

Big Spring Cyber Academy

Submitting Assignments

- **Create a folder on your desktop for your cyber assignments.**
- **To submit a Google Doc**
 - 1) Open a Google Doc.
 - Type the heading in the upper right corner
Your name
Assignment Name
Date
 - Copy and paste the question you are answering.
 - Type your response.
 - 2) Name the document with the assignment name and your name.
 - 3) Cyber teachers do not have Big Spring emails. Therefore, you cannot share a Google Doc with them. Convert your Google Doc to a pdf.
File > Download as > pdf
 - 4) Save the pdf in your cyber folder on your desktop.
 - 5) Upload the pdf of your assignment to your cyber course drop box and submit.
- **To submit a picture of handwritten work**
 - 1) Open camera on your laptop
 - 2) Hold the assignment in front of the camera and take a picture of the assignment.
 - 3) Save the picture to your cyber folder as a jpeg.
 - 4) Rename the picture with the assignment name and your name.
 - 5) Upload the picture to your cyber course drop box and submit