

# 🚫 INSTRUCTIONS for Completing Downloaded Assessments

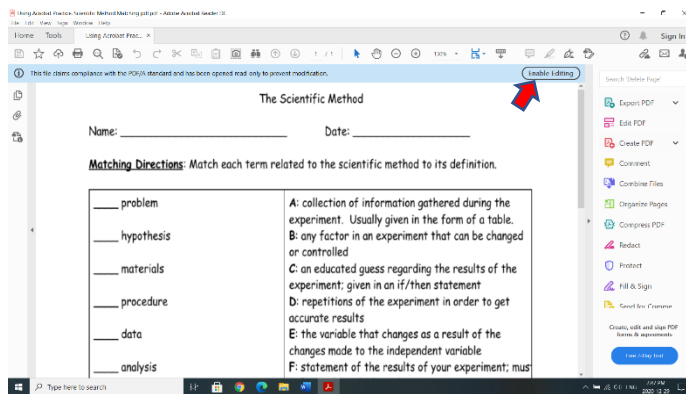
Downloaded Assessments may be completed using a computer OR a phone:

## 1) Using a Computer:

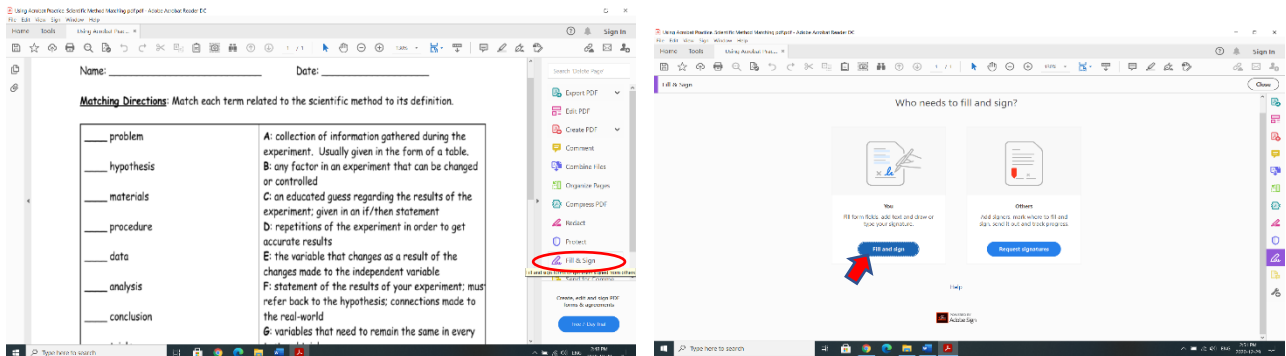
The assignment is in pdf form. If you do not have a pdf editor there are 2 different ways you can complete it :

### Option 1 (using adobe reader):

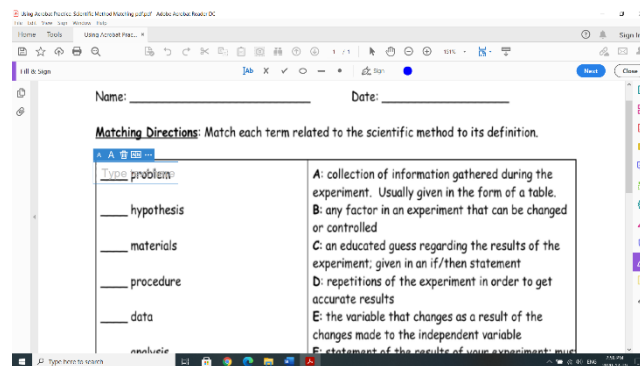
1. **Download** and **SAVE** the pdf as "**your name, assignment name and date**"  
**IF YOU DO NOT SAVE THE PDF YOU WILL NOT BE ABLE TO TYPE ON YOUR ASSIGNMENT!!!**
2. **Open** the **SAVED** pdf with **Adobe Acrobat Reader**.
3. Click **Enable editing** in the top blue ribbon if it appears.



4. You access the **Fill & Sign tool** (little purple pen) from the Tools pane. To display this pane, click on the View menu, move to Show/Hide, and then click on the entry for Tools Pane. From the Tools pane, click on the command for Fill & Sign. If asked who needs to sign? Choose you.



5. The signature box can be used as a text box. Simply click where you would like to type and a text box will appear.

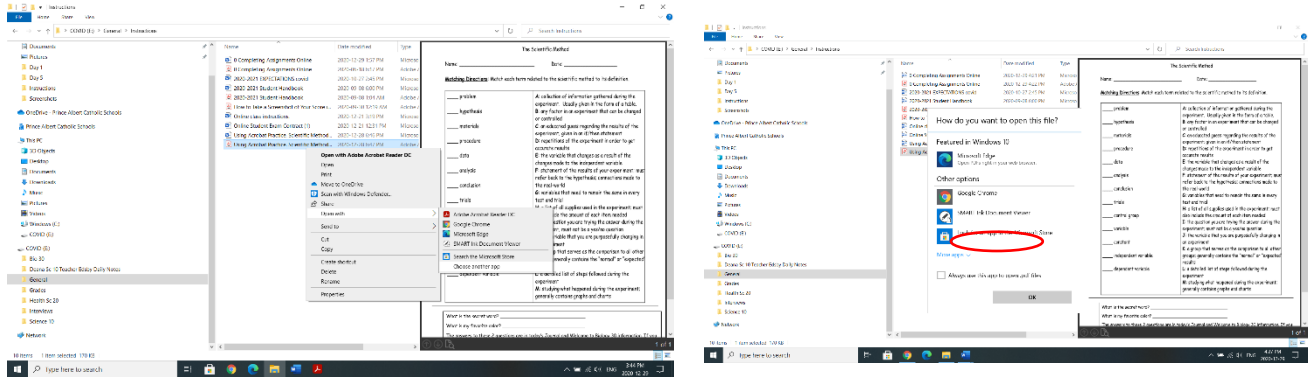


6. Complete the assignment
7. **Save**, the pdf then send it to me via Edsby or email.

OR

### Option 2 (using MSWord):

1. **Download** and **SAVE** the pdf as "**your name, assignment name and date**"  
**IF YOU DO NOT SAVE THE PDF YOU WILL NOT BE ABLE TO TYPE ON YOUR ASSIGNMENT!!!**
2. **Open** the **SAVED** pdf with **MS Word**.
3. Right click on the document name choose **open with > choose another app > scroll to more apps > Word**  
**(THIS MAY AFFECT FORMATTING!!)**



3. Complete the assignment. For labelling insert text boxes
4. **Save as a word document** then **Send the document to me via Edsby or Email.**

## 2) Using a Phone:

1. Tap on and open the pdf.
2. Choose **Mark Up** then **+ sign** and choose **Text**
3. Tap the **text box** followed by the **Backspace** button to clear the textbox.
4. Move the text box to where you want to put in text and add your own text. If you need a new textbox, tap the **+ sign** again.
5. When done, tap **upload** then scroll down and choose **save to files** and **SAVE** the pdf as "**your name, assignment name and date**" to your phone or internet storage so you have a copy.
6. Choose **new message** and email your assignment to me as an attachment

## !!! Submitting Paper Assignments

If you complete an assignment on paper and are going to submit it to me you need to **SCAN** it, **SAVE** it as a pdf then **SEND** it to me via Edsby or Email.

**IT IS NOT OK TO TAKE A PICTURE OF YOUR ASSIGNMENT AND SEND IT AS A PHOTO!!!!**

If you do not have a scanner on your computer, you can use your iphone as a scanner:

watch this video: [iphone scanner](#)

This also works with a Samsung phone.

**OR**

Another option is downloading a scanning app. The free app Genius Scan automatically puts documents into PDF form.



is super easy to use and