

# How to submit from a Android or other phone

Checked for the current Google Drive and Docs Android apps and Schoology Learning, August 2026. Google documents these steps by app, not by phone brand.

## If your work is in Google Docs

1. Open your finished document in the Google Docs app.
2. Tap More (three dots), then Share & export, then Save as.
3. Choose PDF Document (.pdf), then tap OK.
4. Name the file with the assignment title. Save it in Drive or Downloads.

## If your work is on paper

5. Open Google Drive. At the bottom right, tap Camera.
6. Point the camera at the page and take the scan.
7. Crop and rotate it. Use Add for more pages. Tap Done when all pages are there.
8. Choose PDF, name the file, choose a Drive folder, then tap Save.

## Upload the PDF to Schoology

9. Open Schoology, your course, and the correct assignment.
10. Use Submit Assignment, then Upload or File. Choose the PDF from Drive or Downloads.
11. Open the attachment preview. Check that every page is clear, upright, and complete.
12. Tap Submit. Stay on the page until Schoology shows that the work was submitted.

## Three checks before you leave

- The file name matches the assignment.
- The preview opens, and every page is readable.
- Schoology shows Submitted, not Draft or In Progress.

**If it fails:** See Mr. Mendoza. Do not skip the work. Bring the device and the file so we can fix the exact step.

Sources: Google Drive Help: [support.google.com/drive/answer/3145835](https://support.google.com/drive/answer/3145835) | Google Docs Help: [support.google.com/docs/answer/7068618](https://support.google.com/docs/answer/7068618) | PowerSchool Schoology Help: [uc.powerschool-docs.com/en/schoology/latest/schoology-mobile-apps](https://uc.powerschool-docs.com/en/schoology/latest/schoology-mobile-apps)