

How to submit from a iPhone

Checked for iOS 26, Google Docs for iOS, and Schoology Learning, August 2026.

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 Send a copy.
3. Choose PDF, tap OK, then choose Save to Files.
4. Name the file with the assignment title. Save it where you can find it.

If your work is on paper

5. Open Files. Tap More (three dots), then Scan Documents.
6. Place one page in the camera view. Use Auto, or press the shutter button.
7. Move the corners so only the page is inside the box. Keep the scan.
8. Add every page, tap Done, choose a 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 you just saved.
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: Apple Support: support.apple.com/108963 | Google Docs Help: support.google.com/docs/answer/49114 | PowerSchool Schoology Help: uc.powerschool-docs.com/en/schoology/latest/schoology-mobile-apps