

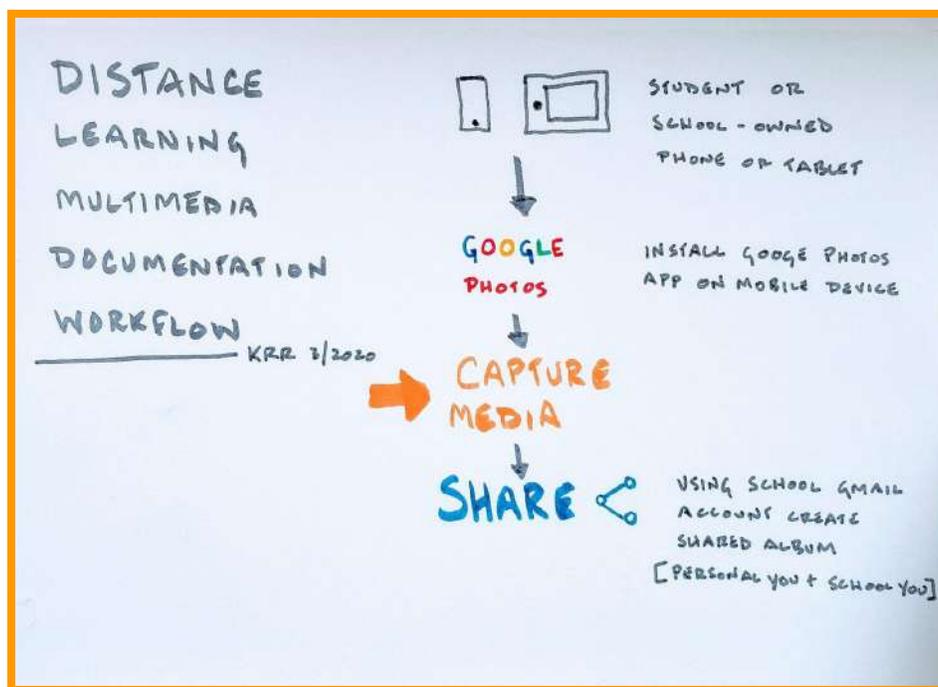
Distance Learning: Using Google Photos for Capturing Student Documentation

If your school uses [GSuite for Education](#) and your students have access to a smartphone, or tablet (MacOS, Windows or Chrome) this workflow is for you!

Caveats:

- ❑ I do not currently work for Google.
- ❑ This document was created in March 2020. Technology tools are constantly changing so if this does not work for you please look for more up-to-date information.
- ❑ I currently work in a school that uses GSuite which is how I developed this workflow.
- ❑ I encourage you to use the Google Chrome browser when working with G Suite tools for seamless integration by design.

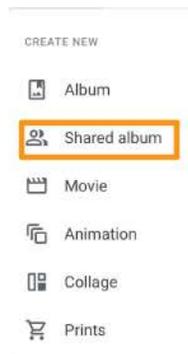
Many of your students may have a personal Gmail account, as well as a school-issued Gmail/G Suite account. Here is how to set-up a multimedia collection workflow using Google Photos.



1. Install the Google Photos app on your mobile device.
 - a. If you already have a photography app you use to organize and back-up your photos that is not Google Photos then while setting up the Google Photos app make sure to select **do not backup**.

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- b. If you have a **personal** Gmail account and a **school-based** Gmail account order to keep your **personal** photos separate from your school related photos you should sign in to Google Photos with your personal Gmail account **and** select **do not backup**.
2. Google Photos is included in the GSuite. [If you are unable to access Google Photos from your school-based account contact your IT Administrator.]
3. To access Google Photos from your Google [Chrome browser](#) sure you are logged in to your Google Chrome browser **and** your G Suite school-based account then go to photos.google.com. You should now see YOUR school-based Google Photos.



4. Choose **Sharing**  then choose **Create Shared Album**
 5. Create your shared album in your **school-based** G Suite account then share it with your **personal** Gmail address. Now you have conduit to share images between your **personal** Gmail account and your school-based G Suite account.
 6. Capture media on your mobile device.
 7. Open the Google Photos app on your mobile device.
 8. Select the images you will share with your **school-based** G Suite account.
 9. Choose the **ADD (+)** button at the top of the screen.
 10. Select the shared album you created in step #5.
 11. The Google Photos app will synchronize your photos so that the image you took with your mobile device will now appear in the shared album in your school-based G Suite Google Photos.

Results:

- Students working with G Suite can access the photos in their school-based Google Photos account from all the G Suite applications.
- If you ask the students to include you in their shared Google album you will be able to see their albums under **shared** in your school-based Google photos.