Submitting Fillable PDF

These directions are printed on every page your child needs to do this for, but it would be easier if you'd print this for future reference. We will do this with all fillable PDF pages, and your child can learn to do it for him/herself. :) Really!

At the top of the page will be the assignment:

Here is your assignment: <u>Weathering_the_Storm_PDF.pdf</u>

1. Select the assignment by clicking the blue link.

2. This file will download to the bottom of your screen.

3. Select the file once it has been downloaded by clicking on it at the bottom of your screen.

4. Using your mouse, select the slightly blue areas to type in your response to the questions.

5. When you have finished putting in your answers, download the file by selecting the print icon at the top right (and far right) of the screen. If you are in preview mode (or maybe working on a Mac), you just need to save it to your desktop the way you normally would. You won't see these icons, but most people do.

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6. When it a page pops up and asks you to print, change the destination to - Save to PDF

Destination

Save as PDF 🔹

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7. Choose the DESKTOP to save it to.



8. Click Save

9. Close the document. It is saved on your desktop.

See next page

10. Go BACK to the Canvas page that the assignment and directions are on.

11. Click the NEXT button at the bottom right of that page. It will take you directly to the submission page.



- 12. Click on SUBMIT ASSIGNMENT (blue button on top right).
- 13. Click File Upload (it's below all the tabs, in a small white box).
- 14. Select the file from your desktop (the assignment name) and click upload.
- 15. Click SUBMIT ASSIGNMENT!

Thank you, thank you, thank you!

