

HOW TO DO/SUBMIT A PDF FILE FROM AN IPAD

Note: these will only work on an iPad. Scroll down for further directions.

Important note before we begin. On the left hand side of your iPad you will see blue backpacks. Only the backpacks with dots next to them are active assignments. (If a teacher put something in there, then deleted it, it will still appear as a backpack but it won't be active.)

1. Make sure the activity bell on the lower left is highlighted
2. Click on the assignment you want to work on. It will be a blue bookbag.
3. Click "View assignment"
4. Click "Reference Materials" to get to PDF
5. In the top right click on icon with the box with the up arrow in it
6. Click on "Save to files"
7. Under "On My iPad" you should see "Pages" listed. If you don't see it, click on "On My iPad."
8. Click on Pages
9. Then click on "Save" at the top right. It should then take you back to your worksheet.
10. X out at the top left of the worksheet
11. Press home button one time
12. Go to blue file folder at bottom of screen and click on it
13. Click on the worksheet you want to work on
14. Top right...click on the pen in the circle icon
15. Do page...use the pens at the bottom
16. Click on DONE in the upper left corner to save
17. Click home button one time
18. Go back into Teams (It should open to the assignment page or you might have to press view assignment.)
19. Click on "+ Add work"
20. Click on "Upload from this device" in the bottom left corner
21. Click on "Browse" (three dots)
22. Select page to upload. Make sure you click on the one that has your answers on it.

23. Click "Done" (bottom right)
24. Click "Turn in" (upper right) This will submit your assignment to me.
25. Use the back arrow in the upper left corner to get back to the main activity/assignment screen'

HOW TO DO/SUBMIT A PDF FILE FROM A LAPTOP

These directions are somewhat generic due to the differences in laptops.

1. Make sure the activity bell on the lower left is highlighted
2. Click on the assignment you want to work on. It will be a blue bookbag.
3. Click "View assignment"
4. Click "Reference Materials" to get to PDF
5. Save to your device
6. Open PDF from your device
7. Click on "Tools" at the top.
8. Double click the yellow "Comment" bubble
9. Use the pen at the top to mark your document
10. Save to your device
11. Go back into Teams and upload from your device.

TO WATCH A VIDEO

Follow steps 1-4, but instead of getting to a PDF, you will get to the video to watch.

Once you watch the video, click "Teams" in the upper left hand corner.