



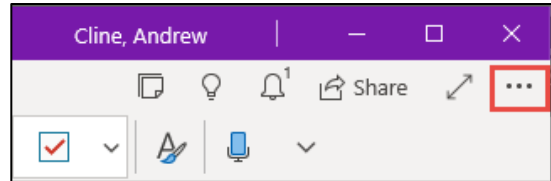
Turning in a OneNote Document to Schoology

Department of Technology

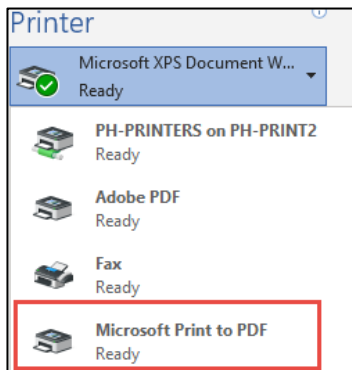
Step 1: Open the OneNote Notebook (page) you would like to turn in

Step 2: Click the three dots in the top right corner of the screen and select **Print**

*If you are using OneNote on the web, Click the Print button



Step 3: Change the printer selection to "Microsoft Print to PDF"



Step 4: Click **Print**

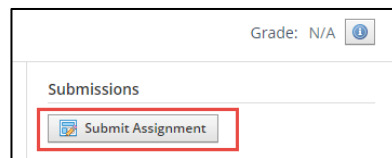
Step 5: Enter a file name & choose where to save the PDF

Step 6: Click **Save**

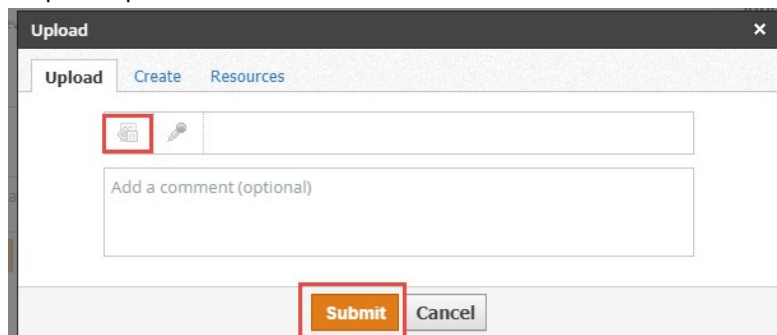
Step 7: Go to **Schoology**

Step 8: Open the assignment

Step 9: Click **Submit Assignment**



Step 10: upload and Submit PDF



For more assistance, Check out our Student help Site: bit.ly/phstudenthelp