
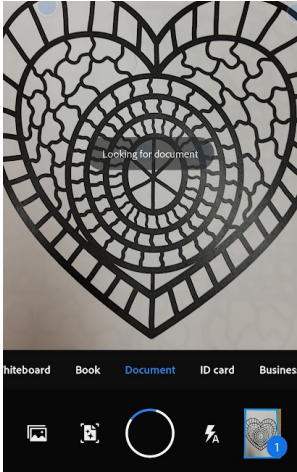
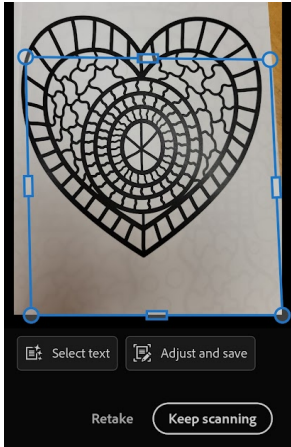
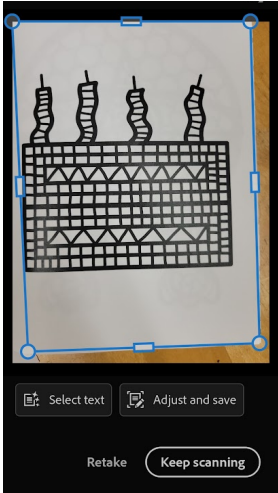
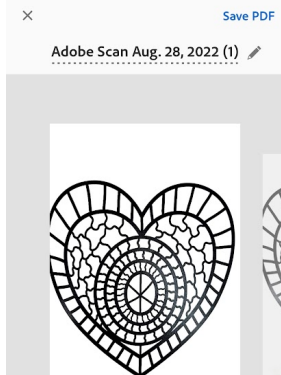
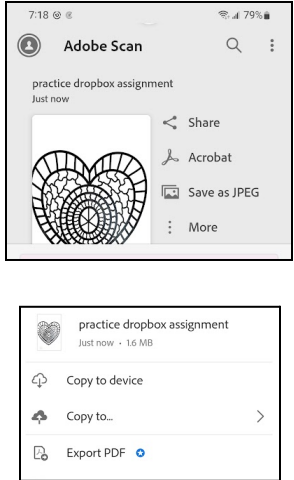



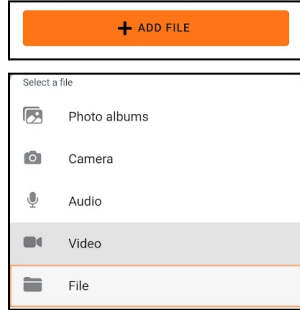
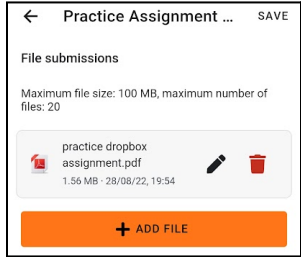


How to Submit Assignments Online - (using a *Phone* or *Computer*)

Part A: Turn your assignment into a PDF using Adobe Scan App (or a scanner)

<p>STEP #1 Download the Adobe Scan App to your phone.</p>  <p>OR</p> <p>Use a scanner to create your PDF and skip to step #1 below.</p>	<p>STEP #2 Open Adobe Scan App and take a picture of the first page of your assignment.</p> 	<p>STEP #3 Move the blue lines to make sure the entire page is included.</p> <p>Click “Keep Scanning” to take a picture of the second page of your assignment.</p> 	<p>STEP #4 After taking a picture of the last page, click “Adjust and Save”</p> 	<p>STEP #5 Click the pencil to edit the file name. Click “save PDF”</p> 	<p>STEP #6</p> <p>Click “More” then “Copy to Device”. Now the PDF is in your phone files ready to upload through the Moodle phone App or email to yourself to upload through Moodle on your computer https://moodle.blackgold.ca/.</p> 
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Part B: Upload your assignment PDF to Moodle using the Moodle App or the website on your computer.

<p>STEP #1 Download the Moodle App to your phone.</p>  <p>In the App You will then be prompted to enter the URL. Please type in: moodle.blackgold.ca</p> <p>OR</p> <p>On your computer go to: https://moodle.blackgold.ca/</p>	<p>STEP #2 Login with your BGSD username & password</p>	<p>STEP #3 Click on “My Courses” and select the course you wish to access.</p> 	<p>STEP #4 Find and click on the ‘Dropbox’ for the assignment you want to submit. Dropbox icons looks like this:</p> 	<p>STEP #5 Click Add file and choose “File” to find & select the PDF you made of your assignment.</p> 	<p>STEP #6 When you have the file added to the dropbox click “save” at the top. This has now been sent to your teacher.</p> 
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