

From Notes to Posttest: A Student's Guide to Submitting Guided Notes in TRAILS

THE SUBMISSION PROCESS

Step 1: Prepare for Verification



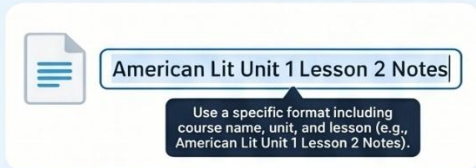
Handwrite your first and last name on the first page of your physical notes before scanning to verify the work is yours.

Step 2: Scan as a Single PDF



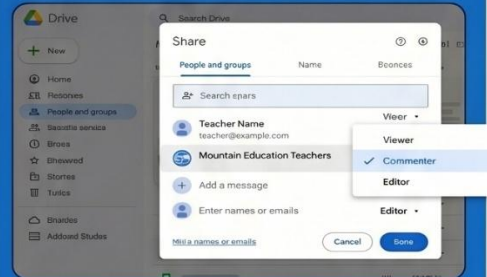
Use the 'Scan' feature in the Google Drive app to create one multi-page PDF; do not upload individual photos or JPEGs.

Step 3: Name Your File Clearly



A clear naming convention helps teachers quickly identify and grade your work.

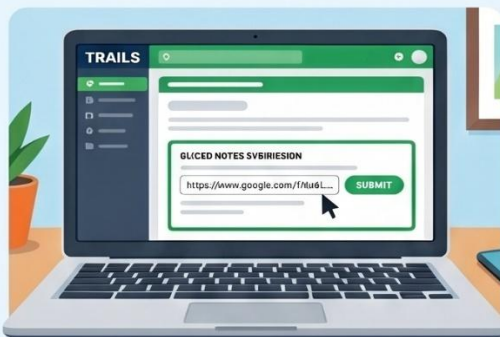
Step 4: Set Sharing Permissions



Set permissions to "Mountain Education Teachers" and change the role to "Commenter" so your teacher can provide feedback.

Step 5: Submit Link in TRAILS

Using a computer (Chromebook, Mac, or PC), copy your Drive link and paste it into the "Guided Notes Submission Link" in TRAILS.



TRACKING YOUR PROGRESS



Blue Paper Airplane: Awaiting Review

This status indicates your notes have been submitted and are currently in the queue for teacher evaluation.



Orange/Gold Exclamation Point: Needs Resubmit

Your notes require corrections; check the teacher's comments within your file for specific feedback.



Green Checkmark: Ready for Posttest

Your notes have been approved for accuracy and completeness, and you are now cleared to take your posttest.