

# How to Submit Your Work

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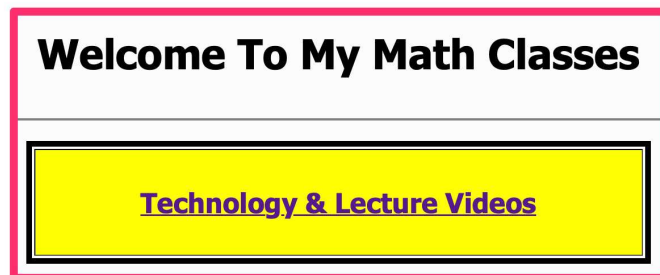
## Direction:

- Read these instructions very carefully.
  - You are responsible to meet the end result.
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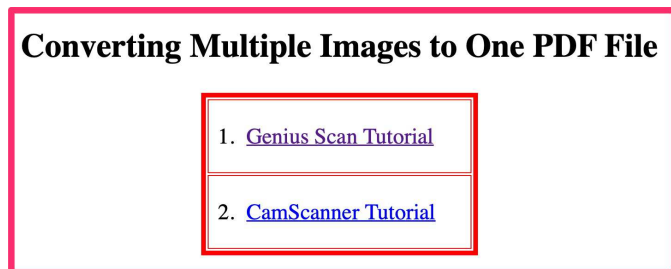
1. Convert your work into one PDF file.

If you already know this process, proceed to step 6 below.

2. Visit my website [www.mymathclasses.com](http://www.mymathclasses.com), and then click on Technology & Lecture videos link.

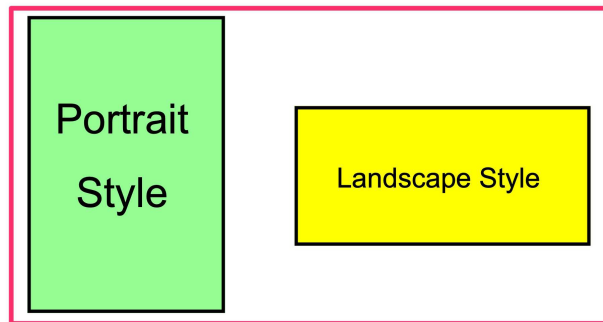


3. Look for Converting Multiple Images to One PDF File heading, then watch those short video tutorials.



4. Choose any of these Apps, and download it into your smartphone or tablet.
5. Do a practice run with one of your study guides, convert it one single PDF file, and name it accordingly such as SG 1, Exam 2, and so on.
6. Write dark enough so the scanned version shows all your work clearly. If it is necessary, you can use pen but you MUST white out your errors (as you would erase when using pencil)

7. Make sure that all pages in your PDF file is in the same order as the original.
8. Visit your App store, download Canvas Student App, and then use it to submit your pdf file.
9. If you have to and have no other choice,
  - Use loose-leaf paper.
  - Write your name in the top right corner on first page only.
  - Box your final answers, and draw a line between questions.
  - Number of your loose-leaf papers must be the same as number of pages in the original file.
  - Scan in only your loose-leaf paper (i.e. take your paper out of your notebook before scanning as a PDF)
  - You DO NOT need to write out the original problems.
10. If you are a taking pictures of your pages,
  - Make sure it is on portrait style, not landscape.



- Make sure your pictures are in order before merging them into one PDF file.
11. If you need assistance, please reach out to your peers who are comfortable with this process for extra help.
  12. I reserve the right to deduct points for failing to follow the instructions provided to you in this handout.

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**Thank You**  
**for**  
**Following These Instructions**

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