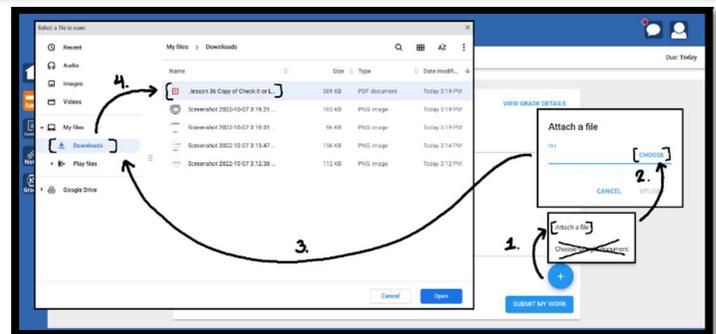
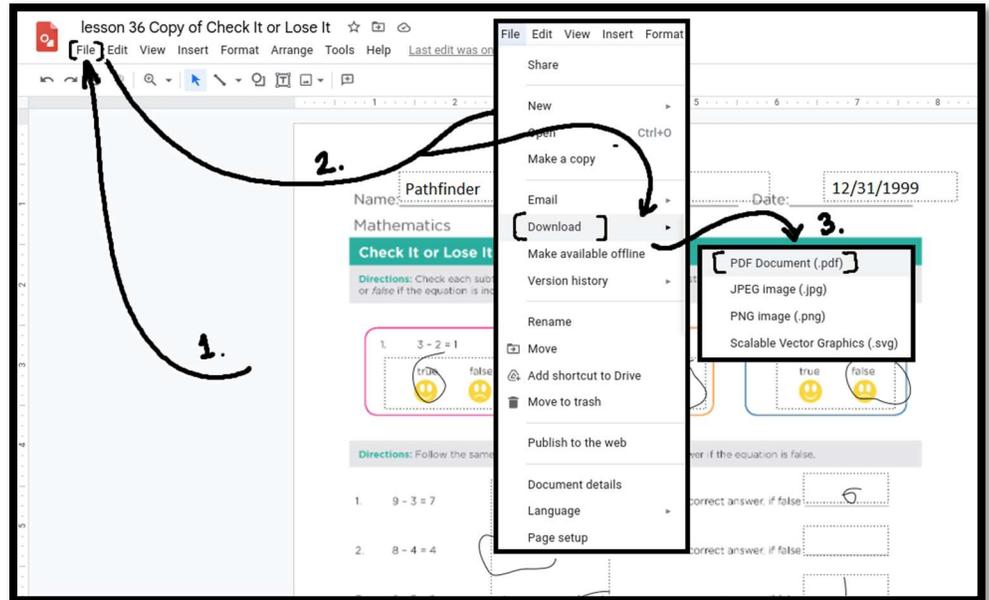


Submitting worksheets in Schools PLP (Google)

Some assignments inside PLP may require the student to draw on or edit a worksheet and submit it to their teacher for a grade. This guide will show you the proper way of turning in these assignments while editing in Google. To begin, we'll open up a recently completed worksheet waiting to be submitted inside Google Drive:

1. When viewing the worksheet, click the **file** tab at the top left of the document viewer
2. In the options click the **download** dropdown menu to see your file choices, then **save the document as a .PDF**
3. Return to the assignment page inside PLP and navigate to the bottom of the page where the submission box is. Click the **+** icon and select to **attach a file**
4. Inside the file explorer, click the **downloads** tab in the tree and select the file saved in step two
5. The file should now appear underneath the comments box. **Click submit** to turn in the assignment for grading.



Schools PLP has also integrated the option to submit documents directly through Google Drive, however when submitting work like this **the assignment must be shared with the teacher over Drive** or else it may be unviewable when the teacher tries to open it for grading.