

COVID at HOME TEST: Submitting your Results

[Using a Chromebook](#)

[Using an iPhone or iPad](#)

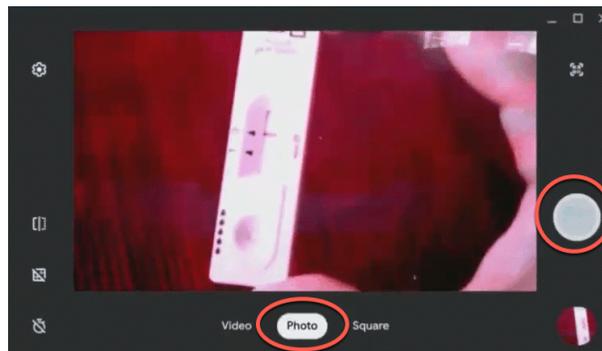
[Using an Android Phone or Tablet](#)

Using a Chromebook

1. Logon to your Chromebook.
2. Take a photo of your test kit showing the results
 - a. Click the launcher in the bottom left
 - b. Click the Λ to expand the menu
 - c. Select the **Camera** app



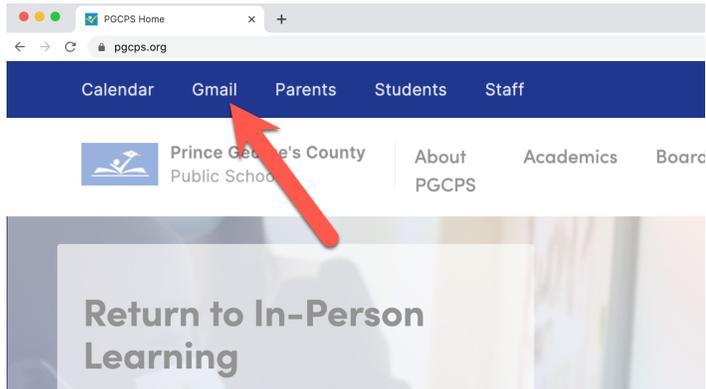
- d. Select **Photo**
- e. Hold the test kit up to the camera so the results are visible.



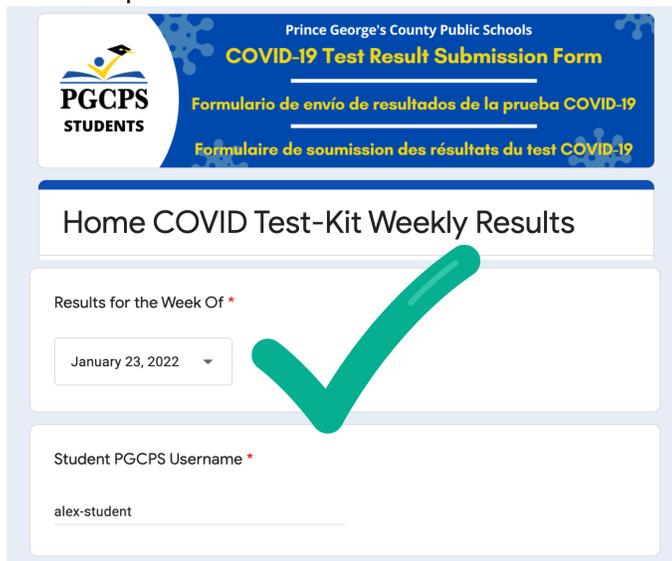
- f. Click the **Take a photo** button on the right (big white circle)

2. Click the **Mail** icon  or Gmail link.

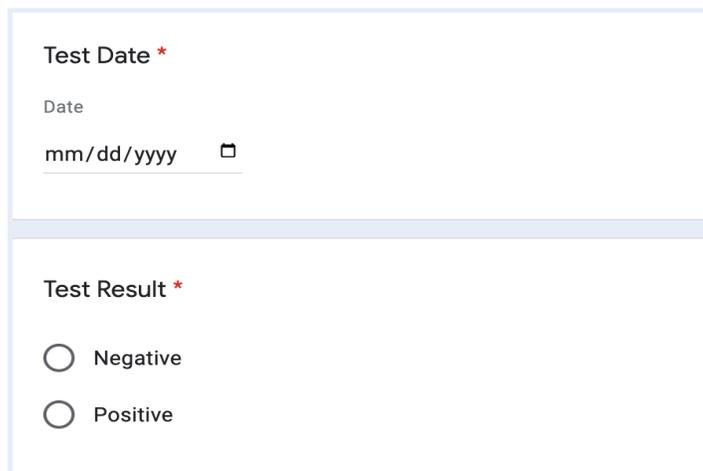
If the Mail icon is not visible, click the launcher to find it or open the Chrome browser  go to the [PGCPS homepage](https://www.pgcps.org) and click on Gmail



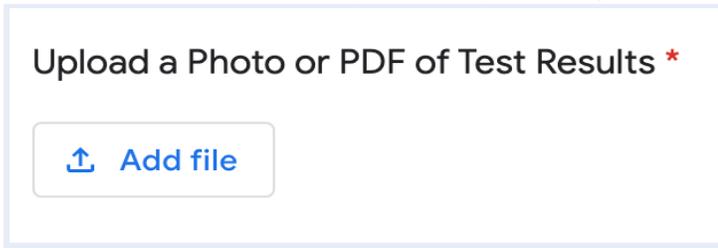
3. Look for the email from _____ to access the link for your student's unique PGCPS COVID-19 Test Self Reporting Portal form
4. Confirm the pre-filled information

A screenshot of the 'COVID-19 Test Result Submission Form' for PGCPS Students. The form has a blue header with the PGCPS logo and the title 'COVID-19 Test Result Submission Form' in English, Spanish, and French. Below the header is a section titled 'Home COVID Test-Kit Weekly Results'. It contains a dropdown menu for 'Results for the Week Of *' with 'January 23, 2022' selected. A large green checkmark is placed over this dropdown. Below that is a text input field for 'Student PGCPS Username *' with 'alex-student' entered.

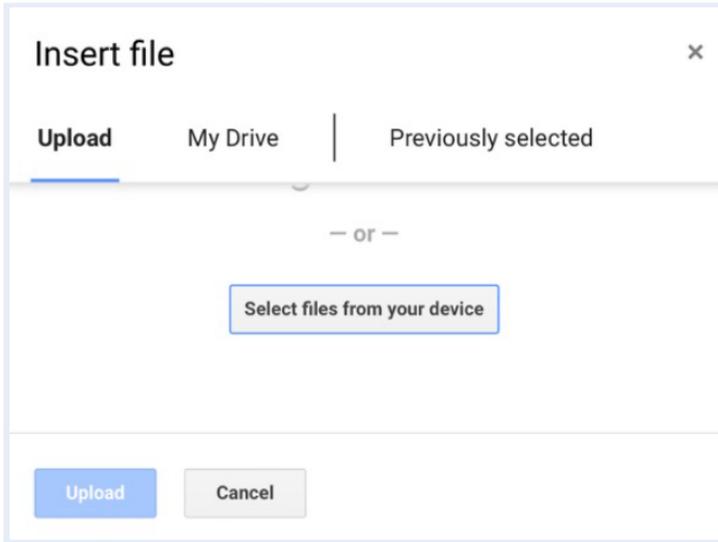
5. Enter the **Test Date** and **Results**

A screenshot of the form fields for 'Test Date' and 'Test Result'. The 'Test Date' field is a date picker with the label 'Test Date *' and 'Date' above it, and the placeholder 'mm/dd/yyyy' with a calendar icon. The 'Test Result' field is a radio button selection with the label 'Test Result *' and two options: 'Negative' and 'Positive', each with an unselected radio button.

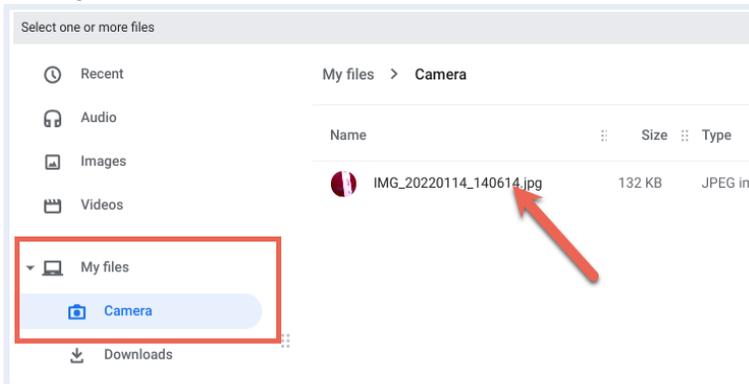
6. Scroll to the final question to upload the photo of your results, click the **Add file** button.



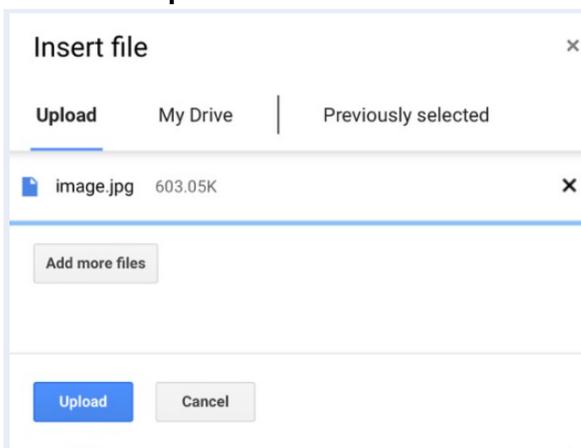
7. Click **Select files from your device**



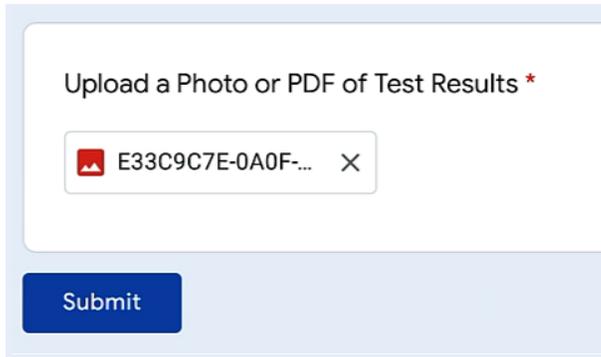
8. Under **My Files**, select **Camera** then double-click on the photo of the test results



9. Click the blue **Upload** button



10. Click **Submit** at the bottom of the form.

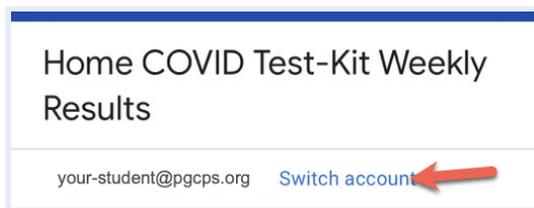


11. To submit a result for another student:

a. Click on **Submit another response**



b. Click **Switch account**



- c. Login as the other student
- d. Enter all the form responses

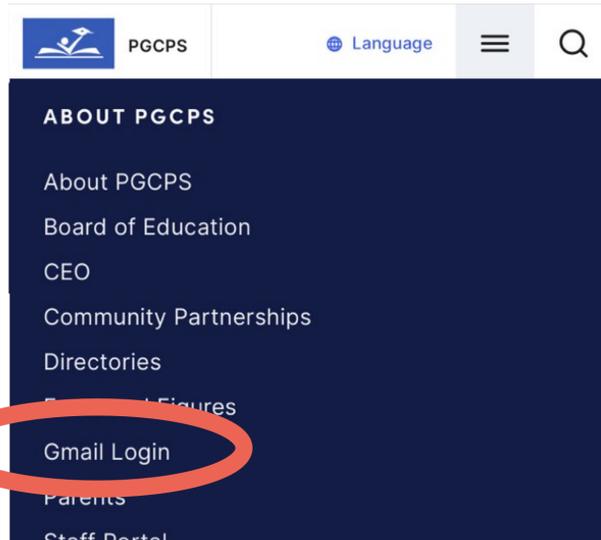
OR

- a. Sign out of the Chromebook
- b. Sign in as the other student and repeat steps 1-10.

Using an iPhone or iPad

1. Take a photo of the test kit results. 

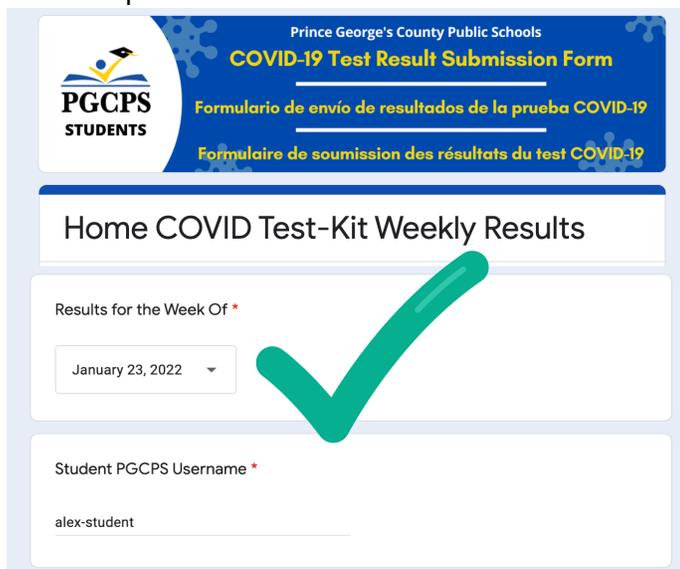
2. Login to the student's PGcps Gmail account by clicking **Gmail Login** at the bottom of the [PGcps homepage](#)



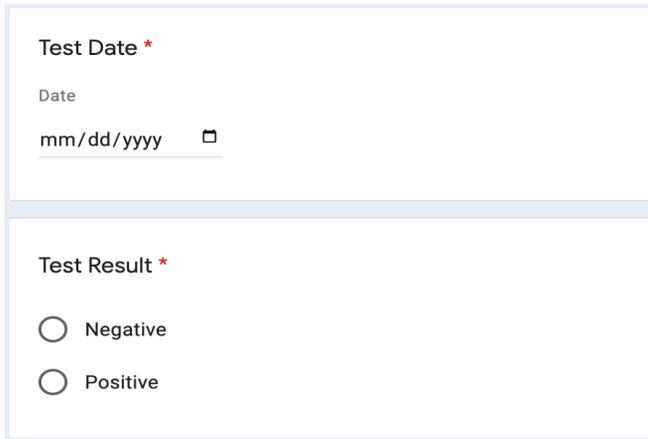
(You can also go to mail.pgcps.org)



3. Look for the email from _____ to access the link for your student's unique PGcps COVID-19 Test Self Reporting Portal form
4. Confirm the pre-filled information

A screenshot of the 'COVID-19 Test Result Submission Form' from Prince George's County Public Schools. The form is titled 'Home COVID Test-Kit Weekly Results'. It has a dropdown menu for 'Results for the Week Of' with 'January 23, 2022' selected. Below that is a text input field for 'Student PGcps Username' with 'alex-student' entered. A large green checkmark is overlaid on the form, indicating that the information is correct.

5. Enter the **Test Date** and **Results**



Test Date *

Date

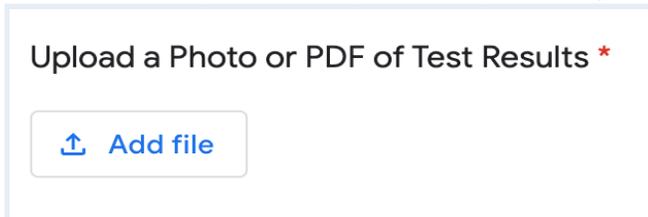
mm/dd/yyyy 📅

Test Result *

Negative

Positive

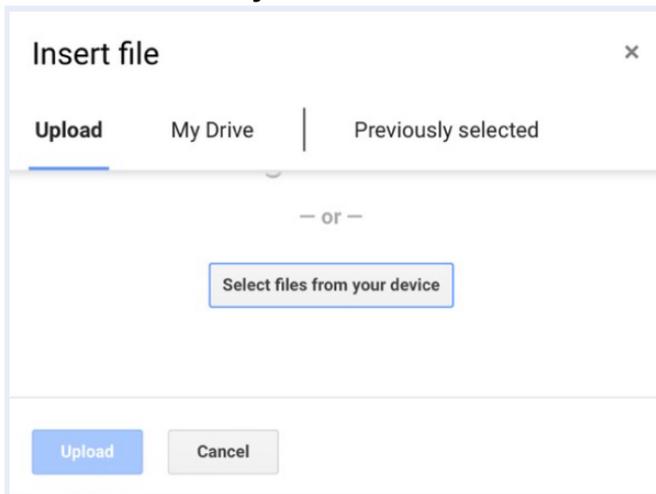
6. Scroll to the final question to upload the photo of your results, tap the **Add file** button.



Upload a Photo or PDF of Test Results *

[📁 Add file](#)

7. Tap **Select files from your device**



Insert file ×

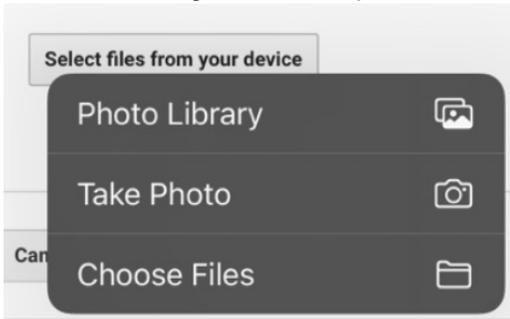
Upload | My Drive | Previously selected

— or —

[Select files from your device](#)

Upload Cancel

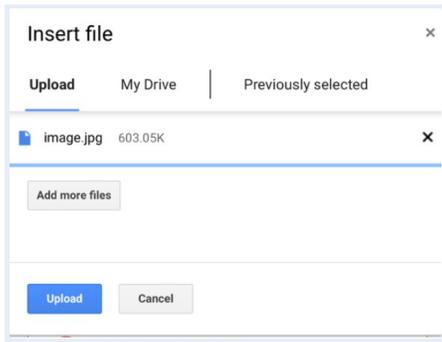
8. Tap **Photo Library**, select the photo and tap **Add**.



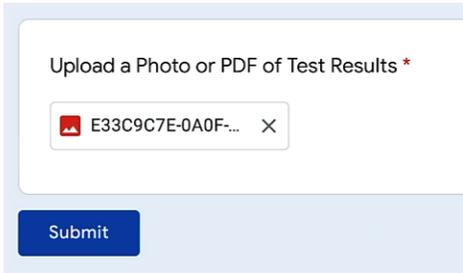
Select files from your device

- Photo Library 🖼️
- Take Photo 📷
- Choose Files 📁

9. Tap the blue **Upload** button



10. Click **Submit** at the bottom of the form.

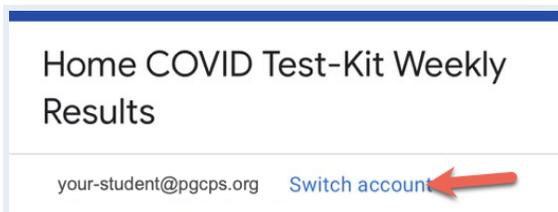


11. To submit a result for another student:

a. Click on **Submit another response**



b. Click **Switch account**



- c. Enter the full @pgcps.org email address of the other student
- d. When redirected, enter the student's PGCPs username and password
- e. Enter all the form responses

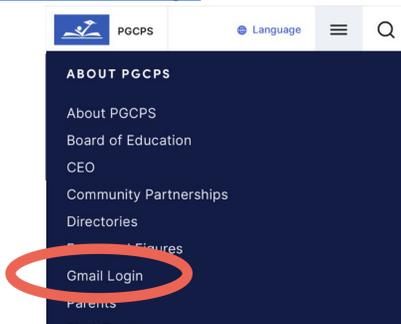
OR

- c. Sign out of the student's Google Account
- d. Repeat steps 1-10 using the other student's information.

Using an Android Phone or Tablet



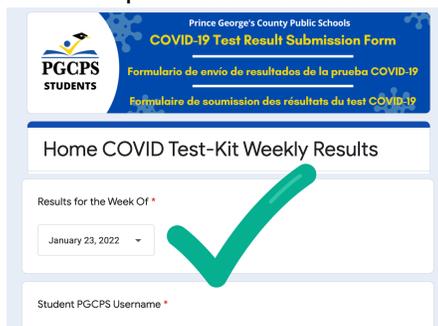
1. Take a photo of the test kit results.
2. Login to the student's PGcps Gmail account by clicking **Gmail Login** at the bottom of the [PGcps homepage](#)



(You can also go to gmail.pgcps.org)



3. Look for the email from _____ to access the link for your student's unique PGcps COVID-19 Test Self Reporting Portal form
4. Confirm the pre-filled information

A screenshot of the 'COVID-19 Test Result Submission Form' from Prince George's County Public Schools. The form has a blue header with the PGcps logo and the title 'COVID-19 Test Result Submission Form'. Below the header, there are three lines of text in English, Spanish, and French. The main content area is titled 'Home COVID Test-Kit Weekly Results'. It features a dropdown menu for 'Results for the Week Of' with 'January 23, 2022' selected. A large green checkmark is overlaid on the form, indicating that the information is confirmed. At the bottom, there is a field for 'Student PGcps Username'.

5. Enter the **Test Date** and **Results**

Test Date *
Date
mm/dd/yyyy

Test Result *
 Negative
 Positive

6. Scroll to the final question to upload the photo of your results, tap the **Add file** button.

Upload a Photo or PDF of Test Results *

[Add file](#)

7. Tap **Select files from your device**

Insert file

Upload | My Drive | Previously selected

-- or --

Select files from your device

Upload | Cancel

8. Tap **Files** then find and select the photo.

Choose an action

 Camera

 Camera Camcorder

 Files

9. Tap the blue **Upload** button

Insert file

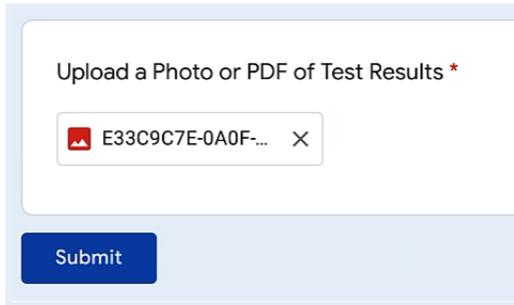
Upload | My Drive | Previously selected

image.jpg 603.05K

Add more files

Upload | Cancel

10. Click **Submit** at the bottom of the form.



Upload a Photo or PDF of Test Results *

E33C9C7E-0A0F-... X

Submit

11. To submit a result for another student:

a. Click on **Submit another response**

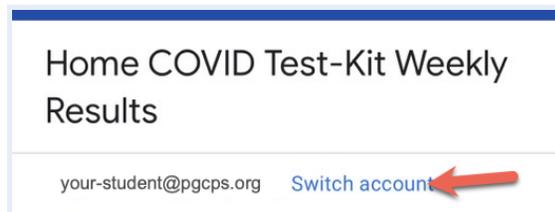


Home COVID Test-Kit
Weekly Results

Your response has been recorded.

[Submit another response](#)

b. Click **Switch account**



Home COVID Test-Kit Weekly
Results

your-student@pgcps.org [Switch account](#)

- c. Enter the full @pgcps.org email address of the other student
- d. When redirected, enter the student's PGCPs username and password
- e. Enter all the form

OR

- e. Sign out of the student's Google Account
- f. Sign in as the other student and repeat steps 1-10