**Submitting handwritten homework:**

* Write out work on notebook paper.
* Stay organized!
* Support your answer with work!
* Create a .pdf of your work.
* Save as “Last Name\_First Initial\_Assignment”. (For Example: “Smith\_T\_HW3”)
* Submit in RenWeb HW Drop.

**Creating a .pdf** of your paper(s) using the Tiny Scanner app:

(You are free to use any app or a scanner on your printer at home.)

For the most part, this process is intuitive (I know you all are tech savvy), but you may find these instructions helpful for particular steps in the process.

1. A screenshot of a cell phone

   Description automatically generatedGet a scanner app.

The following steps and screen shots use the “Tiny Scanner” App. Search for “Tiny Scanner”. There is a free and a paid version. The free version should be fine.

1. A screenshot of a cell phone

   Description automatically generatedClick the “+” to create a new .pdf.
2. Take a picture by clicking the blue circle and move the corners to fit page.

A screen shot of a social media post

Description automatically generated A screenshot of a cell phone

Description automatically generated A screen shot of a computer

Description automatically generated

1. When you click “done”, a temporary name will appear at the top of the screen. Click on that name and change it to the format “Last Name\_First Initial\_Assignment”. Then click “done” and “save”.

A screenshot of a cell phone

Description automatically generated A screenshot of a computer

Description automatically generated A screenshot of a cell phone

Description automatically generated

1. At this point, your document is ready to email or send to your One Drive (if that’s how you want to access it on a computer). But what if you have more than one page of work on your homework or quiz? Here’s how to add a page to the same document.

A screenshot of a cell phone

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1. Look in your documents.
2. Click on the document that needs an extra page.

A screenshot of a cell phone

Description automatically generated

1. Click on the add a page button.
2. A screenshot of a cell phone

   Description automatically generatedRepeat the process of taking a picture, adjusting the corners, clicking “done”, and then “save. Once you do this, you will see that there are two pages in the document. Repeat this process until all your work for that assignment is in the same document.
3. A screenshot of a cell phone

   Description automatically generatedNow you are ready to submit your document. Click on the share button.
4. A screenshot of a cell phone

   Description automatically generatedThere are many options for how to get it to a place where you can submit it on RenWeb. You could email it to yourself using either the top left email button or the Mail Me button if you want to set that up. OneDrive is available and Google Drive. Using one of these, make it so you can access the file on a computer.
5. Submit the assignment in RenWeb using the HW Drop tab in our class.

