

Saving and submitting a fillable .pdf in Google Classroom

- 1 Go to Classwork > Select View Assignment > Select assignment and View details
- 2 Open the pdf file (note: the pdf name will look normal, i.e., Resume-Planner.pdf)
- 3 Click the printer icon in the upper right corner (see inset) (note: the name will change to a long name beginning with ACFr0g...)
 - Click the printer icon again and select > Save to Google Drive from the Destination pull-down menu
 - Click Save

Student now can enter information on the fillable worksheet
(Note: the entire worksheet must be completed in one sitting or you will lose your work)
- 4 Once completed, go to the printer icon again, make sure the destination is still set to > Save to Google Drive
 - Click Save
- 5 Return to the assignment page in Google Classroom
- 6 Click + add or create from the Your work box on right (see inset)
- 7 Select Google Drive and select the completed worksheet (see inset) (Note: if you don't see the sheet in recent files, select My drive first and then Recent and it should appear as the first file at the top left of the list) and click the blue Insert button at bottom right (see inset)
The completed worksheet will now appear under Your work.
- 8 Click the black Turn in button
Select Turn in from the safety pop up box that appears to complete the process
- 9 Return to Your work in Google Classroom and the assignment will appear as Turned In

