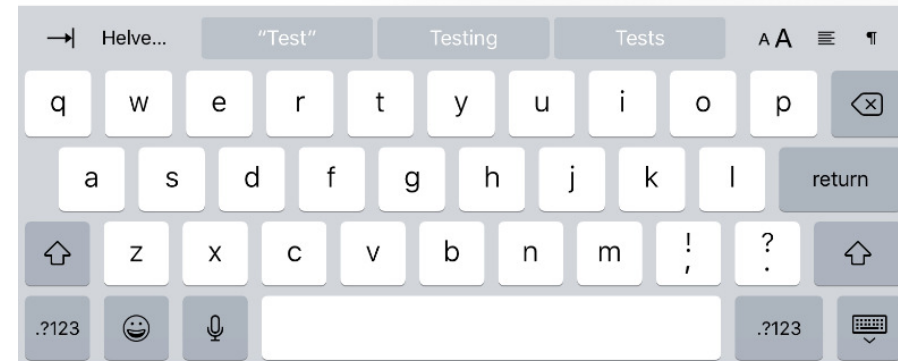
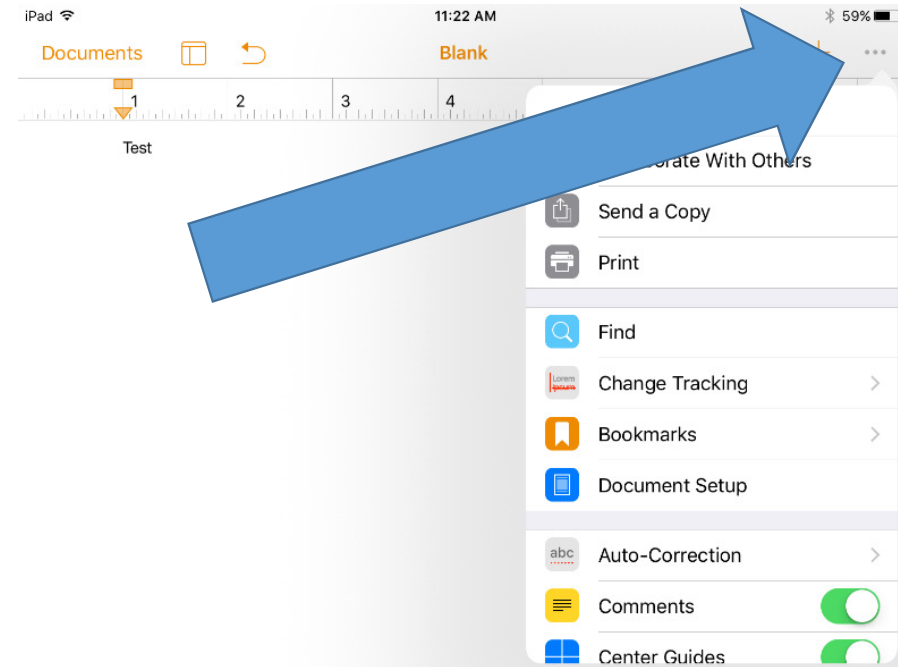


How to Submit a External Tool Assignment

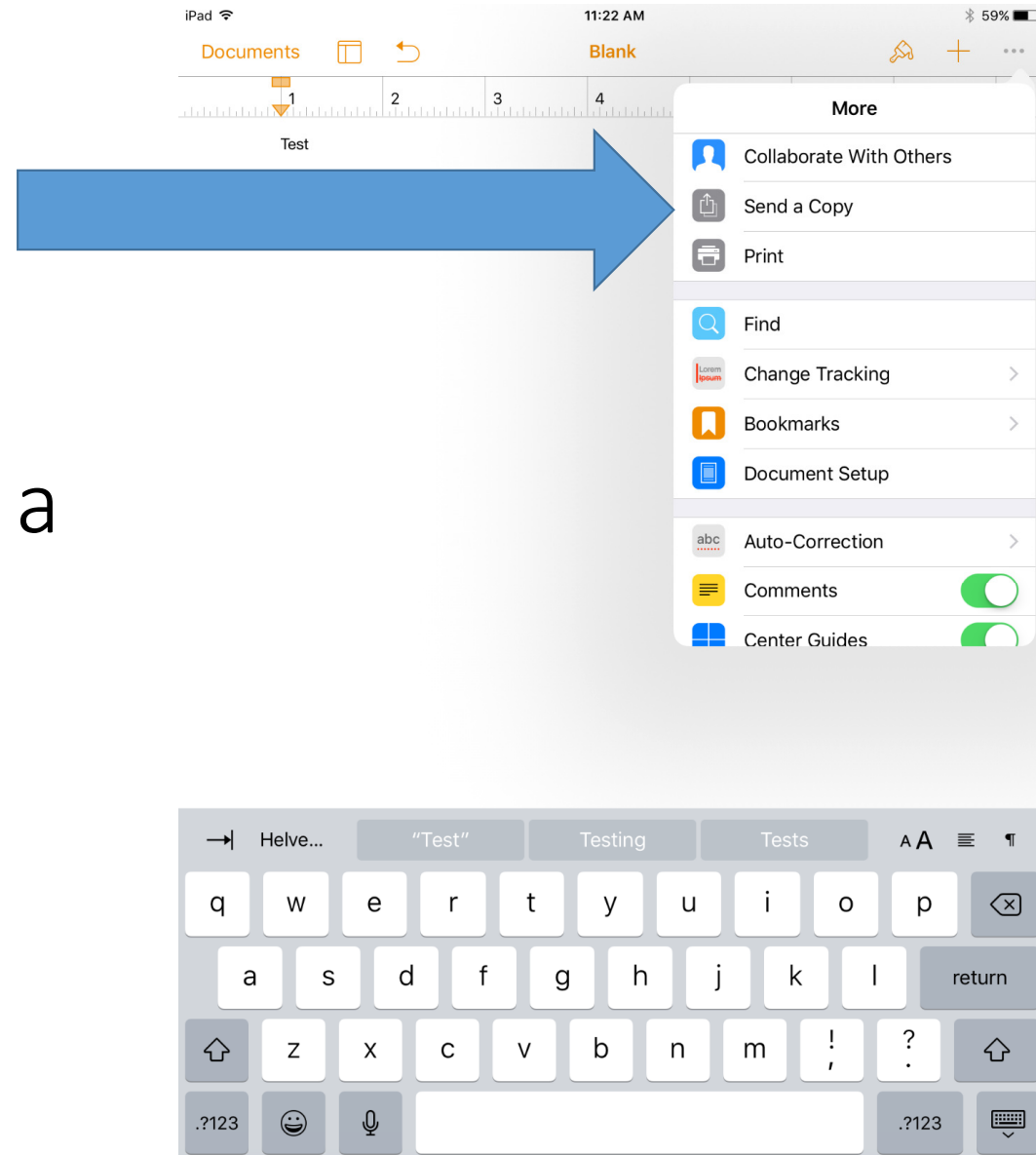
First, save your assignment
as a PDF (unless your
instructor asks you do use a
different format) into
Dropbox.

How do I do this from Pages (or
other Apple product like
Keynote)?

After you create a document in Pages you will want to click the three dots in the upper right hand corner.



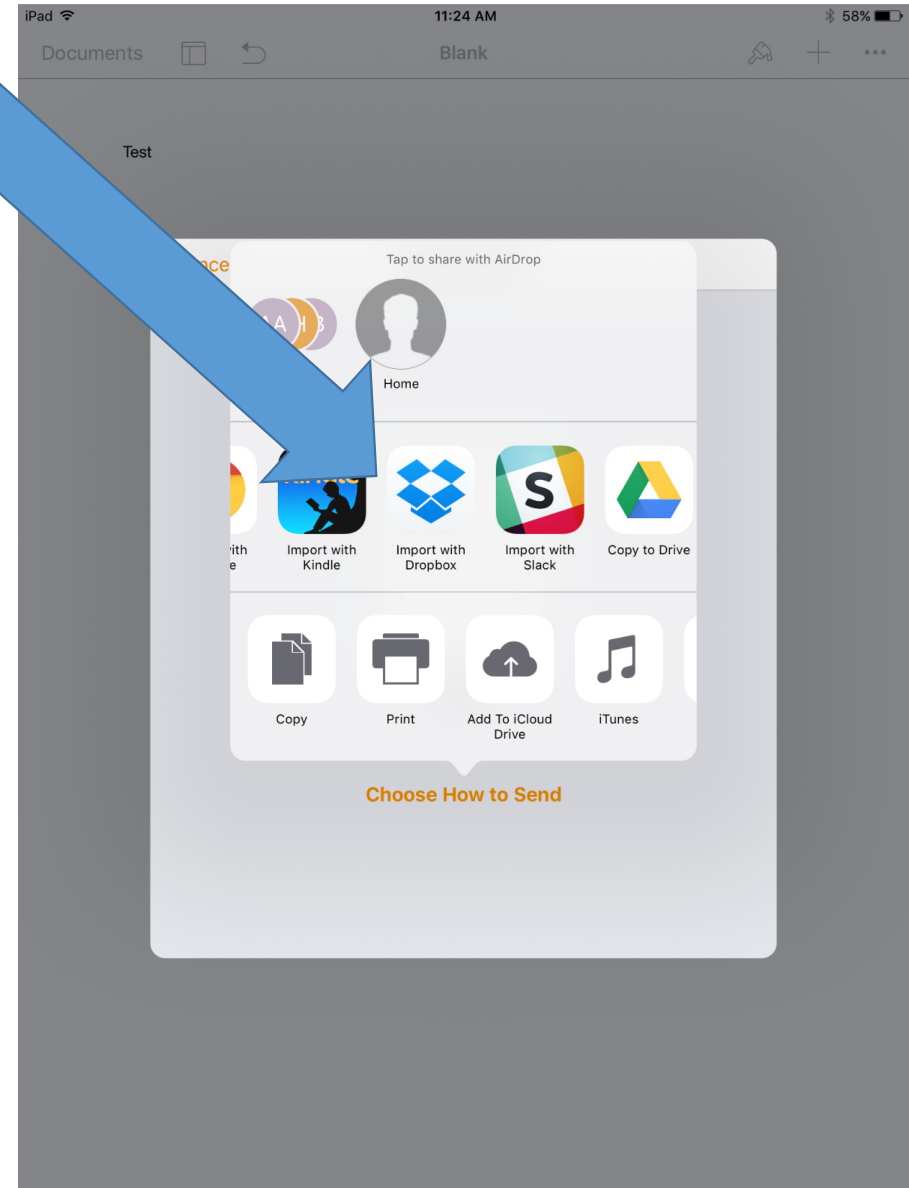
Select the option “send a copy.”



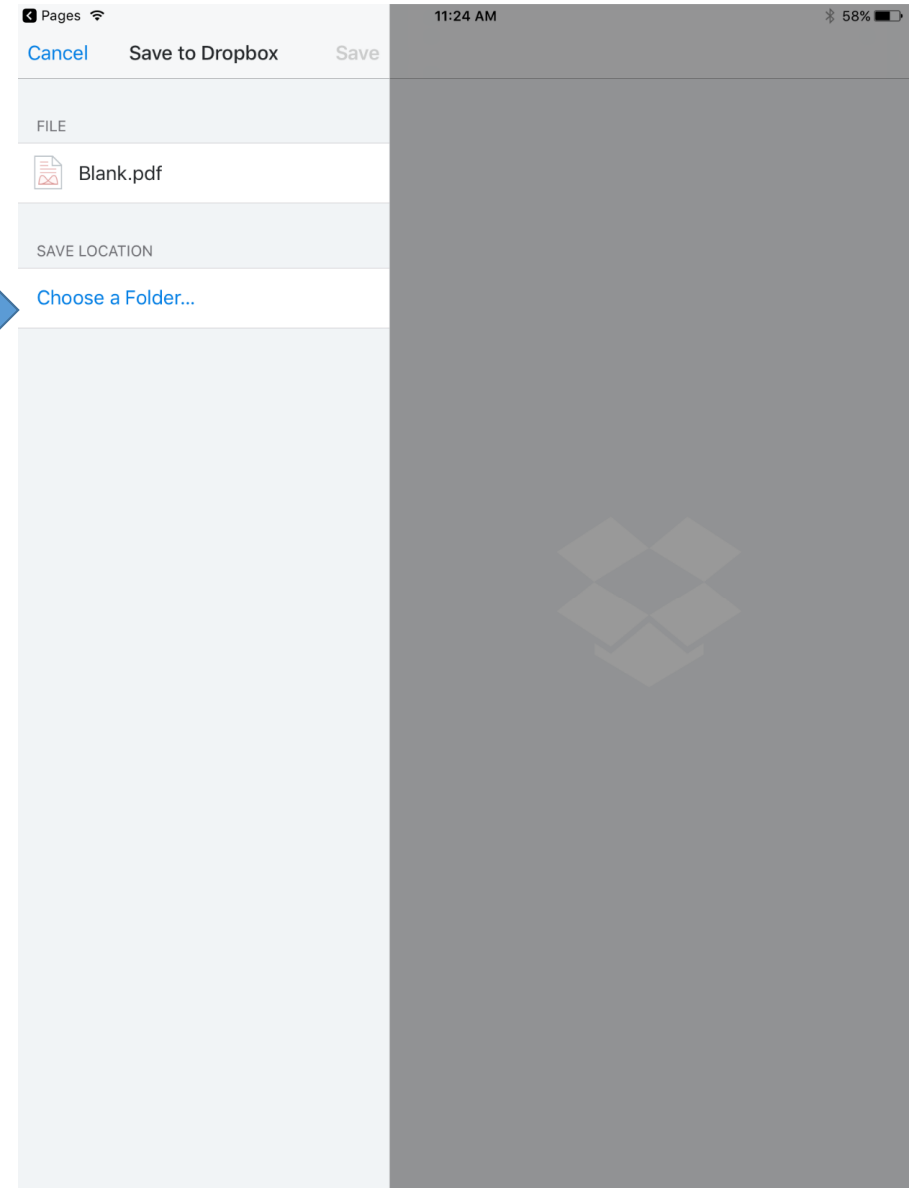
You will then want to send it as a PDF (unless your teacher requests that you use a different format).



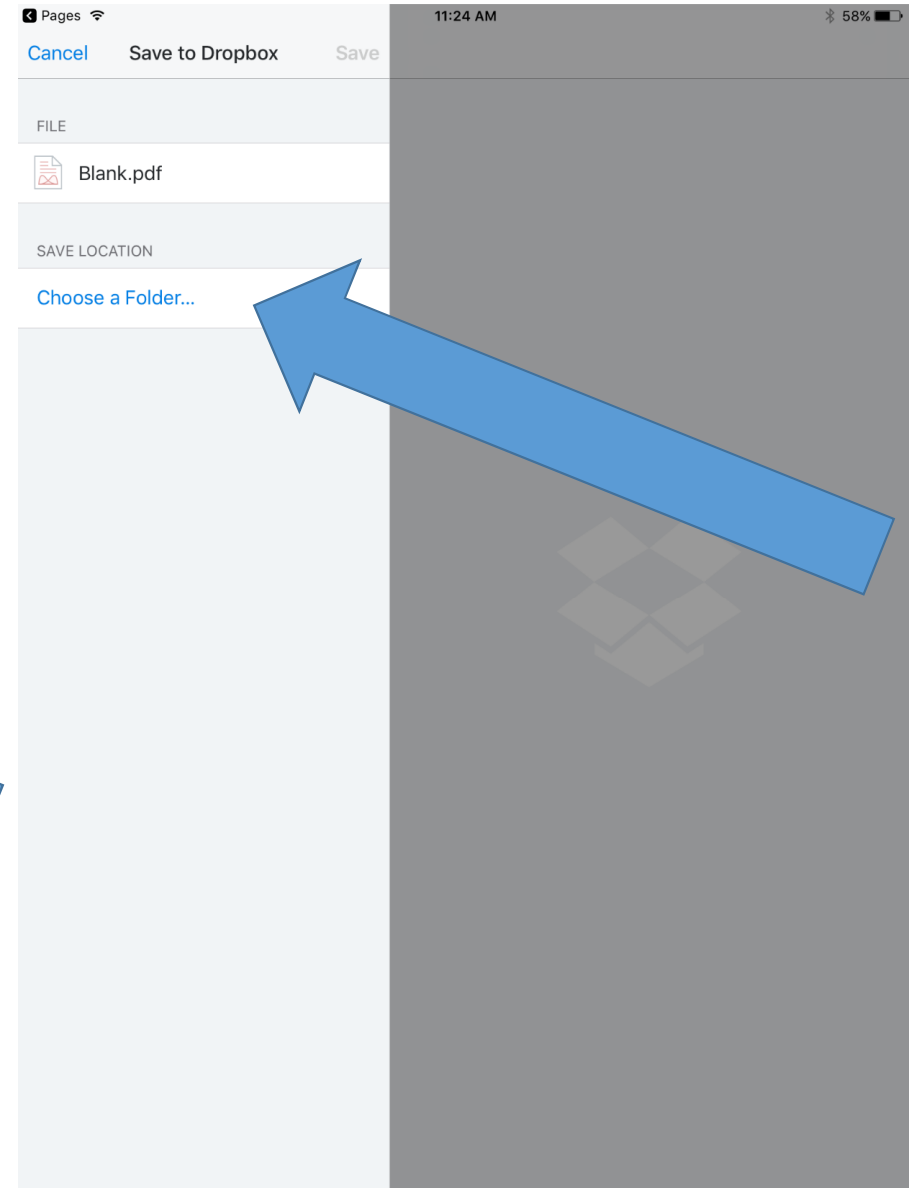
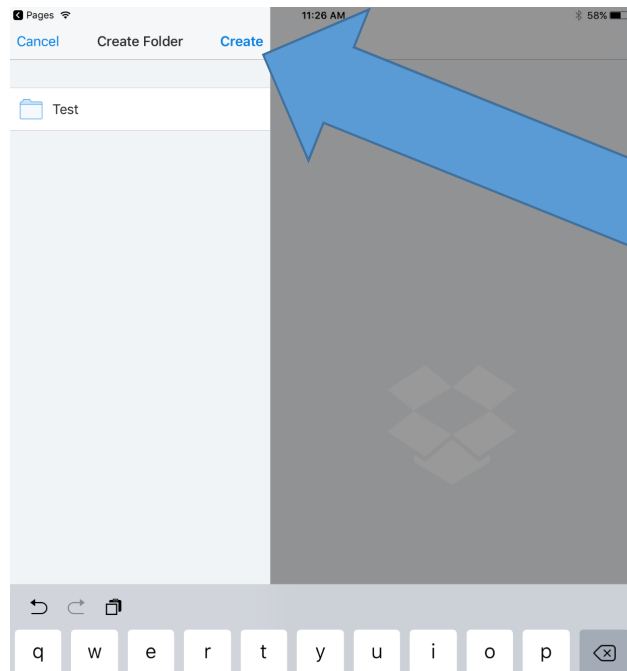
You will then need to select where the copy is going to. You will have a lot of options, but you will want to import it to Dropbox.



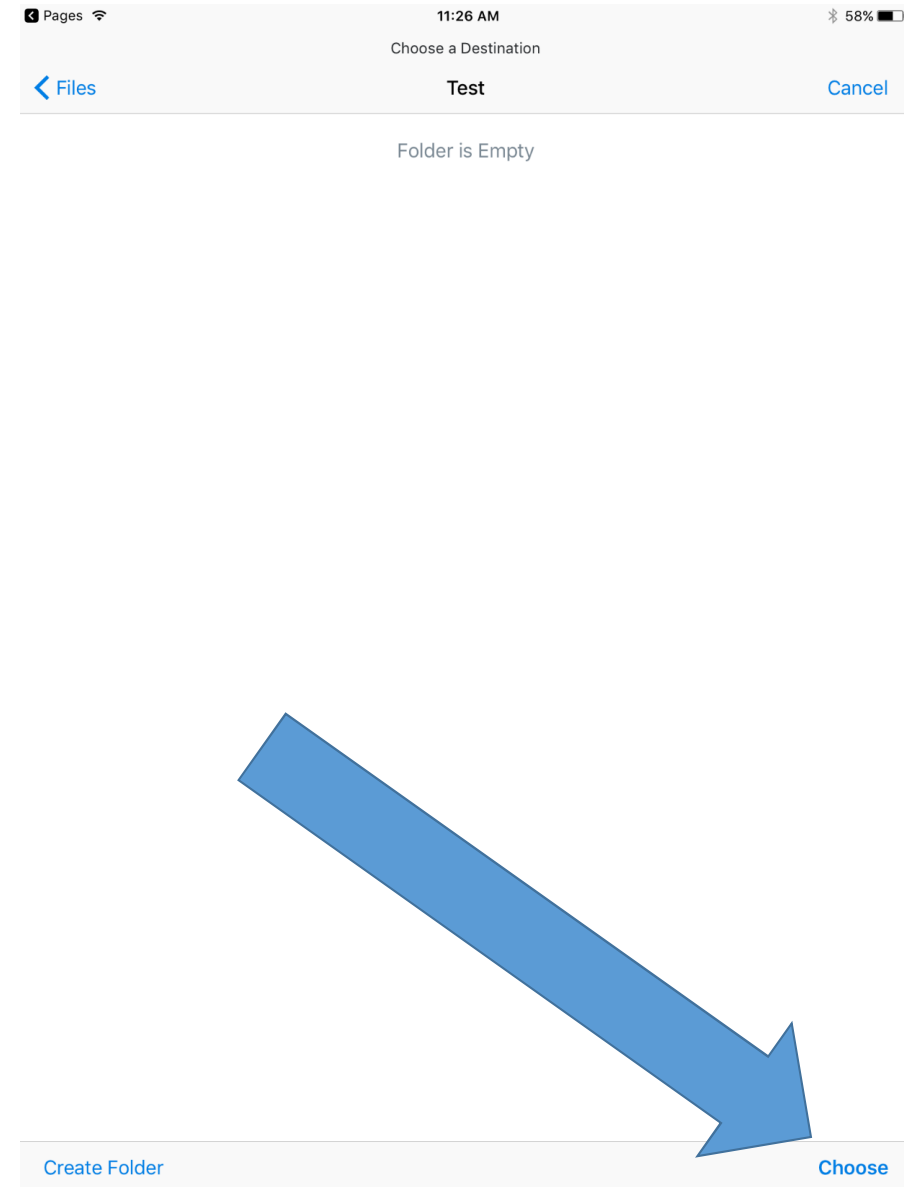
You will then want to choose a folder in Drop Box.



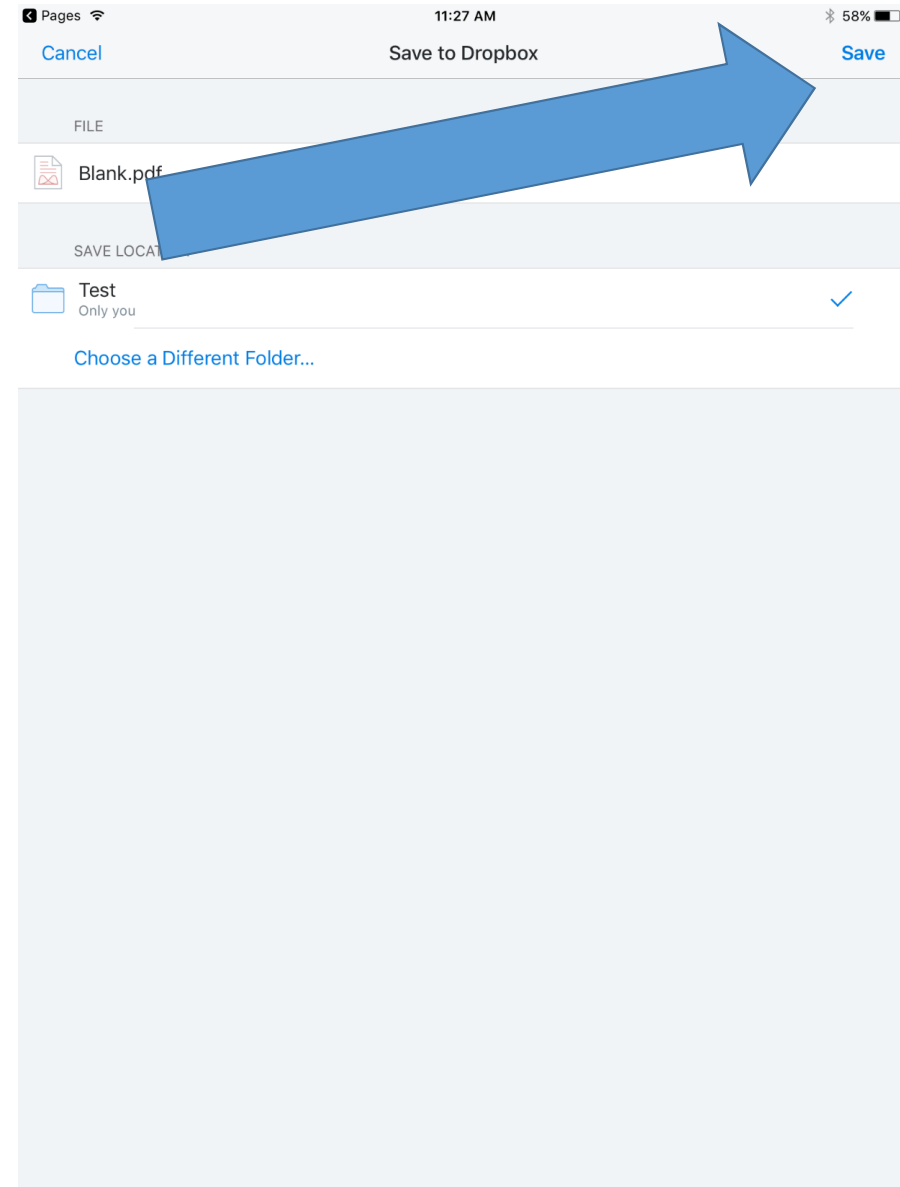
Select your class folder. If you do not have a folder already set up, select Create Folder, type in the name, and hit Create.



You will then see all the different folders and files that you have in your Folder, and you will want to click “CHOOSE” at the bottom so as to add your document to the folder. Sometimes you won’t have to select the folder as it is already “checked” for you. If that is the case you can click “SAVE” as shown in step eight.

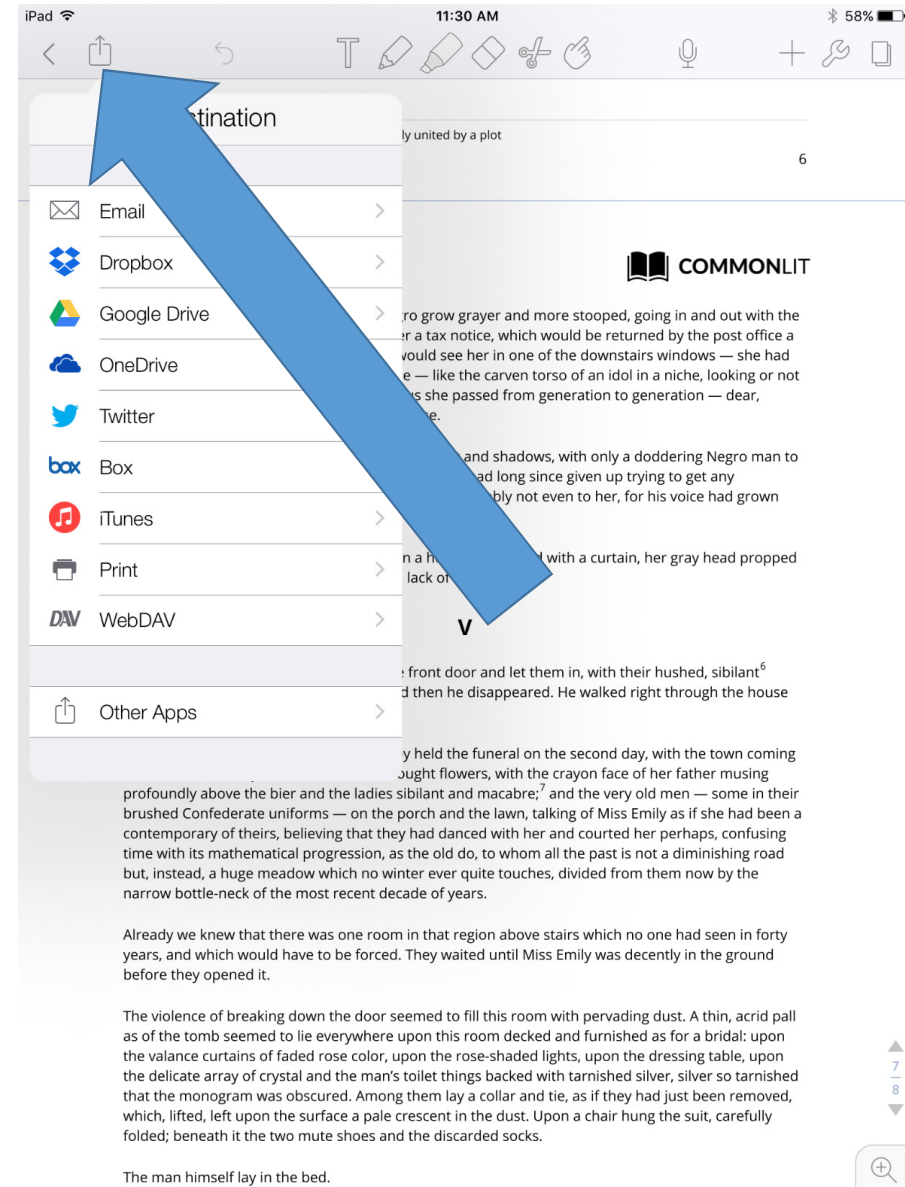


You will then want to click
SAVE in the upper right
corner. Sometimes you won't
have to select the folder as it
is already "checked" for you.

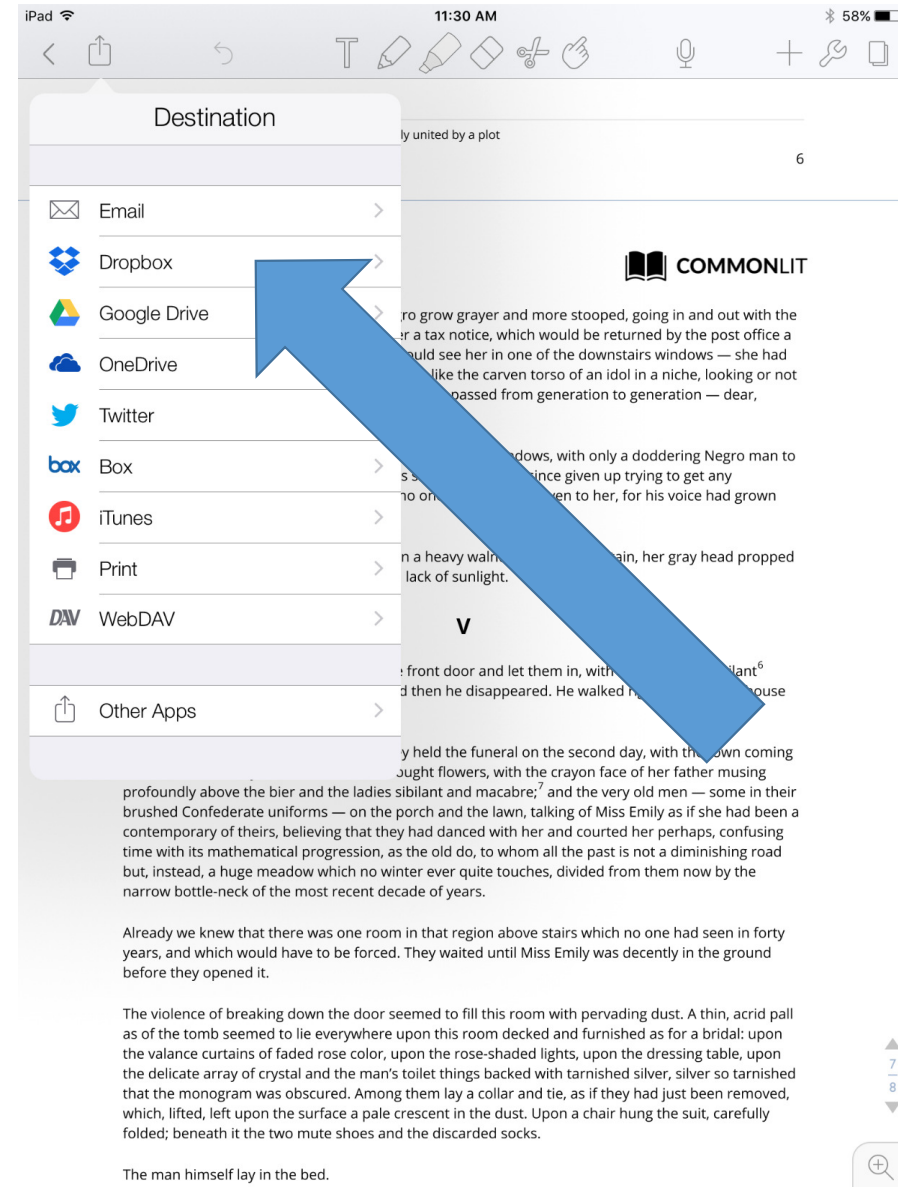


How do I do this from Notability?

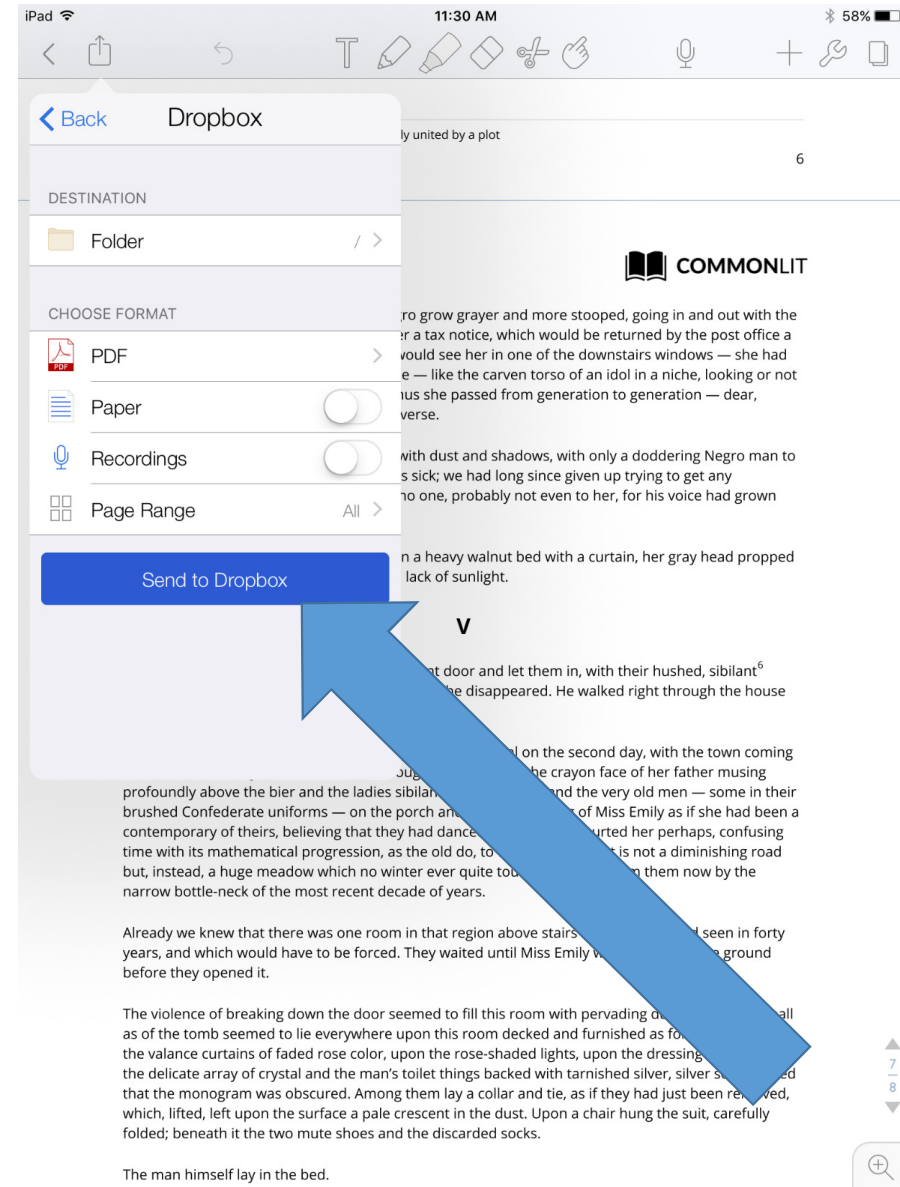
After you create a document in Notability you will want to click the box with an up arrow in the upper left hand corner.



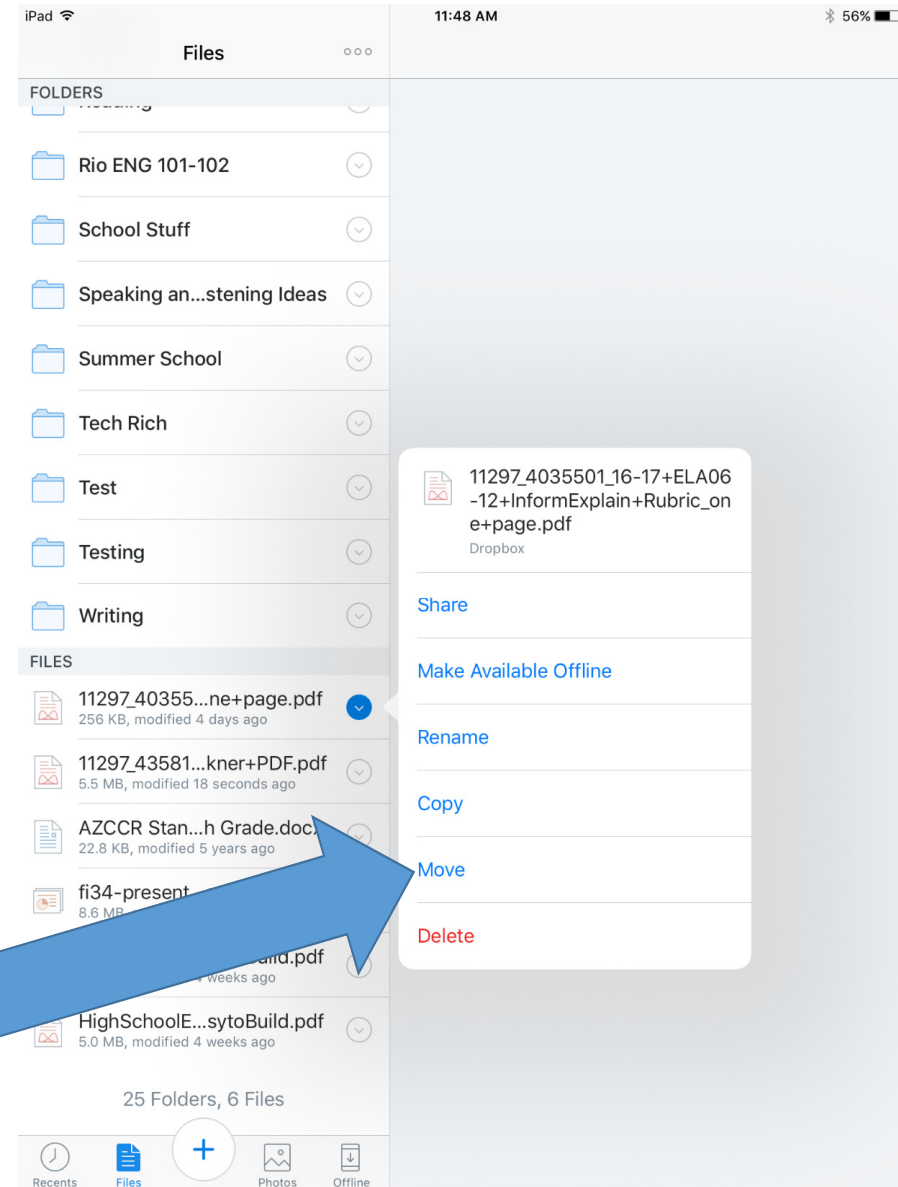
Select the option
“Dropbox.”



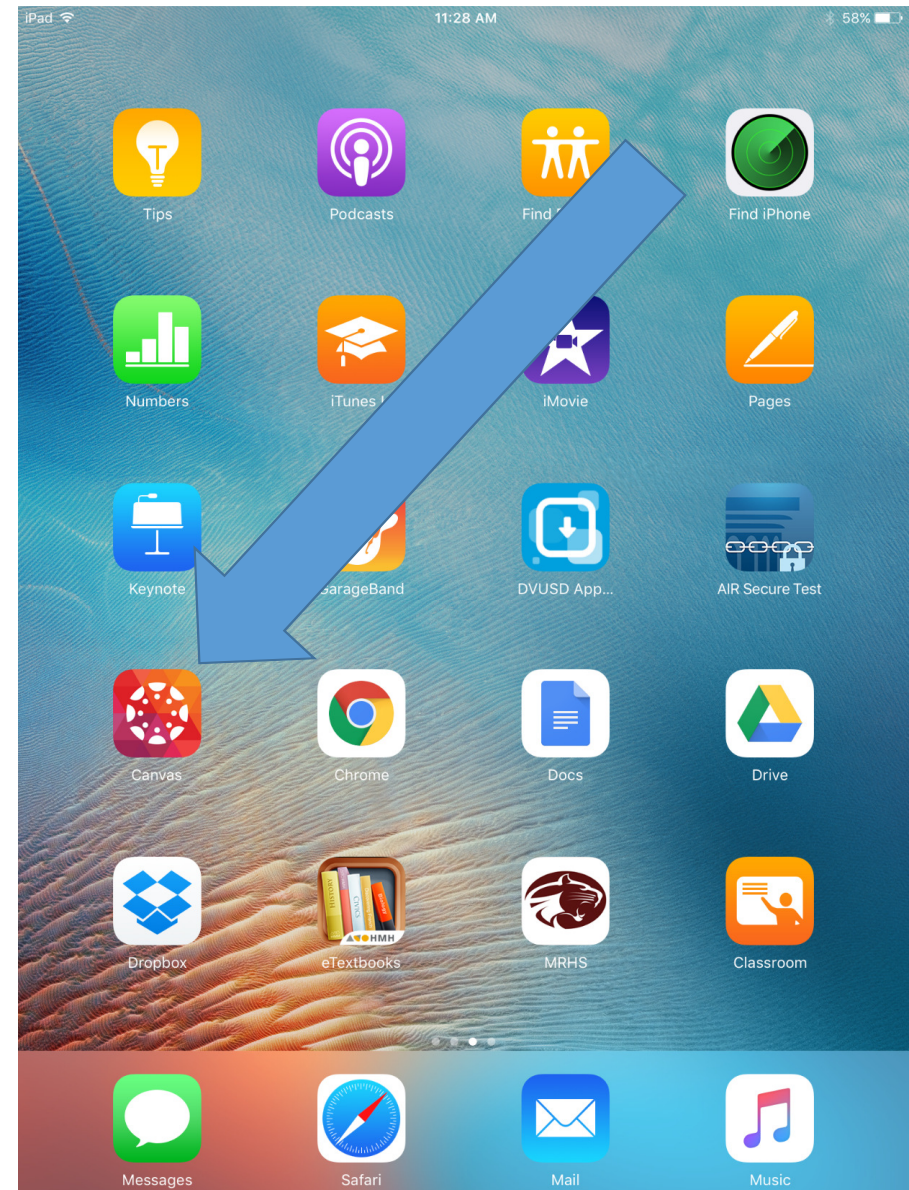
Click the Send to
Dropbox Button



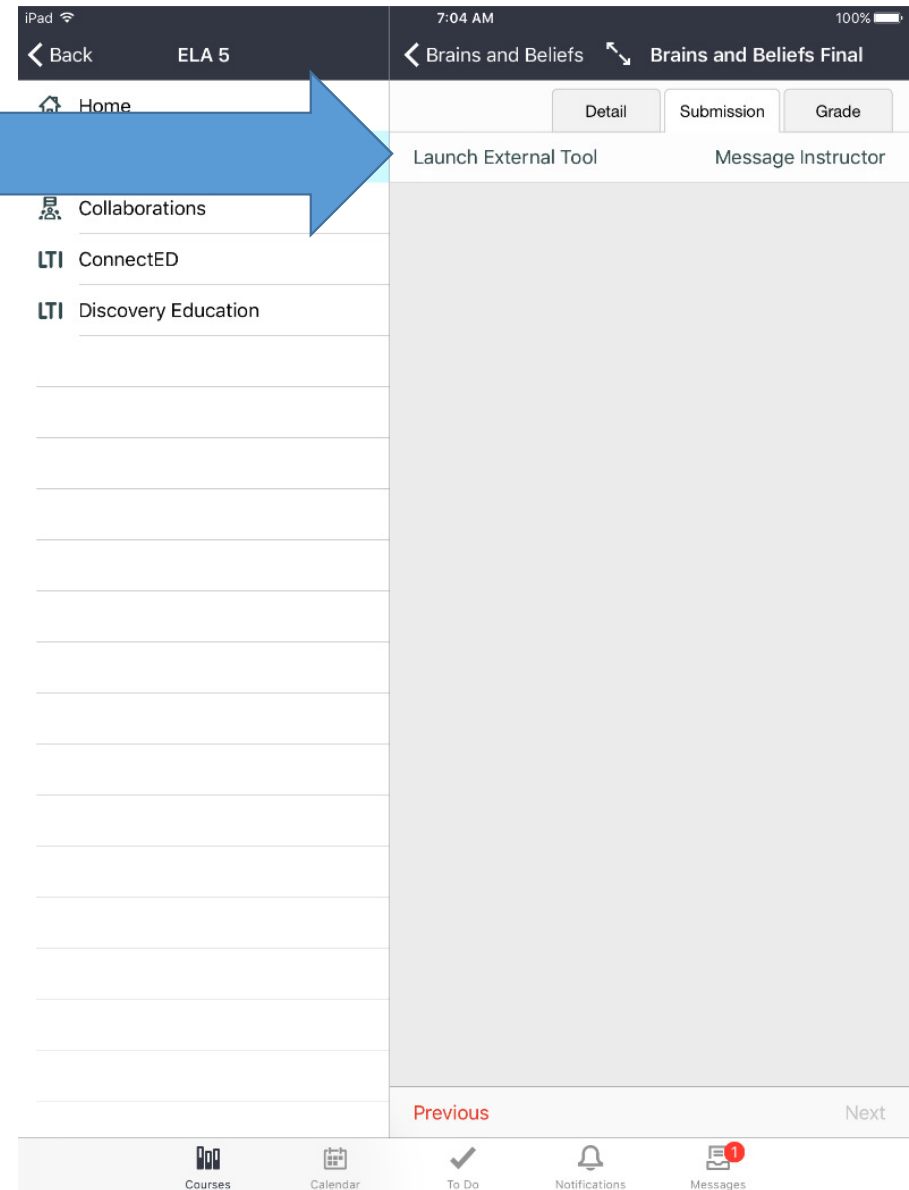
Your file will be sent to Dropbox. If you would like to put it in a folder, you will need to open Dropbox, select your file, hit the down arrow and select Move (then follow the directions from slides 8-11)



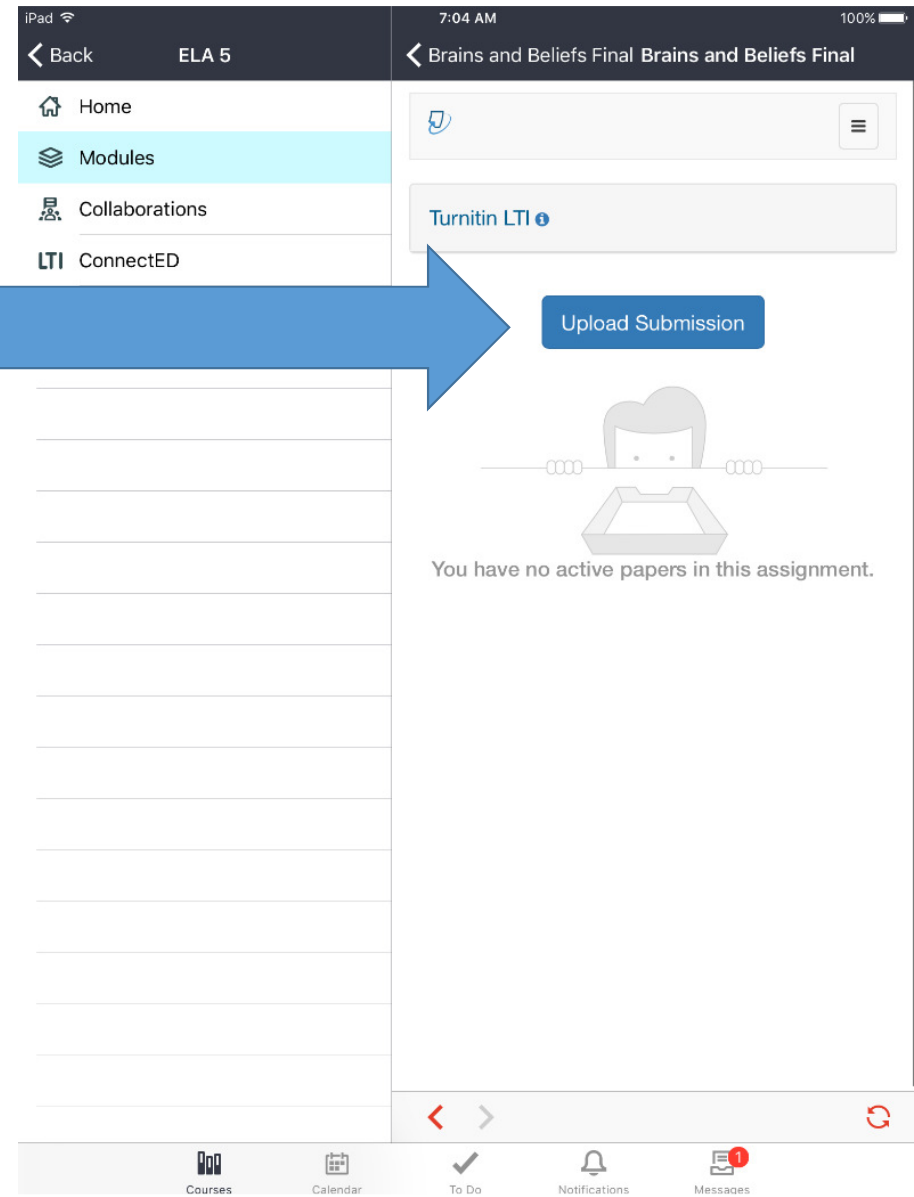
The next step will be going on to Canvas, clicking on our course, going to the module that we are currently in, then clicking the assignment you want to submit.



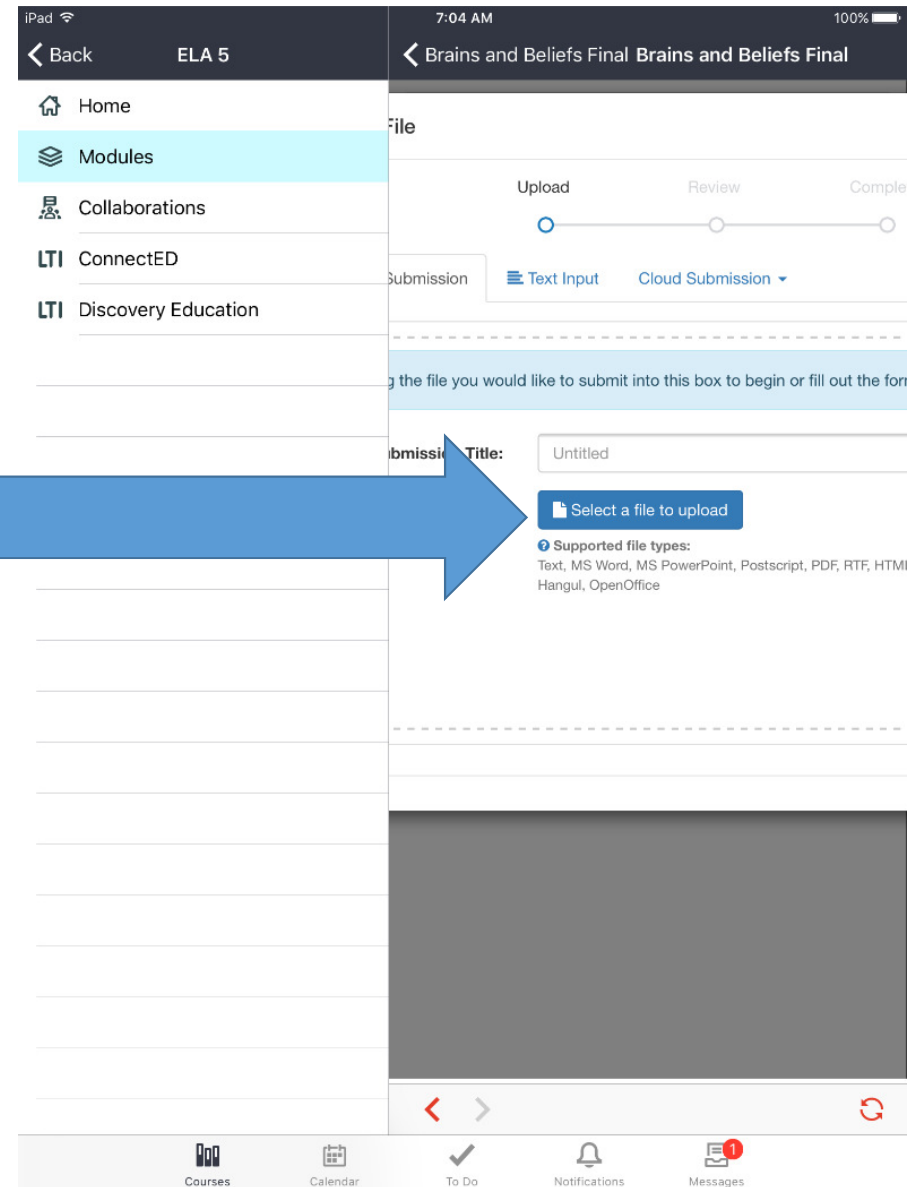
Go to the Assignment and
Launch the External Tool, then
wait patiently.
Eventually you will see moving
dots (you are on the right
track!)



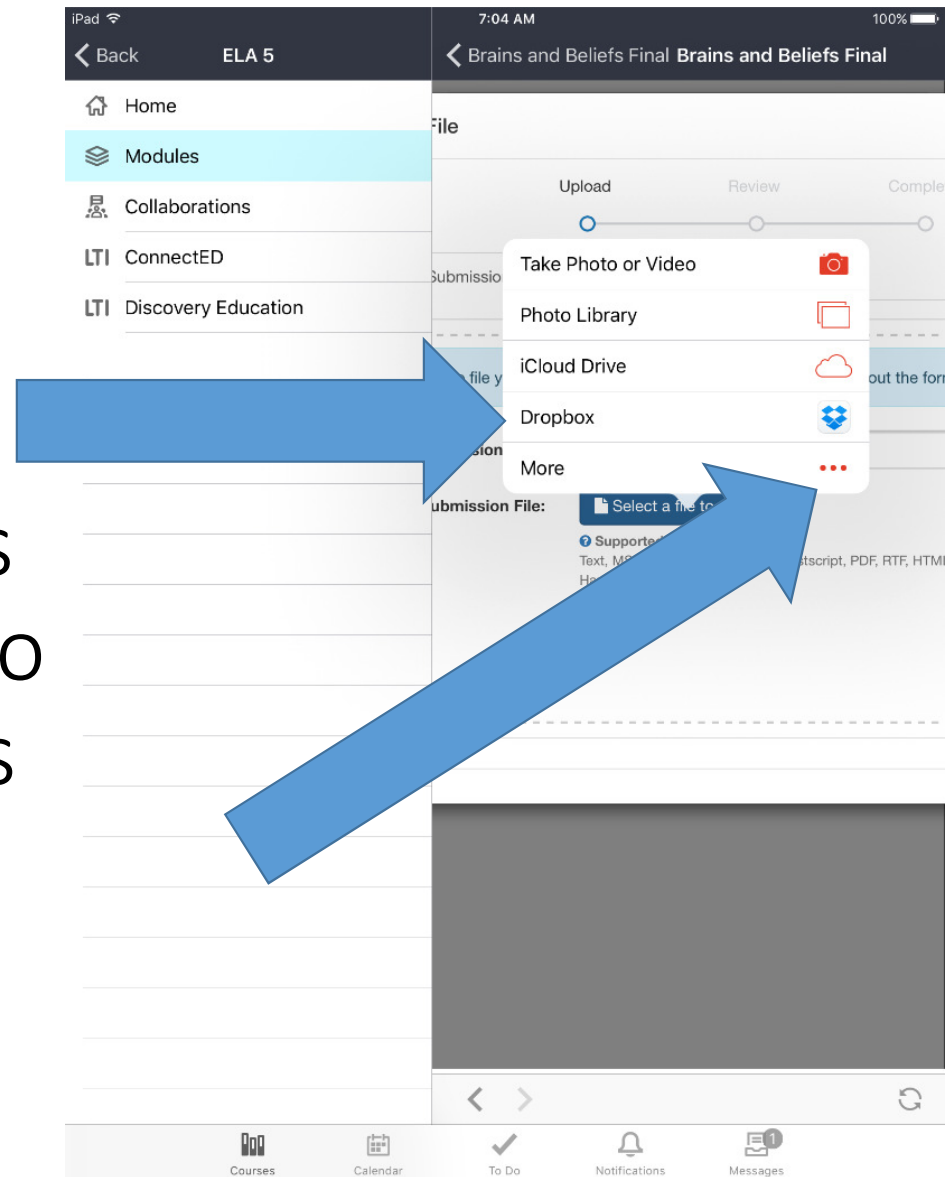
Select Upload Submission



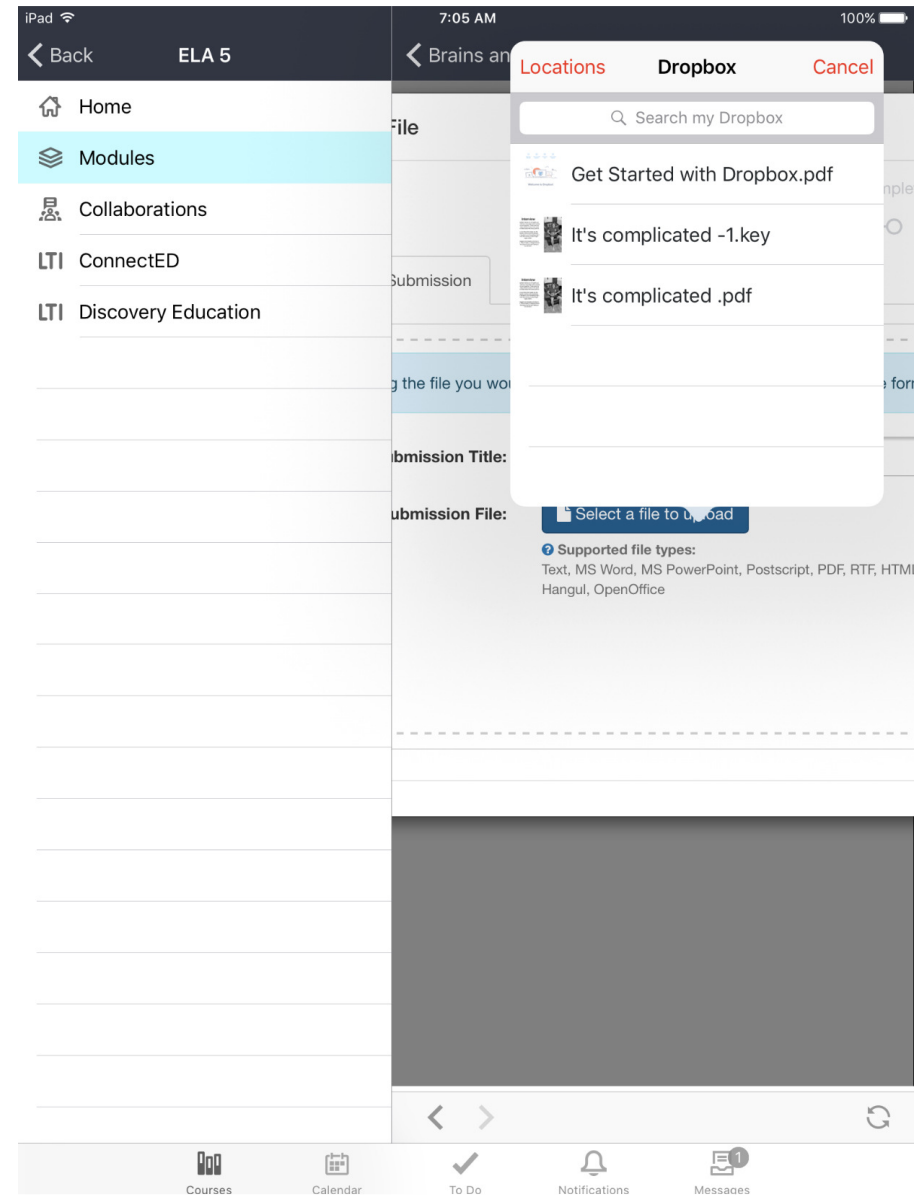
Select a file to upload



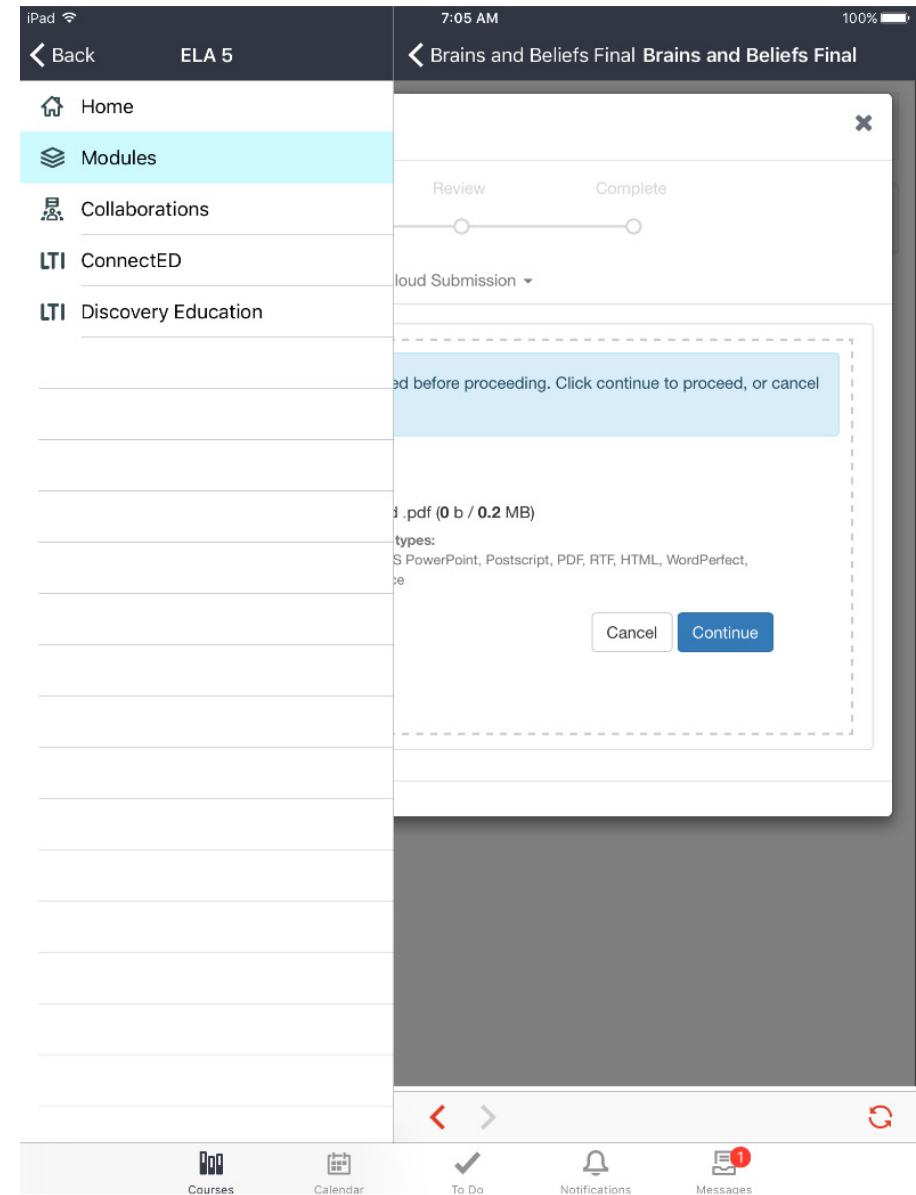
Select Dropbox (if this is the first time you have used this feature, select the three dots at the bottom of the pop up to make Dropbox visible like it is in this example).



Select the correct assignment.



Select Continue



At this point, you will need to wait for the assignment to upload (you'll see the moving dots again. Just be patient). When it finally cycles through, select the final dark blue button to accept the submission. Do not X out of this screen until you see a big green checkmark!