

## Rules for Turning in Assignments to the Instructor this Quarter

Some or all of your work this quarter will have to be submitted as a PDF file to the instructor via email to [mike.russell@mhcc.edu](mailto:mike.russell@mhcc.edu). This includes quizzes and exams, and possibly problem sets, labs, etc.

Assignments **must** be contained within one PDF file only. If an assignment consists of multiple pages/images, you must combine the individual pages into a single PDF file before submitting to the instructor.

Acceptable file formats this quarter include PDF (preferred), Word documents (.doc or .docx) and Google Documents shared files... you select the file format which is easiest for you.

Getting the assignment into a PDF, Word or Google Document is not difficult. Here are four common approaches used by students in previous classes... feel free to use all of just one of them, or if you find an alternative method, let the instructor know! :)

### 1 - If you have a printer and wish to complete the work "by hand" (CamScanner)

- print the assignment and fill out as usual. You cannot print at MHCC currently so this must be done on your own.
- On your **phone** (Android or iPhone), use a free program like **CamScanner** to make pdf scans and combine into one file. Many students have also used **CombinePDF** (<http://combinepdf.com>) to combine images files into PDF documents.
- email to the instructor! done!

### 2 - if you have a tablet (iPad, Surface, etc.) and can write directly on the screen (GoodNotes, OneNote, etc.)

- Download the PDF file (to the desktop, Google Drive, etc.)
- Use a program which allows you to import the PDF and write directly on the tablet. Examples include (but are not limited to): GoodNotes (my current favorite), Notability, Apple Notes, Evernote, OneNote, Google Keep, Typora or Microsoft OneNote Some of these programs might have a cost associated with them.
- Email the completed PDF assignment to the instructor... you're done!

### 3 - If you wish to complete assignments in Microsoft Word: *(Note: as a MHCC student, you can access Microsoft Office for free on both Windows and Mac platforms. More info: <https://mhcc.edu/OfficeInstall/>)*

- Open the PDF file in Word. Modern versions of Word will convert the file for you so you can complete the work within the Word program.
- To Save your work as a PDF:
  - On Mac: File -> Print -> PDF -> Save as PDF
  - In Windows (Windows 10): File -> Print -> Microsoft Print to PDF (More info for Windows users: <https://www.howtogeek.com/361612/how-to-create-a-pdf-file-in-windows/>)
- Email the completed PDF assignment to the instructor... you're done!

Please note that the formatting of the original PDF file does not have to be maintained. Using Word files can alter the formatting.... but as long as the question order is maintained, and I can see which question you're answering, etc. all will be well.

### 4 - If you wish to complete assignments in Google Documents:

- Save the assignment to your Google Drive.
- Right click/Control click on the PDF file, then Open with Google Docs
- Complete the assignment
- To Save your work as a PDF file:
  - On Mac: File -> Print -> Print from my Computer, then File -> Print -> PDF -> Save as PDF
  - In Windows: File -> Download -> PDF Document (.pdf)
- Email the completed PDF assignment to the instructor... you're done!

Please note that the formatting of the original PDF file does not have to be maintained. Using Google Doc files can alter the formatting.... but as long as the question order is maintained, and I can see which question you are answering, etc. all will be well.