

How to submit from a Laptop or desktop

Checked for current Chrome, Google Docs on the web, and Schoology Learning, August 2026. Use a current or previous major browser version.

Turn a Google Doc into a PDF

1. Open your finished Google Doc.
2. Choose File, then Download, then PDF Document (.pdf).
3. Find the PDF in Downloads. Rename it with the assignment title if needed.
4. Double-click the PDF and check every page before you upload it.

If your work is on paper

5. Use the iPhone, Android, or tablet guide to scan the pages as one PDF.
6. Save the PDF to your district Drive, or send it to your own district account.
7. On the computer, download that PDF. Do not upload separate photos unless the assignment says to.

Upload the PDF to Schoology

8. Open Schoology, your course, and the correct assignment.
9. Choose Submit Assignment, then Upload. Choose the PDF from Downloads or Drive.
10. Open the attachment preview. Check that every page is clear, upright, and complete.
11. Choose Submit. Stay on the page until Schoology confirms the submission.

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 Docs Help: support.google.com/docs/answer/49114 | Google Drive Help: support.google.com/drive/answer/3145835 | PowerSchool Schoology Help: uc.powerschool-docs.com/en/schoology/latest/submit-google-drive-files-to-an-assignment-students