

# COVID at HOME TEST: Submitting your Results

[Using a Chromebook](#)

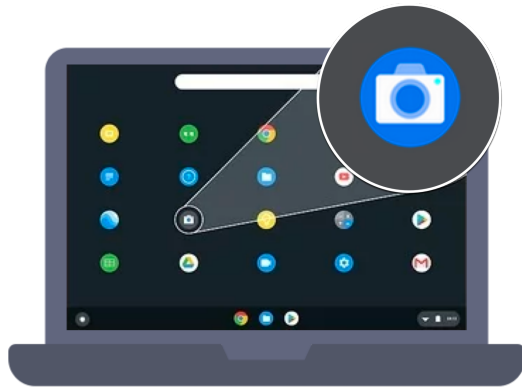
[Using an iPhone or iPad](#)

[Using an Android Phone or Tablet](#)

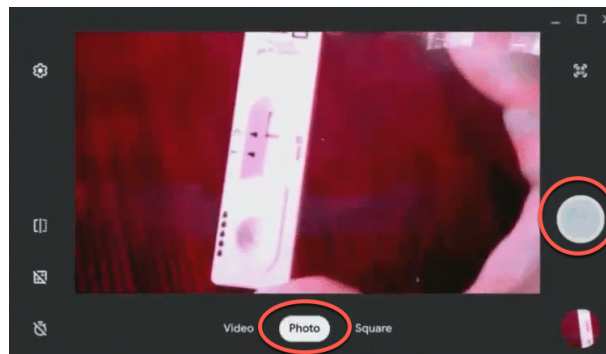
## Using a Chromebook

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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  $\Lambda$  to expand the menu
  - c. Select the **Camera** app




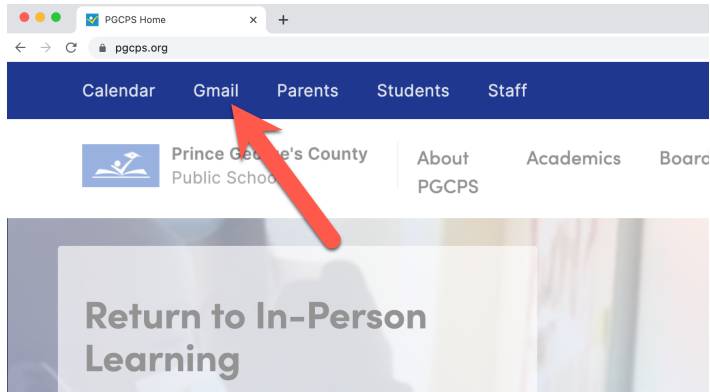
- d. Select **Photo**
- e. Hold the test kit up to the camera so the results are visible.



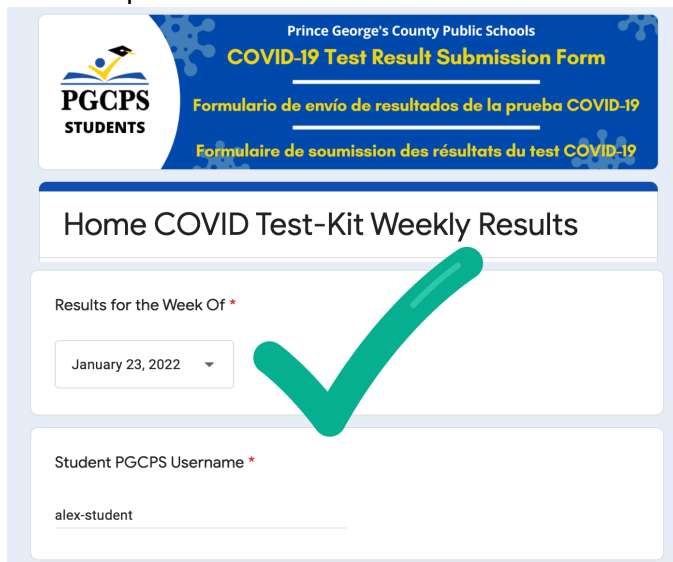
- f. Click the **Take a photo** button on the right (big white circle)

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

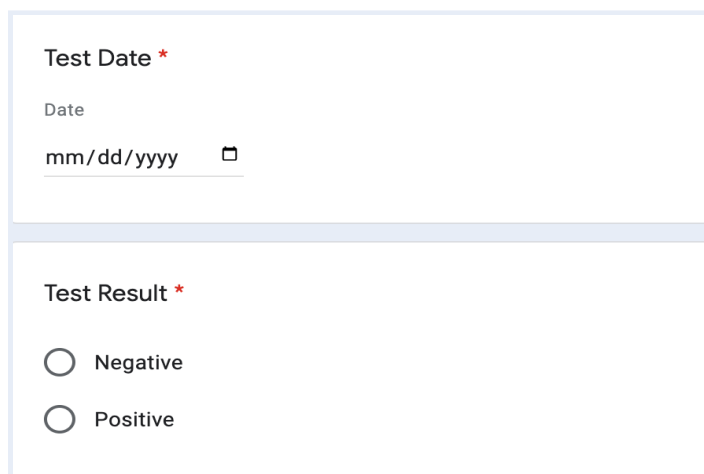
*If the Mail icon is not visible, click the launcher to find it or open the Chrome browser  go to the [PGCPS homepage](https://pgcps.org) and click on Gmail*



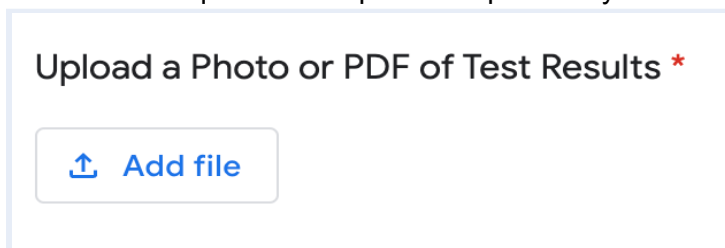
3. Look for the email from \_\_\_\_\_ to access the link for your student's unique PGCPS COVID-19 Test Self Reporting Portal form
4. Confirm the pre-filled information

A screenshot of the PGCPS COVID-19 Test Result Submission Form. The header includes the PGCPS logo and the text 'Prince George's County Public Schools COVID-19 Test Result Submission Form'. Below the header, there 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 overlaid on the form. Below the dropdown, there is a field for 'Student PGCPS Username' with the value 'alex-student' entered.

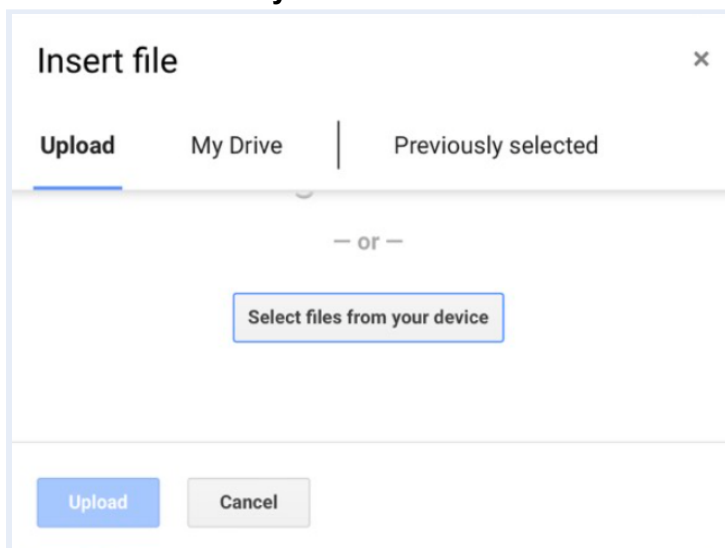
5. Enter the **Test Date** and **Results**

A screenshot of the 'Test Date' and 'Test Result' fields. The 'Test Date' field is labeled 'Test Date \*' and has a date input field with the placeholder 'mm/dd/yyyy' and a calendar icon. The 'Test Result' field is labeled 'Test Result \*' and has two radio button options: 'Negative' and 'Positive'.

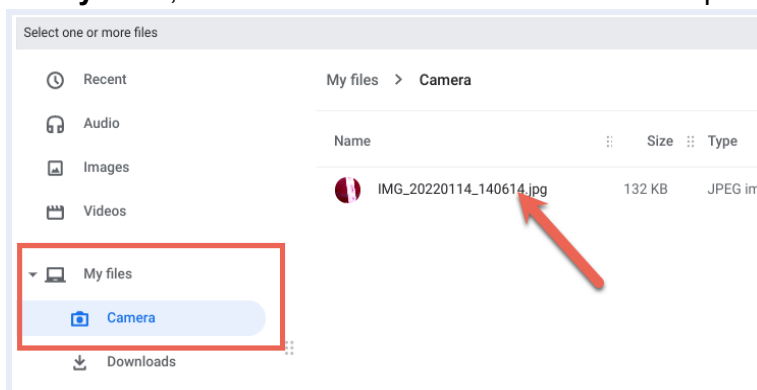
6. Scroll to the final question to upload the photo of your results, click the **Add file** button.



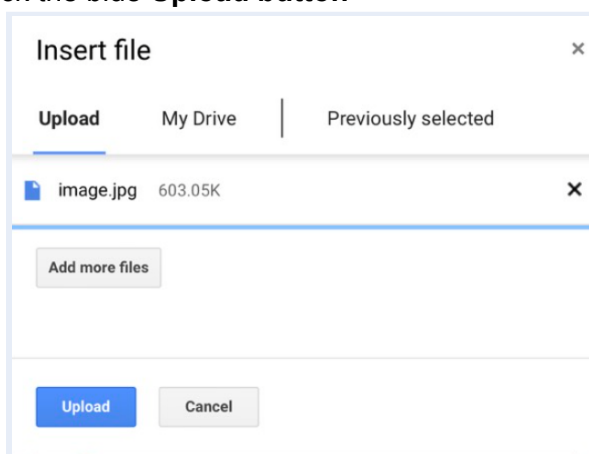
7. Click **Select files from your device**



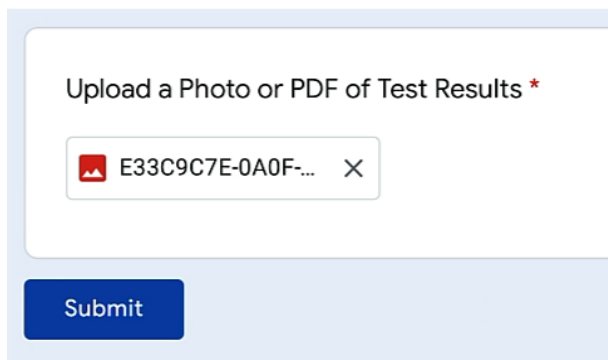
8. Under **My Files**, select **Camera** then double-click on the photo of the test results



9. Click the blue **Upload** button



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



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**

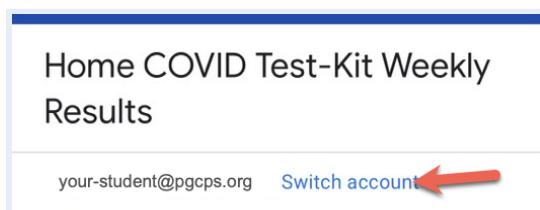


Home COVID Test-Kit Weekly Results

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

OR

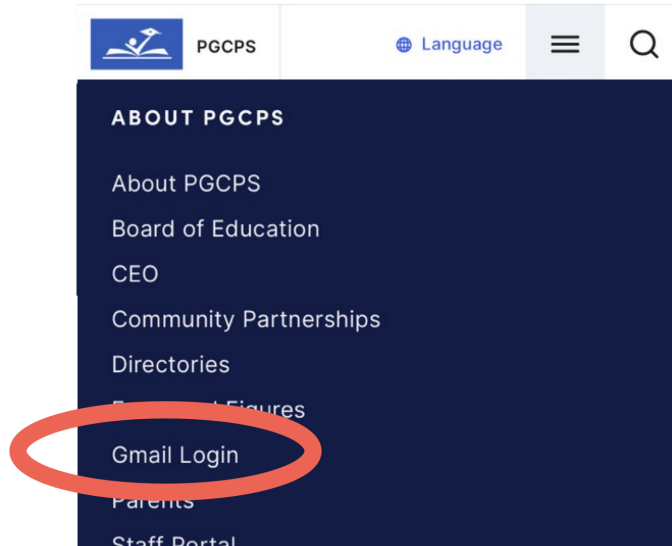
- a. Sign out of the Chromebook
- b. Sign in as the other student and repeat steps 1-10.

# Using an iPhone or iPad

1. Take a photo of the test kit results.



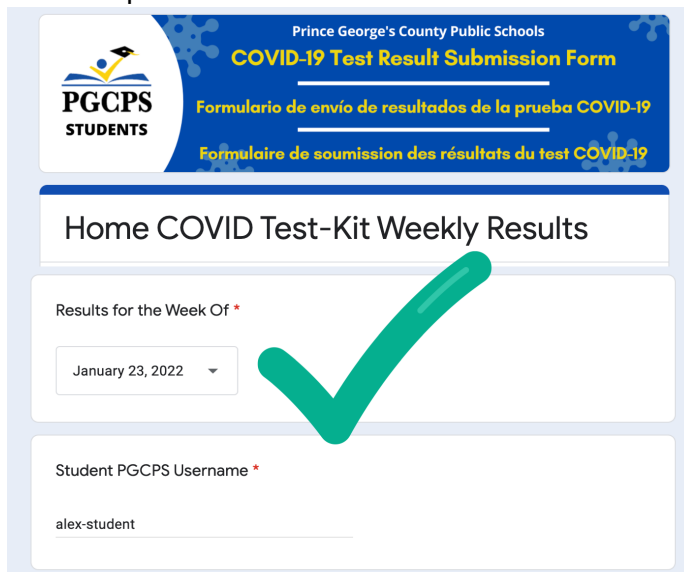
2. Login to the student's PGcps Gmail account by clicking **Gmail Login** at the bottom of the [PGcps homepage](#)



(You can also go to [email.pgcps.org](mailto:email.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' for PGcps Students. The form is titled 'Home COVID Test-Kit Weekly Results'. It includes a dropdown menu for 'Results for the Week Of' with 'January 23, 2022' selected. Below this is a field for 'Student PGcps Username' with the pre-filled text 'alex-student'. A large green checkmark is overlaid on the form, indicating that the information is confirmed.

Prince George's County Public Schools  
**COVID-19 Test Result Submission Form**  
Formulario de envío de resultados de la prueba COVID-19  
Formulaire de soumission des résultats du test COVID-19

PGcps STUDENTS

Home COVID Test-Kit Weekly Results

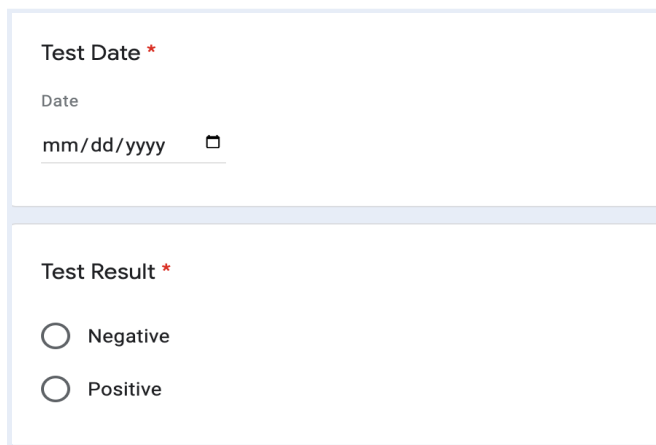
Results for the Week Of \*

January 23, 2022

Student PGcps Username \*

alex-student

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



Test Date \*

Date

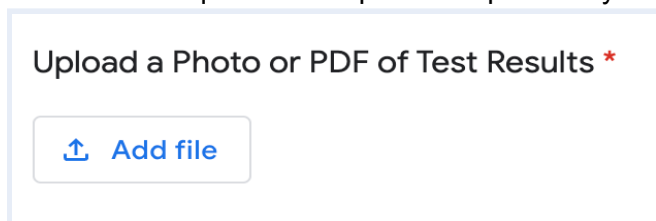
mm/dd/yyyy

Test Result \*

☐ Negative

☐ Positive

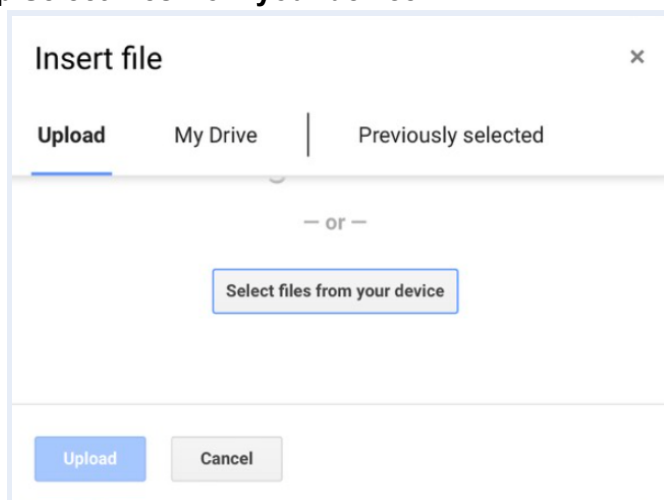
6. Scroll to the final question to upload the photo of your results, tap the **Add file** button.



Upload a Photo or PDF of Test Results \*

[Add file](#)

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



Insert file

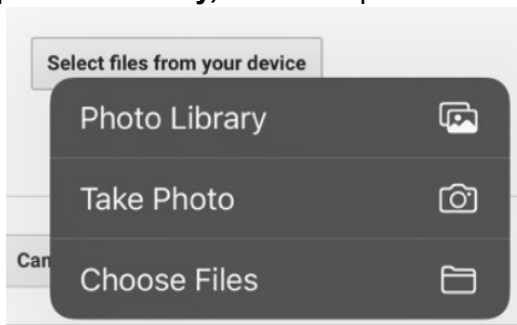
Upload | My Drive | Previously selected

— or —

Select files from your device

Upload Cancel

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



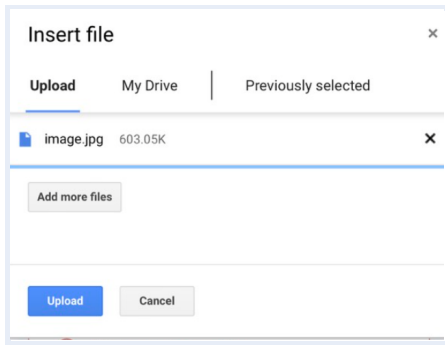
Select files from your device

Photo Library

Take Photo

Choose Files

9. Tap the blue **Upload** button



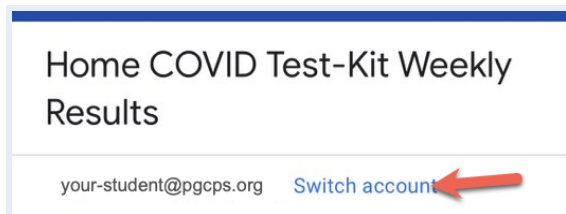
10. Click **Submit** at the bottom of the form.

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

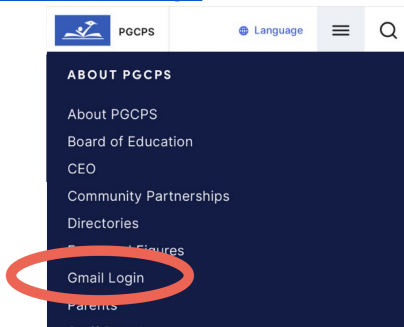
OR

- 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](mailto:pgcps@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

Prince George's County Public Schools  
**COVID-19 Test Result Submission Form**  
Formulario de envío de resultados de la prueba COVID-19  
Formulaire de soumission des résultats du test COVID-19

PGCPs STUDENTS

Home COVID Test-Kit Weekly Results

Results for the Week Of \*

January 23, 2022

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

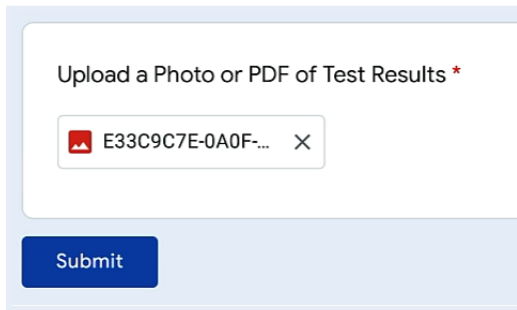
Upload
My Drive
Previously selected

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**

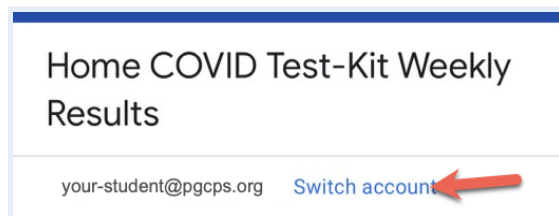


Home COVID Test-Kit  
Weekly Results

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