

How to submit from a Tablet

Checked for iPadOS 26, current Google Drive and Docs tablet apps, and Schoology Learning, August 2026.

If your work is in Google Docs

1. Open your finished document in the Google Docs app.
2. On iPad, tap More, Share & export, then Send a copy. On Android, tap More, Share & export, then Save as.
3. Choose PDF. On iPad, save it to Files. On Android, save it to Drive or Downloads.
4. Name the file with the assignment title.

If your work is on paper

5. On iPad, open Files, tap More, then Scan Documents. On Android, open Drive and tap Camera.
6. Scan one page at a time. Crop each page so only the paper is inside the box.
7. Add every page. Rotate any page that is sideways.
8. Save as one PDF in Files, Drive, or Downloads.

Upload the PDF to Schoology

9. Open Schoology, your course, and the correct assignment.
10. Use Submit Assignment, then Upload or File. Choose your PDF.
11. Open the preview. Check every page for clear text, correct direction, and no missing edges.
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 Drive Help: support.google.com/drive/answer/3145835 | PowerSchool Schoology Help: uc.powerschool-docs.com/en/schoology/latest/google-drive-assignments-app-students