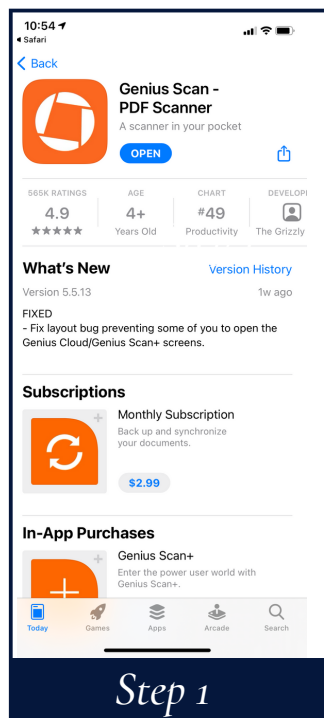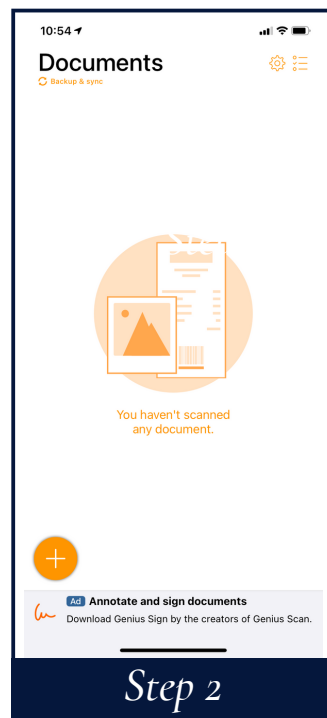# E-LEARNING RESOURCE
SUBMITTING WORK AS A PDF

Option 1 SCAN AND SAVE YOUR DOCUMENT ON YOUR HOME PRINTER AS A PDF.

Option 2 USE A SCANNING APP SUCH AS GENIUS SCAN (FREE APP FOR APPLE AND ANDROID DEVICES).
See instructions below.

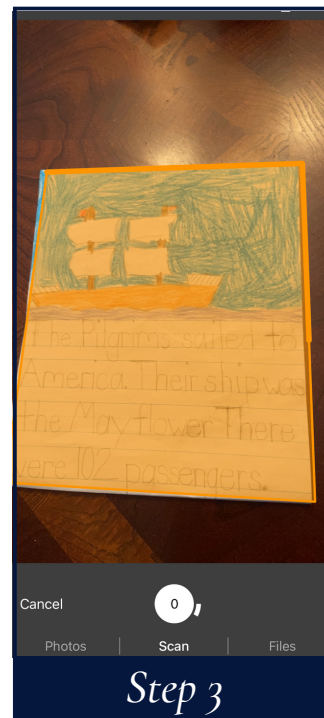GENIUS SCAN APP - DOWNLOAD TO YOUR APPLE OR ANDROID DEVICE.

Step 1
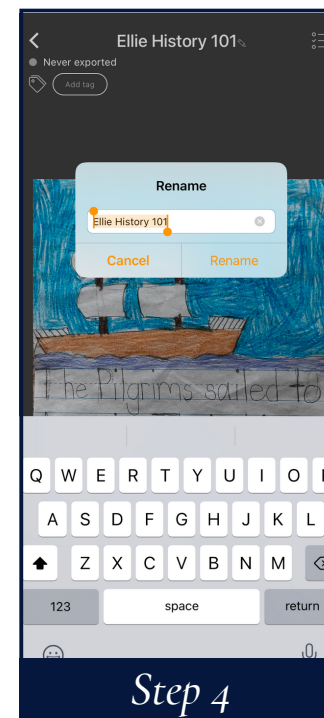Download the Genius Scan app to your Apple or Android device. Install and open Genius Scan.

Step 2
Click the small "plus" sign on the lower left corner. Select "New Photo" or work with a saved photo.
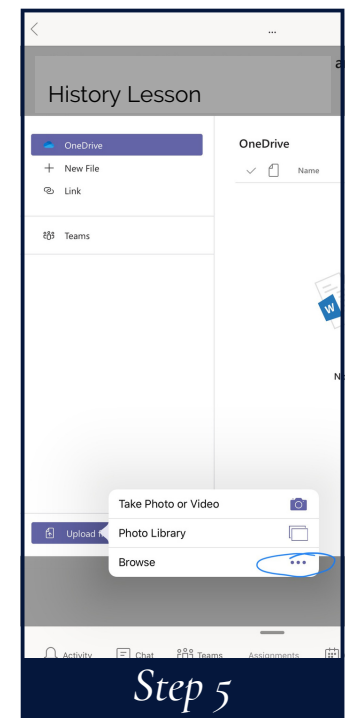
Step 3
Angle the device until the document is highlighted orange on the screen. Take a photo of each page of the assignment.

Step 4
Tap the name at the top of the screen to rename the file with the name of the student, subject, and the assignment. Save the file.

Step 5
Navigate to the assignment in Teams. Upload the assignment from the saved location. Submit the assignment.