

SUBMITTING ASSIGNMENTS

DOWNLOADING, EDITING, AND UPLOADING A PDF FILE



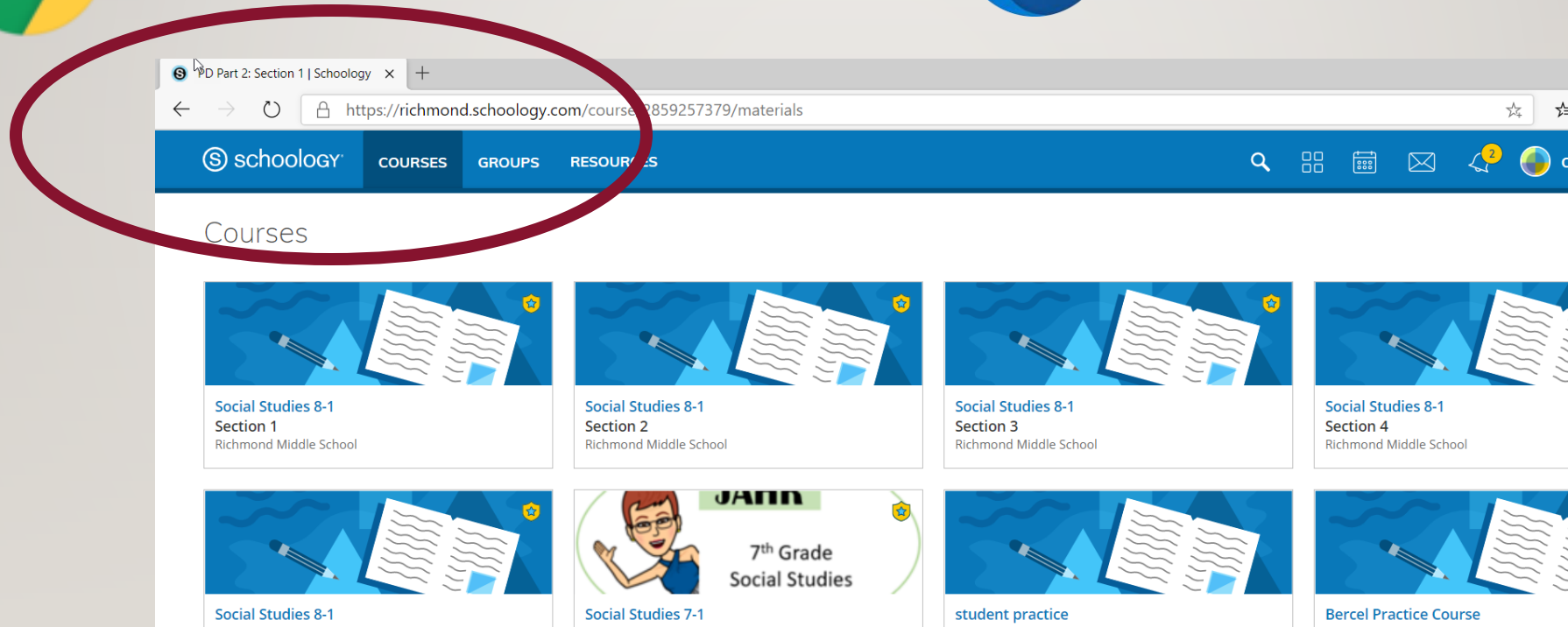
Open whichever browser you prefer to use.
Schoolology should open automatically for you on a



chrome







Microsoft Edge



Go to Materials if it doesn't go there automatically.

We are choosing PDF Practice Assignment

	Assignment
	Test/Quiz
	Assessment
	Discussion

Richmond Middle School

Add Materials ▾ Options ▾

All Materials ▾

- 5th Hour Teams Link
4
- Technology BootCamp 2020
This folder has all of the lessons for Technology BootCamp 2020.
- Boot Camp Day 2
 - 1st Hour
 - 2nd Hour
 - 3rd Hour
 - 4th Hour
 - 5th Hour
 - 5th Hour Day 2
 - Submitting PDF Assignment.pptx 5 MB
 - PDF Practice Assignment**
 - 6th Hour

Click on the **blue link** for the document.

The screenshot displays a user interface for a course. At the top, there is a blue navigation bar with the words "COURSES", "GROUPS", and "RESOURCES" in white. To the right of the navigation bar are icons for search, a grid, and a calendar. Below the navigation bar, the page title is "Social Studies 8-1: Section 4 ▶ Boot Camp Day 2". Underneath the title is a yellow folder icon labeled "5th Hour". The main content area is titled "PDF Practice Assignment". Below the title, there is a paragraph of text: "Click the Link to download the PDF Practice Assignment. Save it to the folder you created this morning. Use the tools in Adobe to answer the questions. Then you will click Submit Assignment to Upload the PDF and submit." Below this text, it says "Posted Today at 8:11 pm". There is a PDF icon followed by the text "PDF Practice Assignment.pdf 98 KB | VIEW". A blue arrow points to the "VIEW" link. On the left side of the page, there is a sidebar with a user profile picture of a woman with glasses and the name "Mrs. Jahr". Above the profile picture are buttons for "Save" and "Edit Picture". Below the profile picture are menu items: "Course Options", "Materials" (with a dropdown arrow), "Updates", "Gradebook", "Grade Setup", "Mastery", "Badges", "Attendance", and "Members".



PDF Practice Assignment

Use the TEXT tool to type your name and the date.

NAME: _____ DATE: _____

1. Use the **X** tool to mark your grade.


4th Grade

5th Grade

6th Grade

7th Grade

8th Grade

2. Use the  tool to mark your grade.


4th Grade

5th Grade

6th Grade

7th Grade

8th Grade


3. Use the  tool to put a correctly colored circle around each color name.

Red

Blue

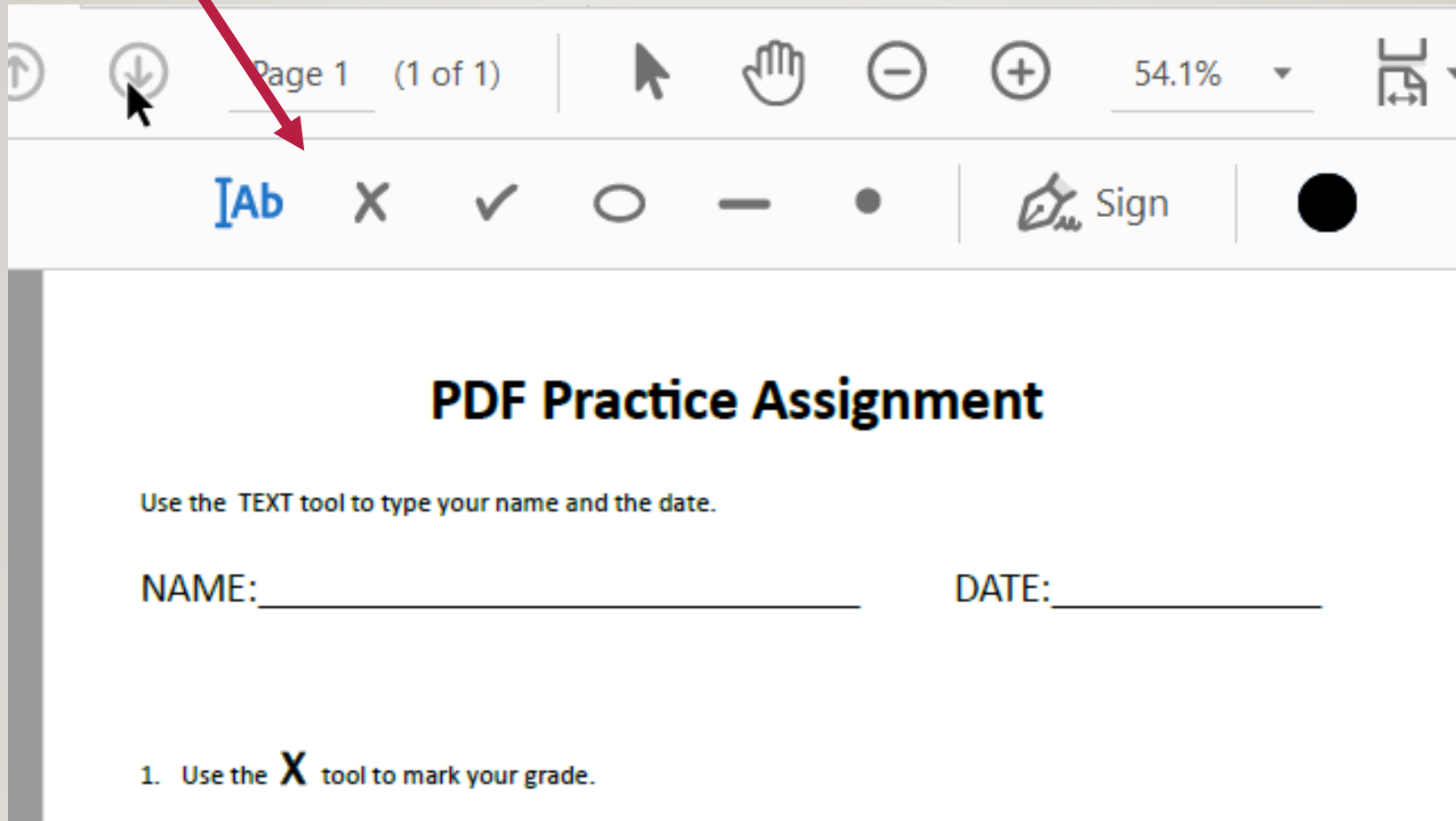
Green

Purple

4. Use the  tool to underline the subject you like best.

If you set Adobe to be your default, it should open automatically in Adobe Reader. If not, choose the correct folder for the class on your desktop. (For this one you should have chosen 5th Hour). Click Open. Then open the downloaded PDF like you did earlier for the Word document.

The two video clips on the next slides will show you how this tool bar will allow you to edit the PDF document



The image shows a screenshot of a PDF viewer interface. At the top, there is a toolbar with various icons: a circular arrow, a download icon, a mouse cursor, a hand icon, a minus sign, a plus sign, a percentage indicator (54.1%), and a full-screen icon. Below the toolbar is a second toolbar with icons for text (Ab), a red X, a checkmark, a circle, a horizontal line, a dot, a sign icon, and a black circle. The main content area displays the title "PDF Practice Assignment" in bold black text. Below the title, there is a instruction: "Use the TEXT tool to type your name and the date." followed by two blank lines for "NAME:" and "DATE:". At the bottom, there is a numbered list item: "1. Use the X tool to mark your grade." A red arrow points from the text above to the download icon in the toolbar.

Page 1 (1 of 1) | 54.1%

PDF Practice Assignment

Use the TEXT tool to type your name and the date.

NAME: _____ DATE: _____

1. Use the X tool to mark your grade.


era on

Home Tools GR_9-1.pdf x Sign In

Page 1 (1 of 1) 156%

Fill & Sign Add text Next Close

Name _____ Date _____ Class _____



GUIDED READING ACTIVITY 9-1

Southern Cotton Kingdom

Directions: Answering Questions Reading the section and answering the questions below will help you learn more about the economy of the South. Refer to your textbook to answer the questions.


1. Which four states made up the Upper South?

2. What did Eli Whitney invent that allowed cotton to be processed more easily?

era on

The image shows a PDF viewer window with a document titled "GR_9-1.pdf". The viewer includes a toolbar with navigation and editing tools, and a sidebar with additional options. The document content is as follows:

Name _____ Date _____ Class _____

 **GUIDED READING ACTIVITY 9-1**

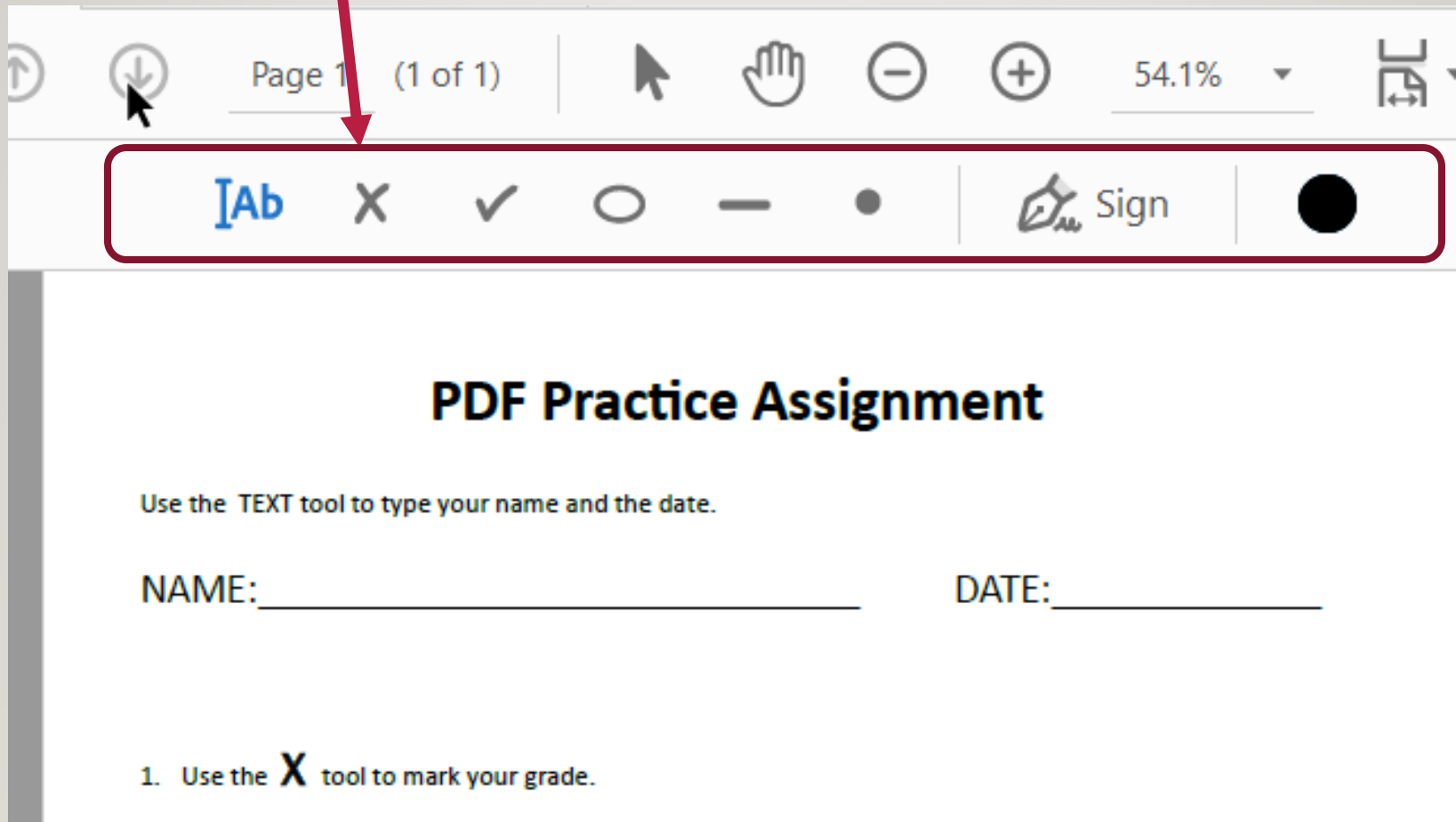
Southern Cotton Kingdom

Directions: Answering Questions Reading the section and answering the questions below will help you learn more about the economy of the South. Refer to your textbook to answer the questions.

1. Which four states made up the Upper South?

2. What did Eli Whitney invent that allowed cotton to be processed more easily?

Now use the tools to complete the PDF Assignment.



The image shows a PDF viewer interface. The top toolbar includes navigation icons (back, forward), a download icon, page information (Page 1 of 1), a mouse cursor, a hand icon, zoom in/out buttons, a zoom level of 54.1%, and a full-screen icon. Below the toolbar is a secondary toolbar with a text tool (labeled 'Ab'), an 'X' mark tool, a checkmark tool, a circle tool, a line tool, a dot tool, a 'Sign' tool, and a black circle tool. A red arrow points from the text above to the 'X' mark tool. The document content below the toolbar features the title 'PDF Practice Assignment', a text prompt 'Use the TEXT tool to type your name and the date.', and two blank lines for 'NAME:' and 'DATE:'. At the bottom, there is a numbered instruction: '1. Use the X tool to mark your grade.'

Page 1 (1 of 1) | 54.1%

Ab X ✓ ○ — ● | Sign

PDF Practice Assignment

Use the TEXT tool to type your name and the date.

NAME: _____ DATE: _____

1. Use the **X** tool to mark your grade.

PDF Practice Assignment

Use the TEXT tool to type your name and the date.

NAME: Mrs. Jahr _____ DATE: 9-10-2020 _____

1. Use the **X** tool to mark your grade.

4th Grade 5th Grade 6th Grade 7th Grade 8th Grade

2. Use the **✓** tool to mark your grade.

4th Grade 5th Grade 6th Grade 7th Grade 8th Grade

3. Use the **○** tool to put a correctly colored circle around each color name.

Red **Blue** **Green** **Purple**

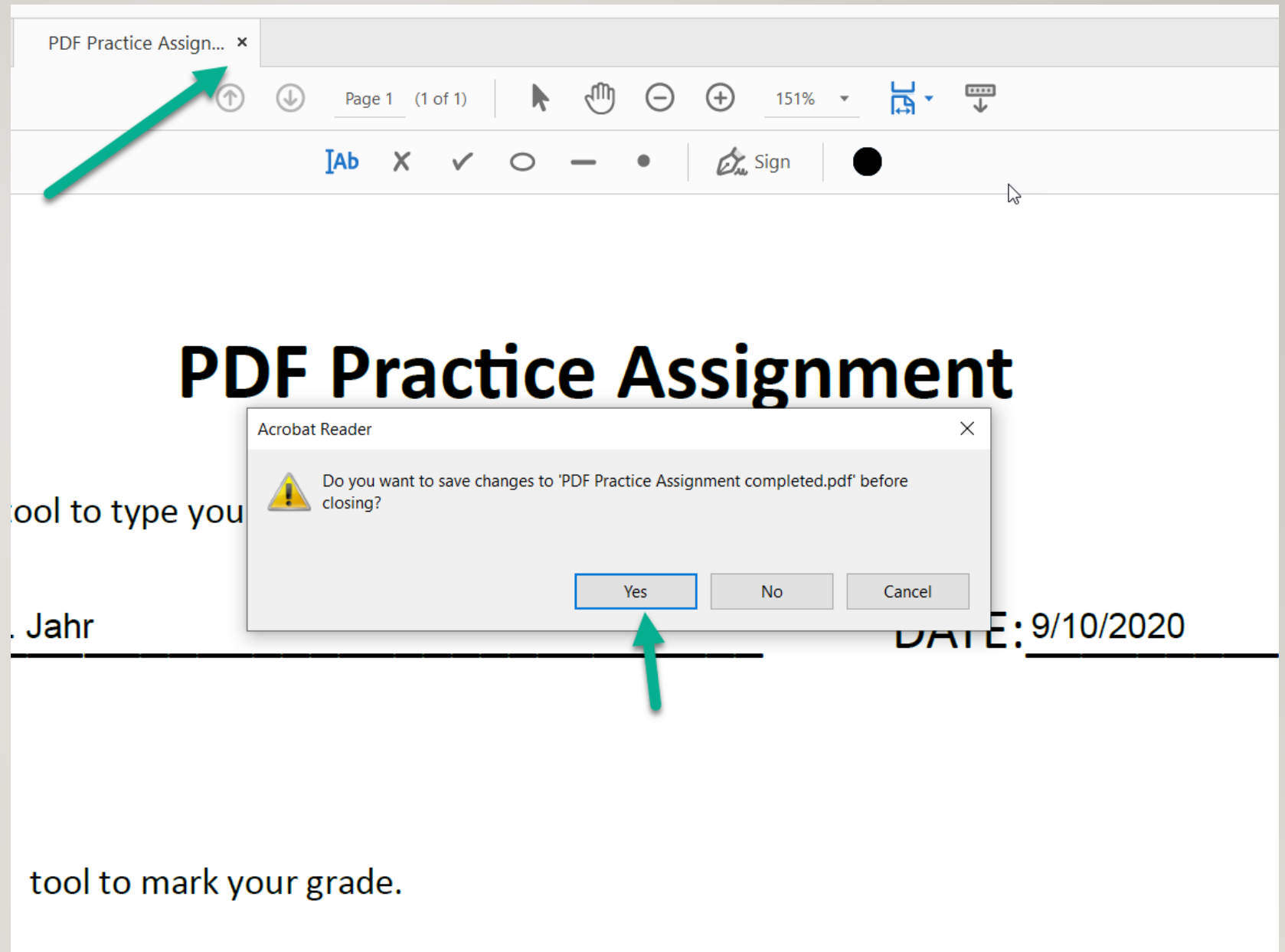
4. Use the **—** tool to underline the subject you like best.

Language Arts Math Science Social Studies

5. Use the **●** tool to mark your eye color.

Blue Brown Green Gray Hazel

Click X to close the document. Then click Yes to save. You will save it in the folder you created this morning.

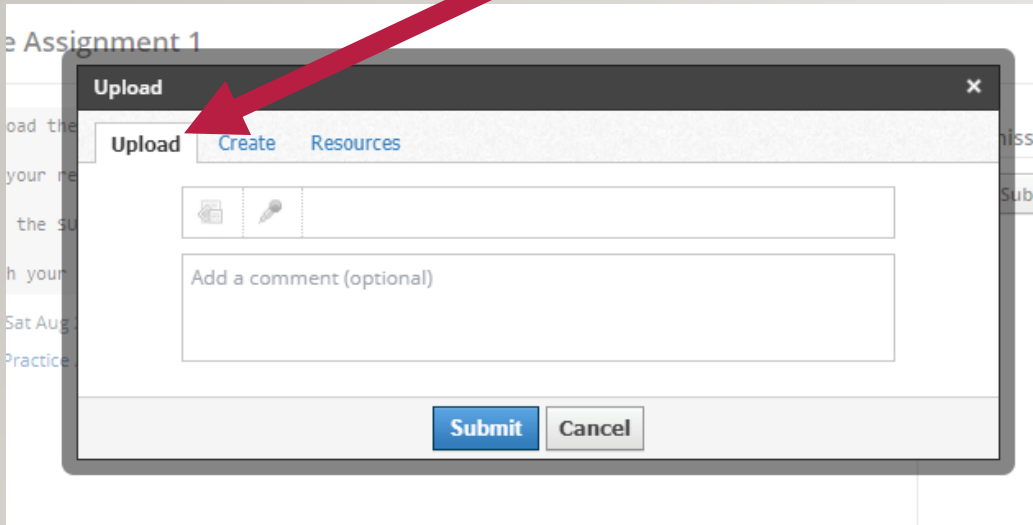


The screenshot shows the Adobe Acrobat Reader interface. The top toolbar includes navigation and editing tools. A teal arrow points to the 'X' icon in the top-left corner of the document window, which is used to close the document. The main content area displays the title 'PDF Practice Assignment' in large, bold, black font. Below the title, there is a dialog box titled 'Acrobat Reader' with a warning icon. The dialog box contains the text: 'Do you want to save changes to 'PDF Practice Assignment completed.pdf' before closing?'. At the bottom of the dialog box, there are three buttons: 'Yes', 'No', and 'Cancel'. A teal arrow points to the 'Yes' button. The background of the document shows some text, including 'ool to type you', '. Jahr', and 'DATE: 9/10/2020'. At the bottom of the page, there is a line of text: 'tool to mark your grade.'

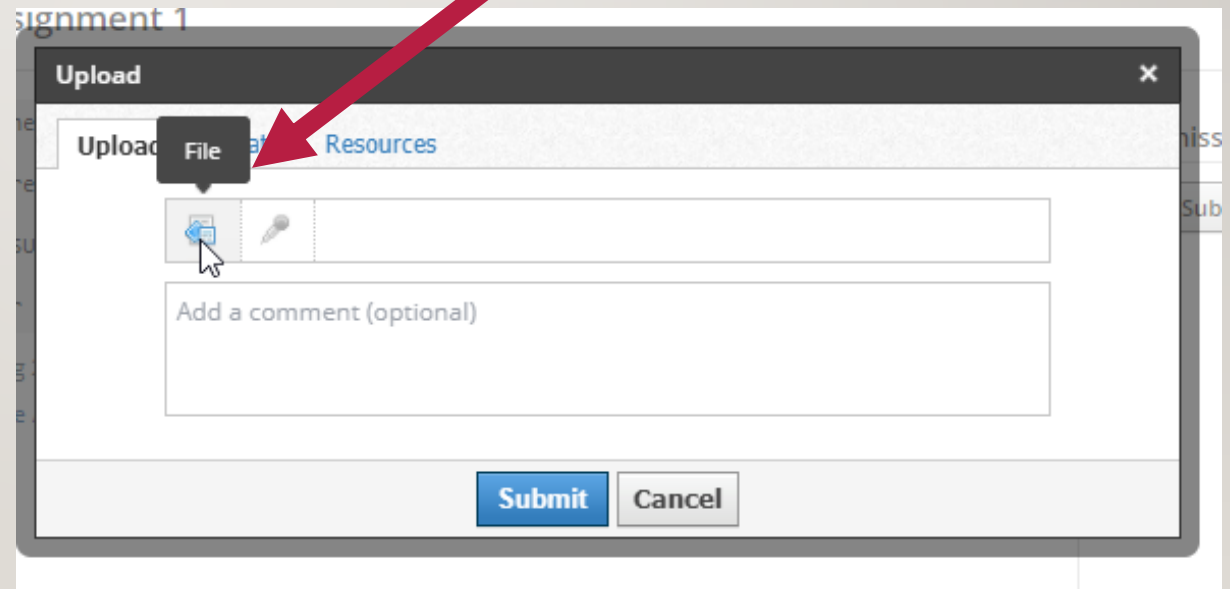
The Schoology Screen will be open. Click Submit Assignment

The screenshot displays the Schoology interface. At the top, a blue navigation bar contains the labels 'COURSES', 'GROUPS', and 'RESOURCES', along with search, grid, and calendar icons. Below this, the course path is shown as 'Social Studies 8-1: Section 4 ▶ Boot Camp Day 2', with a folder icon and the label '5th Hour'. The main content area features a 'PDF Practice Assignment' section. It includes instructions: 'Click the Link to download the PDF Practice Assignment. Save it to the folder you created this morning. Use the tools in Adobe to answer the questions. Then you will click Submit Assignment to Upload the PDF and submit.' Below the instructions, it states 'Posted Today at 8:11 pm' and shows a PDF file named 'PDF Practice Assignment.pdf' (98 KB) with a 'VIEW' link. On the right side, a 'Submissions' panel is visible, containing a 'Submit Assignment' button. A large red arrow points from the bottom right towards this button. On the left, a sidebar menu is partially visible with items like 'Materials', 'Updates', 'Gradebook', 'Grade Setup', 'Mastery', and 'Badges'. A small 'Edit Picture' tooltip is also present over a profile picture.

For this assignment you will choose the Upload Tab.



Click the File Icon

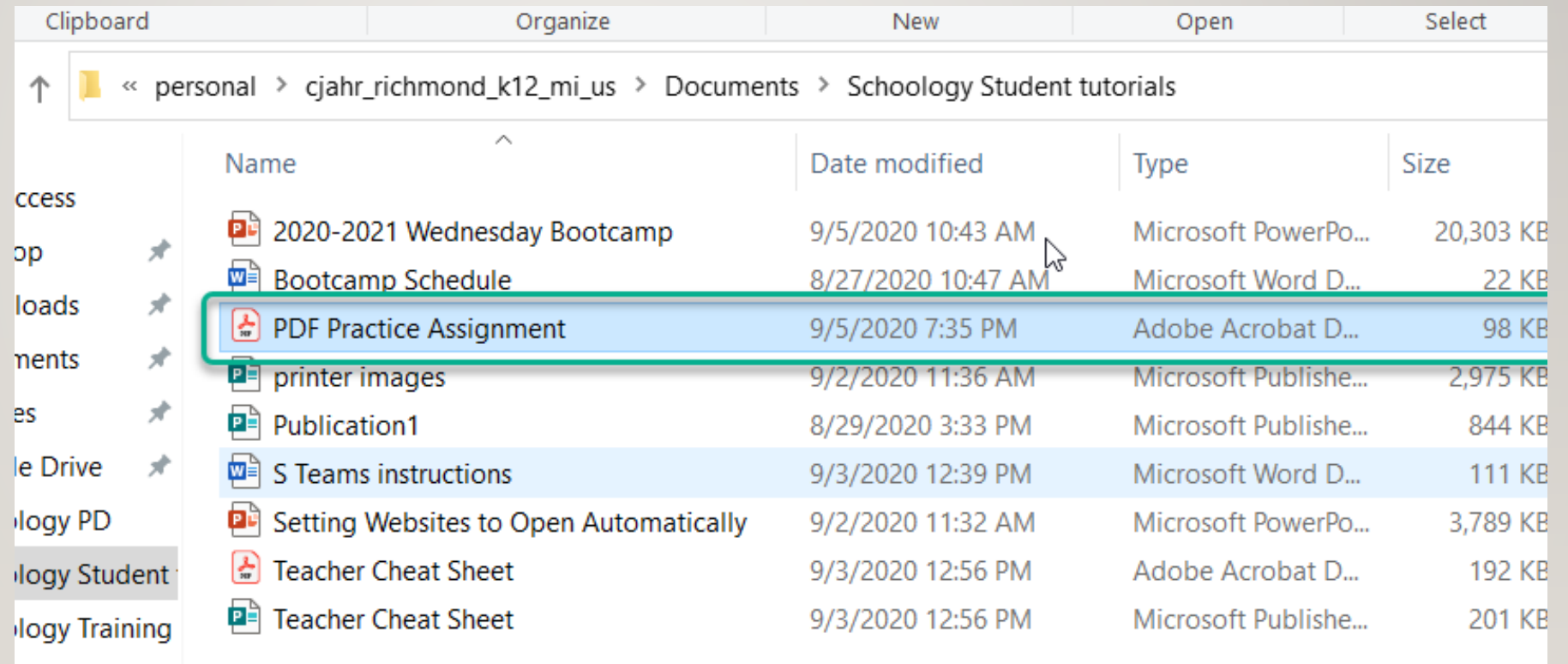


Choose the correct folder for the class on your desktop. (For this one you should have chosen 5th Hour).

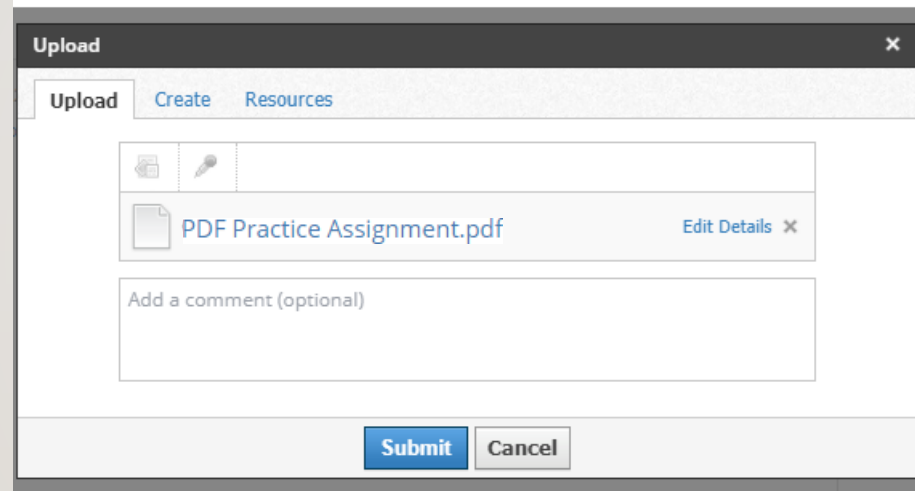
Click Open

Select the PDF Practice Assignment file.

Click Open



**In Schoology, the assignment will show it was uploaded.
Click Submit**



The image shows a screenshot of the 'Upload' dialog box in Schoology. The dialog has a title bar with 'Upload' and a close button. Below the title bar are three tabs: 'Upload' (selected), 'Create', and 'Resources'. The main area contains a file upload section with a file icon, a microphone icon, and a text input field. Below this, a file named 'PDF Practice Assignment.pdf' is listed with a document icon and an 'Edit Details' link with a close icon. Underneath is a text area labeled 'Add a comment (optional)'. At the bottom, there are two buttons: 'Submit' (blue) and 'Cancel' (grey).

The Right side will show that you have submitted the assignment. You can re-submit it if you need to.

The screenshot displays a user interface for a course. At the top, there is a blue navigation bar with the words "COURSES", "GROUPS", and "RESOURCES" in white. On the right side of this bar are icons for search, a grid, and a calendar. Below the navigation bar, the page content is organized into sections. On the left, there is a sidebar with a profile picture of a woman with glasses and the name "Mrs. Jahr". Above the profile picture are buttons for "Save" and "Edit Picture". Below the profile picture is a list of course options: "Course Options", "Materials", "Updates", "Gradebook", "Grade Setup", "Mastery", "Badges", "Attendance", and "Members". The main content area shows the course path "Social Studies 8-1: Section 4 ▶ Boot Camp Day 2" and a folder icon labeled "5th Hour". Below this is the title "PDF Practice Assignment". A text block instructs the user: "Click the Link to download the PDF Practice Assignment. Save it to the folder you created this morning. Use the tools in Adobe to answer the questions. Then you will click Submit Assignment to Upload the PDF and submit." Below the text, it says "Posted Today at 8:11 pm" and shows a PDF icon with the filename "PDF Practice Assignment.pdf" and a size of "98 KB" with a "VIEW" link. On the right side of the page, there is a "Submissions" section. It shows a status "Assignment submitted" with "1 item" and a "Re-submit Assignment" button. This entire submission area is circled in pink.

- **You can use this method to complete and submit any assignments that are PDF documents.**
- **Remember that this ONLY works with Adobe as the PDF Reader.**
- **Do NOT use a browser PDF Reader**

