematics, Science, Social Studies, Art, Music, Physical Education, Health

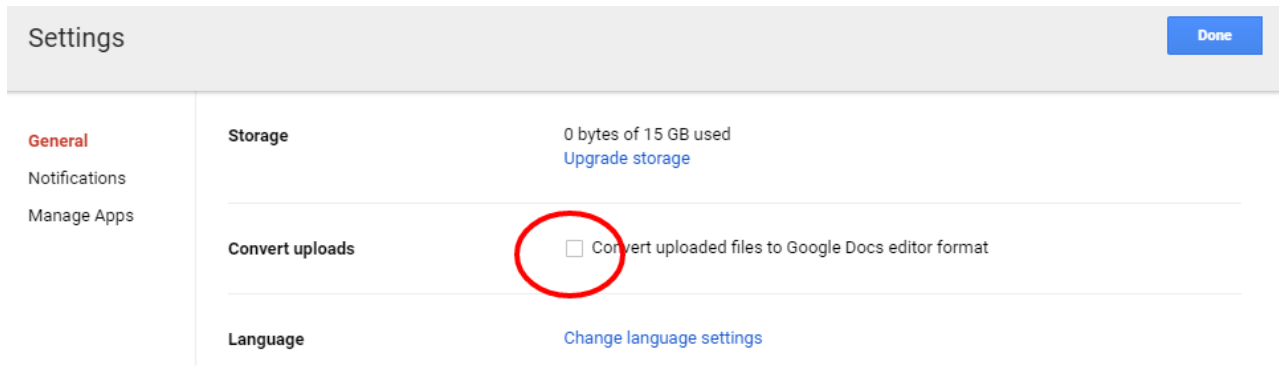


## Check Your Upload Settings

1. Click on the Settings gear in the upper right corner.

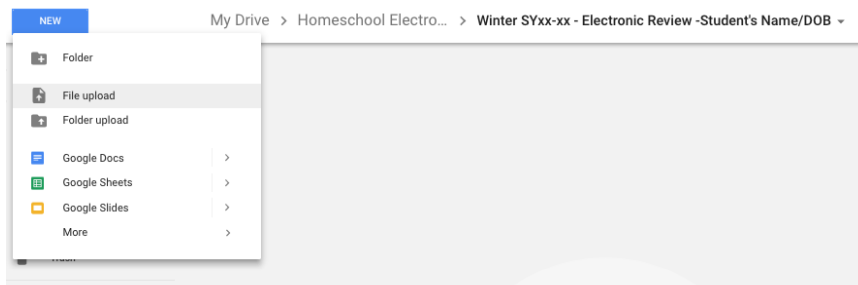


2. Select **Settings** from the menu
3. Make sure the option to "Convert uploaded files to Docs editor format" is **UNCHECKED**, then click **Done**



### [Upload Your Evidence to a Subfolder](#)

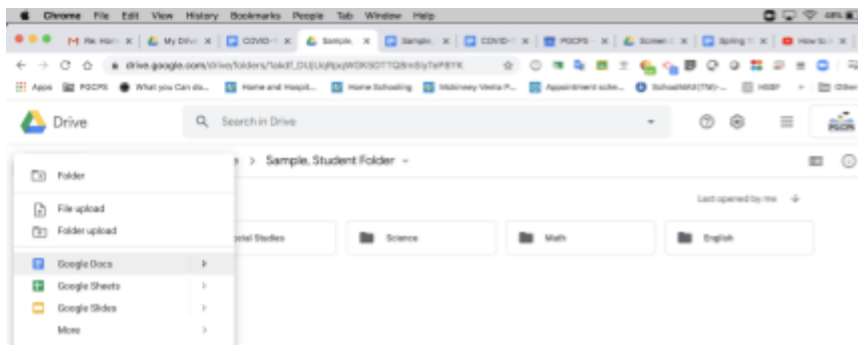
1. Open the **subfolder (English, Mathematics, Science, Social Studies, Art, Music, Physical Education, Health)** where the work should be stored
2. Click on the **“New”** button (**NOTE:** You may have to **Right** click to select File Upload.)
3. Select **“File Upload”**



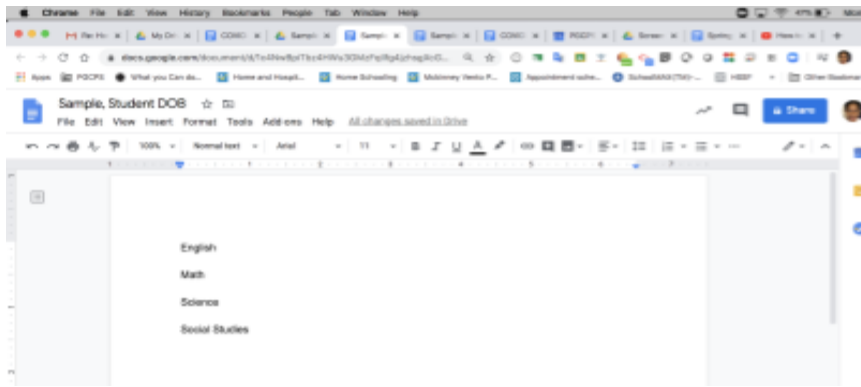
4. Locate and select the file you will upload. (**TIP:** If you're using Google Chrome as your browser, you can also upload a file by dragging it directly to the folder.)



### [Create a Google Document](#) (Click [here](#) to Watch a Short Video)



1. **From your Google Drive, select New**
2. **Select Google Docs**
3. **Enter** the Student Last Name, First Name, Date of Birth (**top left- Untitled Document field**)
4. **List** the Subjects (English/Reading, Math, Science, Social Studies, Art, Music, Physical Education, Health)



### [Share and Hyperlink the Folders \(Click \[here\]\(#\) to watch a short video\)](#)

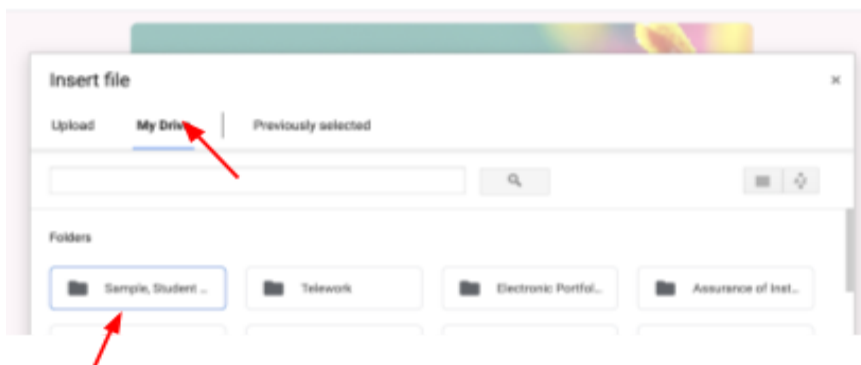
1. **Click Share** (top right corner) on the Google doc from the previous steps.
2. **Type [pgcps.hsoportfolio@pgcps.org](mailto:pgcps.hsoportfolio@pgcps.org)**→**Select Viewer**→**Remove the check next to the words Notify People**→**Select Share**
3. **Return** to your folders
4. **Right Click** on the English Folder→**Select Get a Shareable Link** → **Select Copy link**→**Select Done**
5. **Return to your Google Doc**→**Highlight** the word English→**Right click**→**Select** the word LINK→**Right click**→**Select PASTE**→**Click APPLY**
6. **Repeat** steps 1-5 for the remaining COMAR required subjects
  - **COMAR Required Subjects:** English, Mathematics, Science, Social Studies, Art, Music, Physical Education, Health



### [Complete the Google Form \(Click \[here\]\(#\) to watch a short video\)](#)

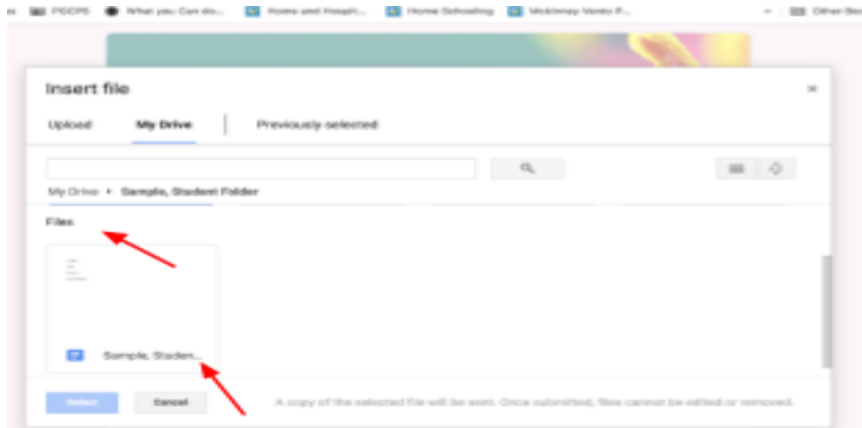
*In this final step, you will complete a Google Form and upload your Google Document.*

1. **Open** the Google Form
  - *Click [here](#) to locate the form on our website. Scroll down to Digital Upload Form.*
2. **Complete** the first section Parent Email & Student Information
3. **Select Next**
4. **Select Add File**



5. **Select My Drive**

6. **Select** the Main Folder→**Open** the main folder→**Scroll** down to Files, **Select** the Google Doc→**Click Select** at the bottom of the page.



7. **Click Next**
8. **Follow** the prompts to complete the form
9. **Click Submit**