STUDENTS/PARENTS:

This is the same information that Leon County School has posted in the link : https://www.leonschools.net/Page/44677 ***on how to submit work. I just copied and pasted the instructions below:***

I. How to turn work Electronically:

Students may use multiple means to submit work to teachers. Directions on some possible ways to submit work can be found by clicking on the tiles below.

Note: When email the document: On the Subject Line, type the following:

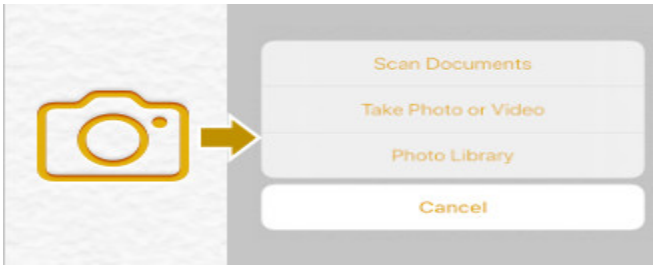
your first and last name, class period, and due date.

SCANNING DOCUMENTS WITH AN IPHONE, IPAD, OR IPOD

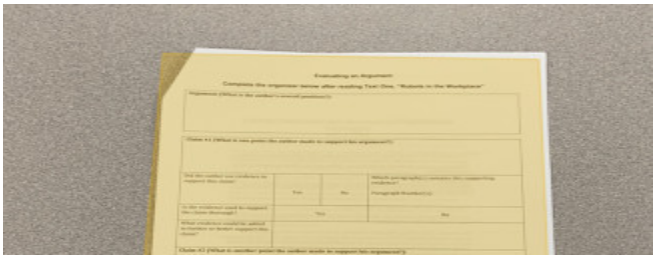
Using an Apple iPhone, iPad, or iPod documents can be quickly scanned to a PDF and emailed to teachers. Follow the steps below to scan your documents.

1. OPEN NOTES: Tap the Notes icon to open the application.

2. SCAN DOCUMENTS: Tap the camera icon at the bottom of the screen, then tap Scan Documents

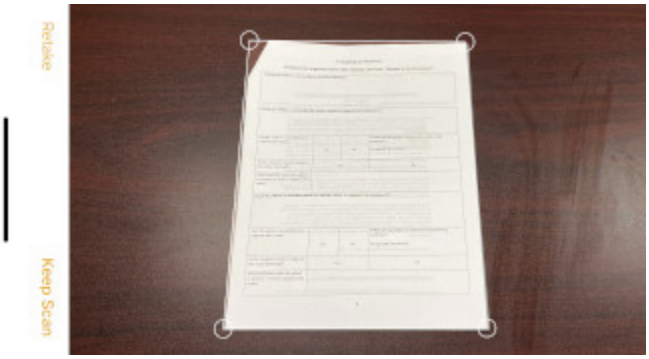


3. PLACE DOCUMENT: Place your document in view of the camera on your device.



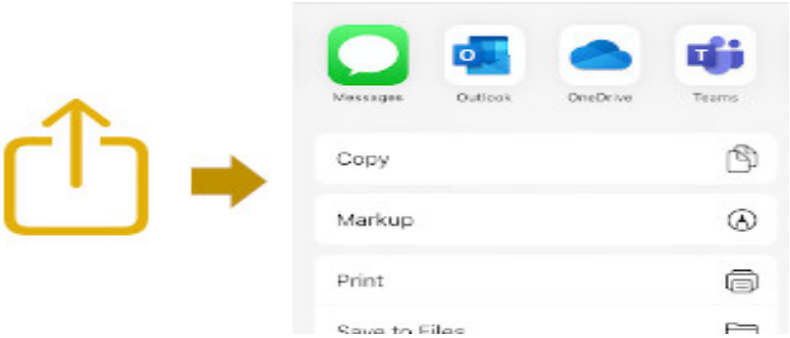
4. CAPTURE DOCUMENTS: If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap the Record button or one of the side Volume buttons..

5. CROP YOUR DOCUMENT: Drag the corners to adjust the scan to fit the page, then tap Keep Scan. This step is not needed if your device is in auto mode.



6. SAVE YOUR DOCUMENT: You can add additional scans to the document or tap Save when you're done.

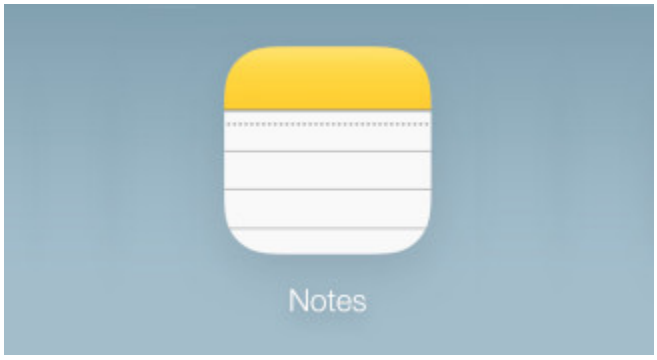
7. SEND YOUR DOCUMENT: Press the Share button, choose your email program, and mail the document to your teacher.



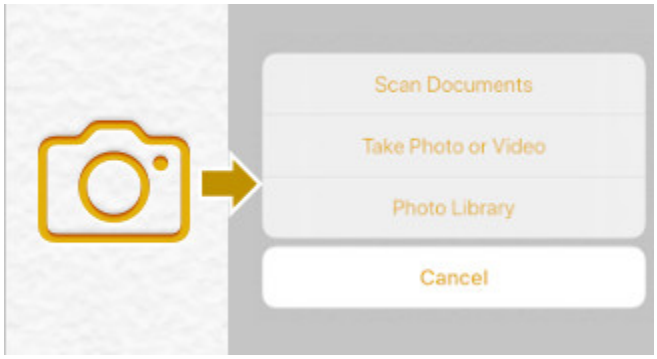
SCANNING DOCUMENTS WITH ANDROID DEVICE:

Using an Android Device documents can be quickly scanned to a PDF and emailed to teachers. Follow the steps below to scan your documents.

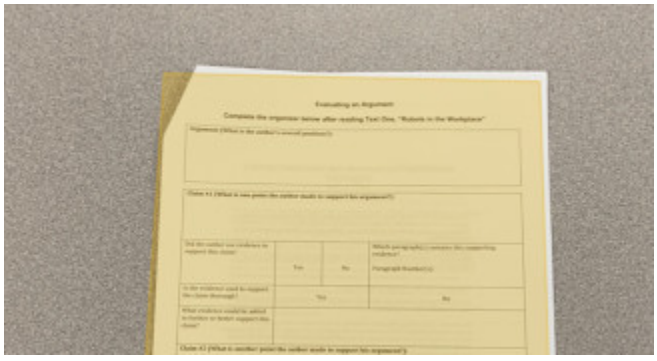
1. OPEN DRIVE: Open the Google Drive app.



2. STAR A NEW DOCUMENT: In the bottom right, tap Add.

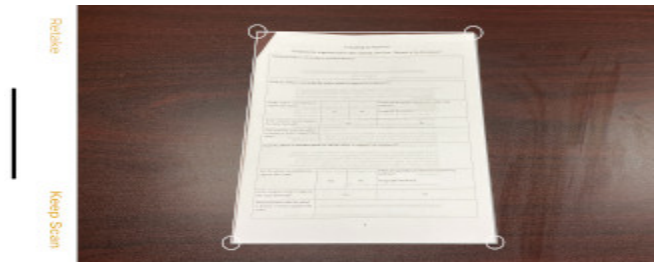


3. SCAN DOCUMENTS: Tap Scan.



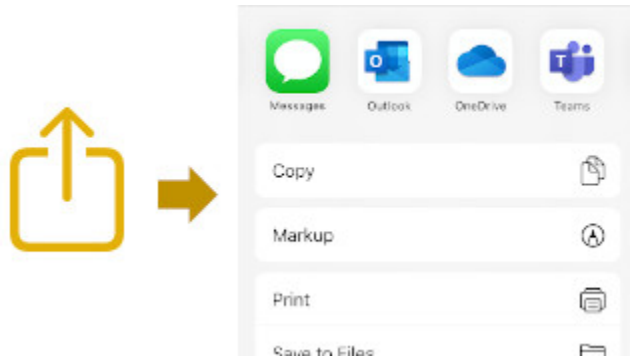
4. CAPTURE DOCUMENTS: Take a photo of the document you'd like to scan.
   *Adjust scan area: Tap Crop Crop.
   *Take photo again: Tap Re-scan current page Refresh.
   *Scan another page: Tap Add Add.

5. SAVE DOCUMENT: To save the finished document, tap Done.



6. MORE OPTIONS: Tap the more button on the file you want share. It looks like three vertical dots.

7. SEND DOCUMENTS: Press Send file, choose your email program, and mail the document to your teacher.



I. PRINTED PACKETS

Printed packets may be returned to your child's school. The list below shows the address and phone number of your school. Please contact your school to arrange a time for drop-off.

Make sure to write your first and last name, class period, and due date

SWIFT CREEK MIDDLE SCHOOL.

Swift Creek	2100 Pedrick Rd. Tallahassee, FL 32317	(850) 414-2670