Instructions for students to submit completed work electronically.

Students who attend class in person will submit PAPER assignments when they are in school.

How to use your cell phone to submit work.

** do NOT send PICTURES of homework, it must be in PDF format. You need to create 1 single PDF file, not multiple files.

If you have email or TEAMS on your phone, the pdf document can be attached to email or teams (depending on what your teacher wants).

For students with a touch-screen & stylus
        If the document is in MS word format :
- Go to the draw menu to select a pen and complete work on-screen using stylus
- Save in PDF format!
- Submit

If the document is a PDF file:

- Download the document and open using MS EDGE
- Use the Draw tool to complete work on-screen using stylus
- Save in PDF format!
- Submit

From moist iPhone devices
- Go to Notes
- Start New Note
- Choose Camera
- Scan Document
- Snap picture of the 1st page
- Keep Scan
- Snap picture of the 2nd page
- Save & **rename** your document

For most Google/Android devices
- Download/open Google drive from your phone
- Tap the "+"
- Select Scan
- Open with Camera
- Take the photo and select OK
- Tap the + below the picture to add another page
- After scanning all pages:
    o **Rename** the document with a .pdf extension