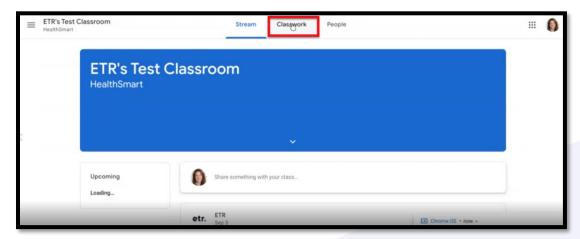
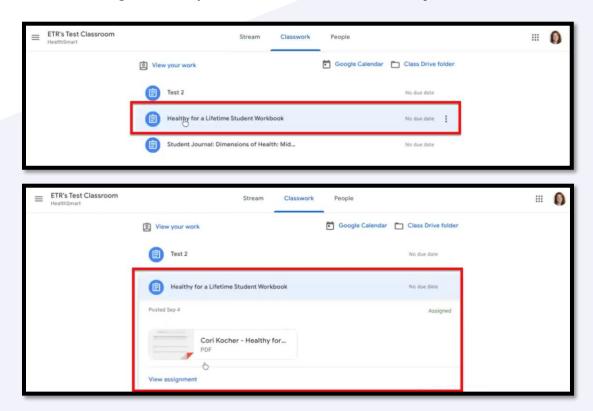


How to Submit an Edited PDF (as a Student)

- 1. Open up your Google Classroom.
- 2. Click the **Classwork** tab.

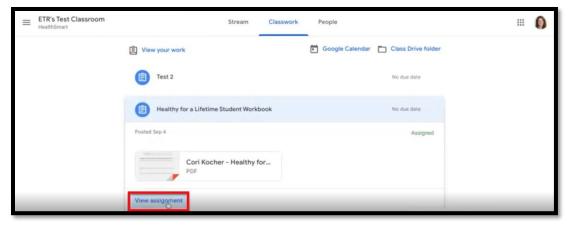


3. Click on the assignment that you want to fill out and submit to expand the view.

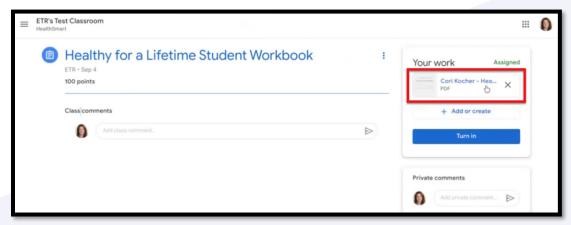


4. Click the **View assignment** button.





5. From the "Your Work" block on the right-hand side of the screen, click on the PDF that is associated with that assignment.



6. Once the PDF opens, click the **More actions** button and select "Open in a new window" from the drop-down menu.

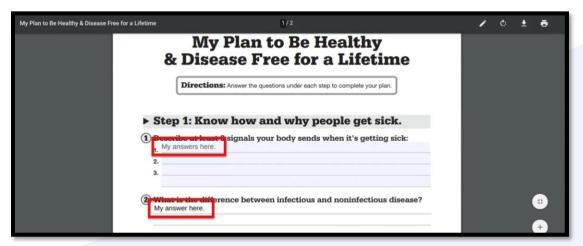


7. To edit the PDF select the new window with the PDF and click the **Print** button. This will open the PDF in a new tab.





8. Select the new tab with the editable PDF and answer the questions.

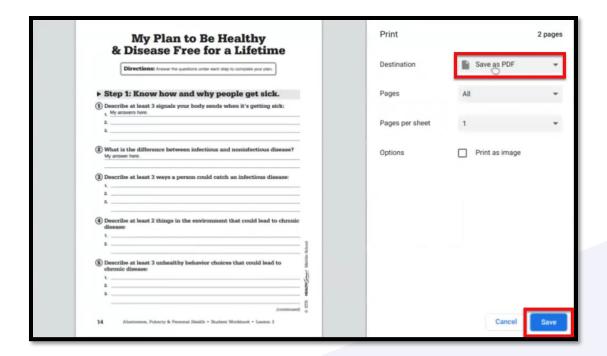


9. Once you have answered all of the questions in the PDF for the assignment, click the **Print** button again.



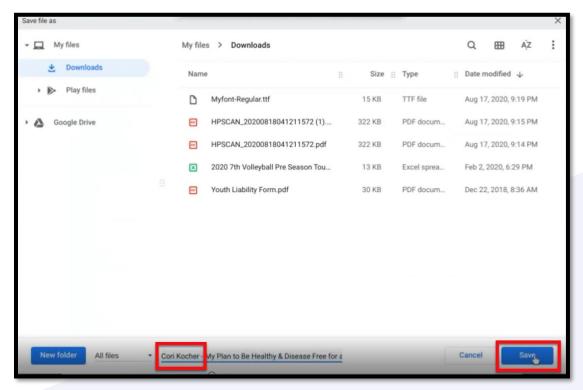
10. From the print dialogue box, choose "Save as PDF" from the "Destination" drop-down menu. Then click the **Save** button.



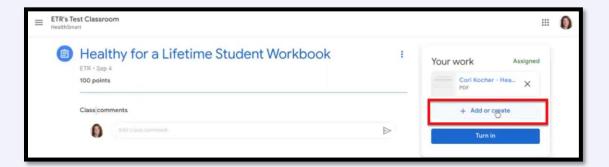




11. This will open up the "Save file as" dialogue box. Add your name to the beginning of the file name and then hit **Save** button again.

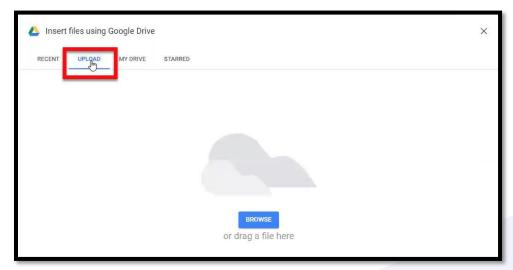


- 12. Close all of the extra PDF windows and go back to your Google Classroom.
- 13. Upload the edited PDF that you saved by clicking the **Add or create** button.

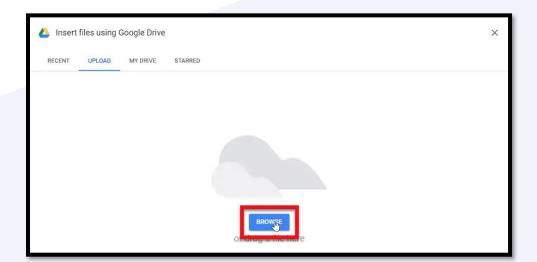




1. Click the **Upload** tab.

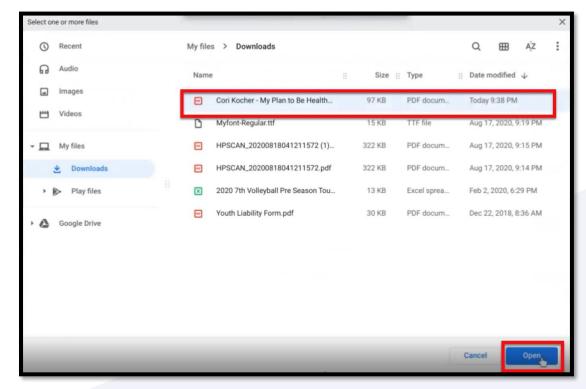


2. Click the **Browse** button to upload the fillable Student Workbook PDF that you downloaded to your computer from the HealthSmart lessons on the ETR website.

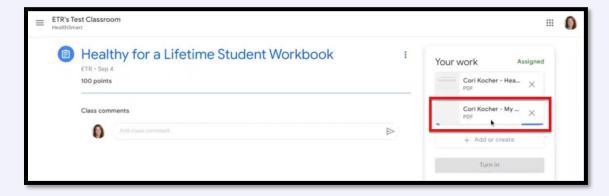




3. Navigate to the file, select it, and click **Open**.

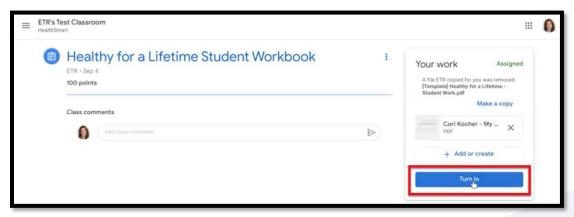


4. Now you should see the file your uploaded in the "Your work" block. *Note: You can remove the original PDF file by clicking the "x" next to the file name.*





5. Click the **Turn in** button to complete the assignment.



6. Click the **Turn in** button in the confirmation window. You're assignment is now submitted! *Note: If you need to, you can unsubmit your assignment by clicking the* **Unsubmit** button underneath the PDF in the "Your work" block and start over.

