

HOW TO SUBMIT AN ASSIGNMENT

1. TYPE SHORT ANSWERS IN THE TEXT BOX

2. SAVE YOUR DOCUMENT AS A PDF

(GOOGLE DOCS AND APPLE PAGES CAN NOT BE SUBMITTED AND MUST BE CONVERTED)

3. COPY AND PASTE

4. SAVE IT AS A MICROSOFT WORD DOCUMENT

5. TRY TAKING A SCREENSHOT AND PASTING IT

(YOU CAN DO A WEB SEARCH ON WHICH KEYS ARE THE SCREENSHOT COMMAND FOR YOUR DEVICE EXAMPLE- APPLE MACBOOK= COMMAND/SHIFT/4)

6. TRY DOING A SNIP AND SKETCH

(LOOK UP WHAT THE COMMAND IS FOR YOUR DEVICE)

EXAMPLE- HP LAPTOP WINDOWS/SHIFT/S)

DON'T FORGET ATTACH AND TO HIT THE SUBMIT BUTTON WHEN YOU ARE READY!!