

Uploading student submission in Schools PLP online course using your smart phone camera:

- Step 1:** Place the student work on a flat surface with even lighting (no shadows)
- Step 2:** Take a picture of student work (1 page per photo, you may need to submit more than one photo)
- Step 3:** Send the picture to either student email address
- Step 4:** Open student email to find the photo attachment(s).
- Step 5:** Save these pictures(s) to your computer, be sure to name the file with students last name and lesson title
- Step 6:** In the coursework click the "plus" button



- Step 7:** Select "Attach a file"



- Step 8:** Select "Choose"