

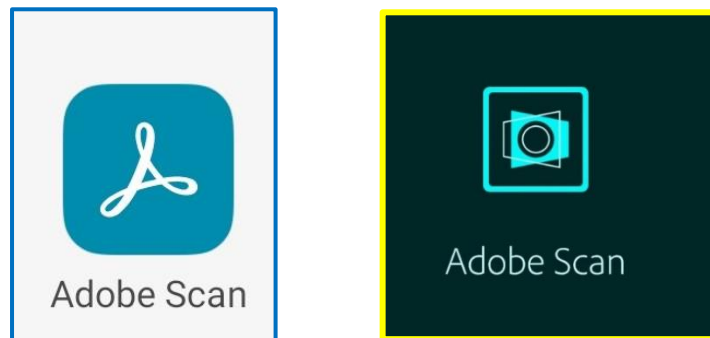
## SOMERVILLE SCHOOL, GREATER NOIDA

### STEPS TO UPLOAD WORK IN ASSIGNMENT TAB IN LAPTOP/DESKTOP.

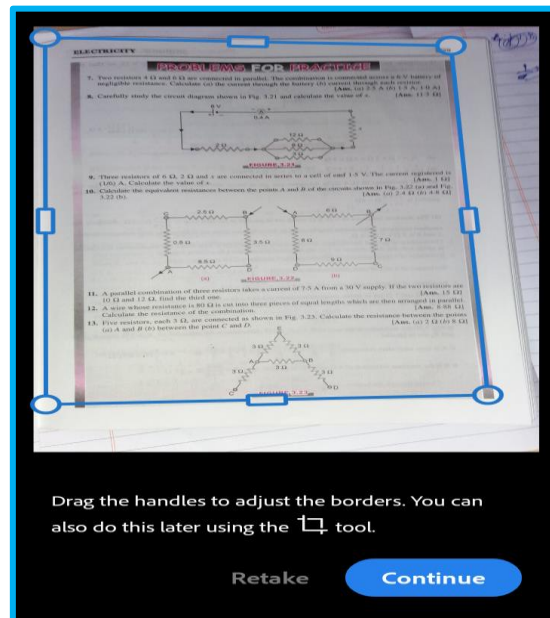
- You have to download 'ADOBE SCAN' OR ANY OTHER SCANNER app in your mobile phones from play store.

### STEPS TO SCAN, RENAME AND SHARE YOUR DOCUMENT

**STEP 1:** Click on ADOBE SCAN downloaded in your mobile phone



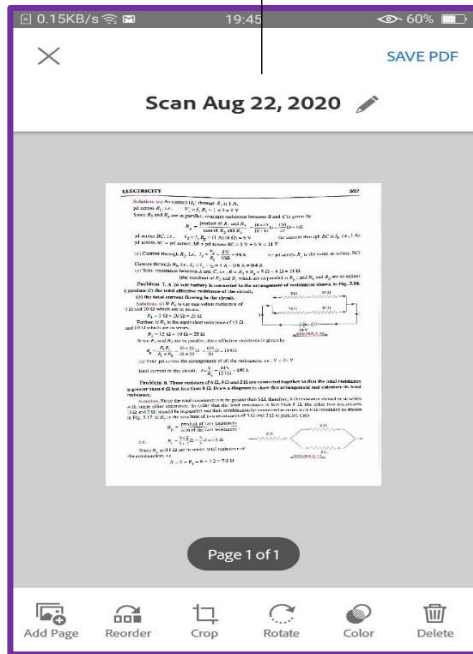
**STEP 2:** Take picture.



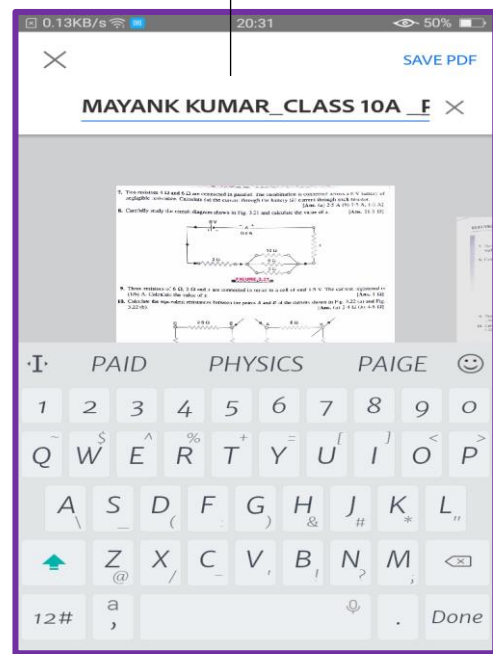
- Click on continue to scan.
- Continue clicking the pictures till all the pages are clicked.

**STEP 4:** Rename your document by clicking 'Scan August 22, 2020'.

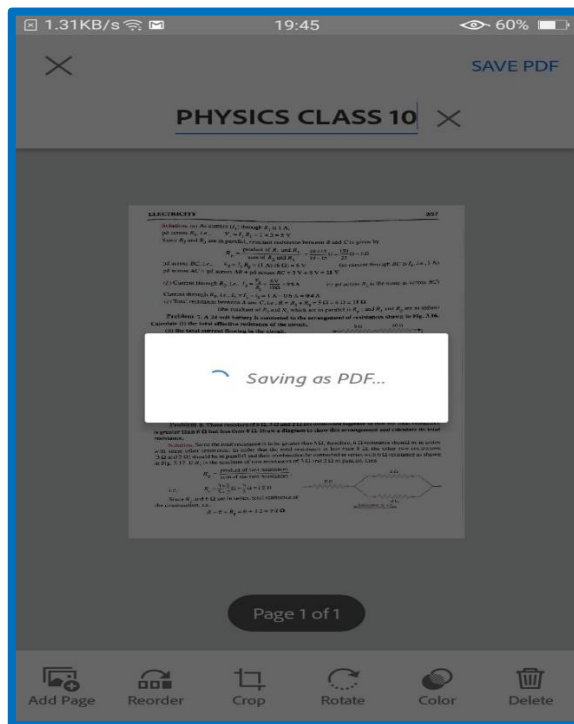
**CLICK TO RENAME**



**RENAMED**



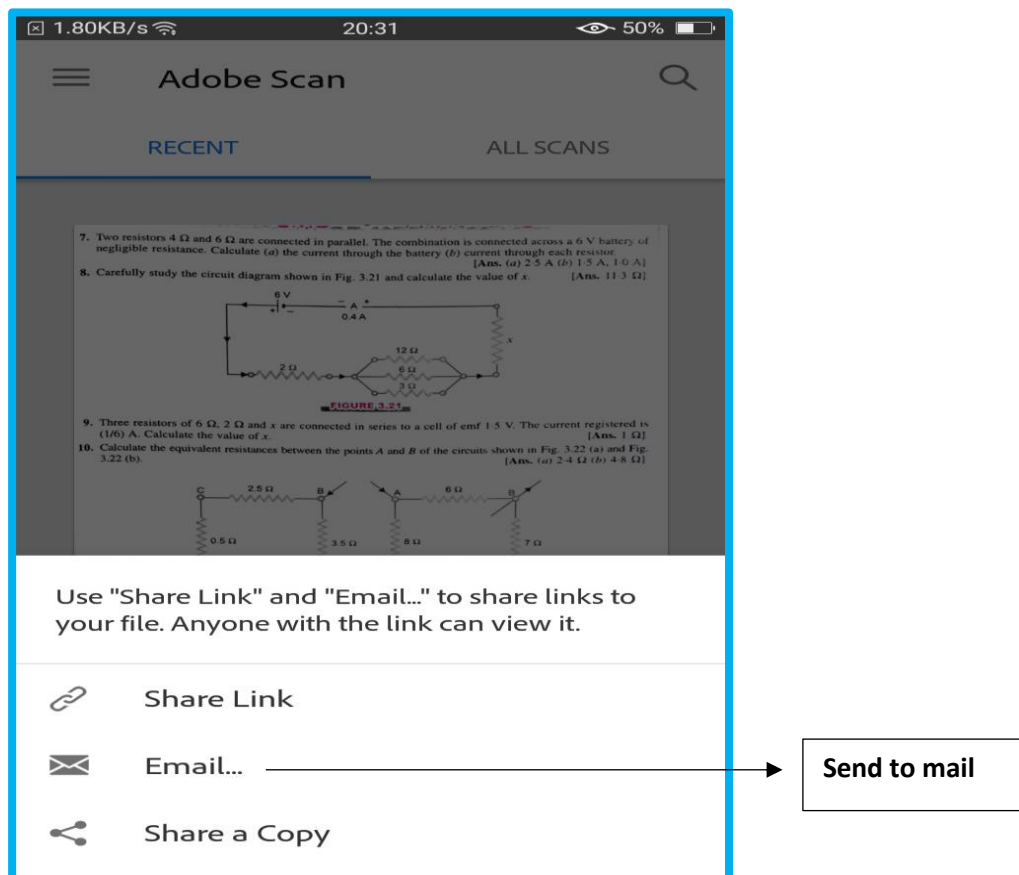
**STEP 5: Now click on 'SAVE PDF' to save your document in pdf form.**



**STEP 6: Once the document is saved as PDF click on 'SHARE' and send it on your mail**

id.

**NOTE: Keep your mail account open on the desktop/laptop for quick and easy access.**

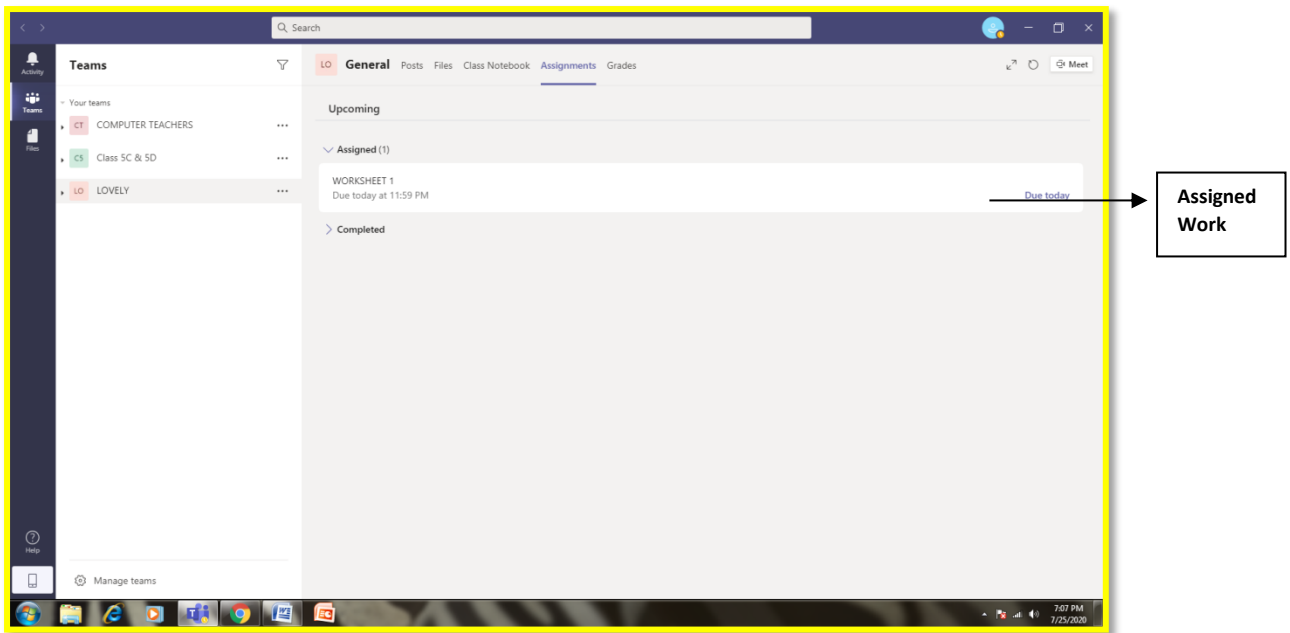


**STEP 7: Open your mail, download the document and save it on the desktop.**

### **STEPS TO UPLOAD YOUR DOCUMENT IN ASSIGNMENT TAB**

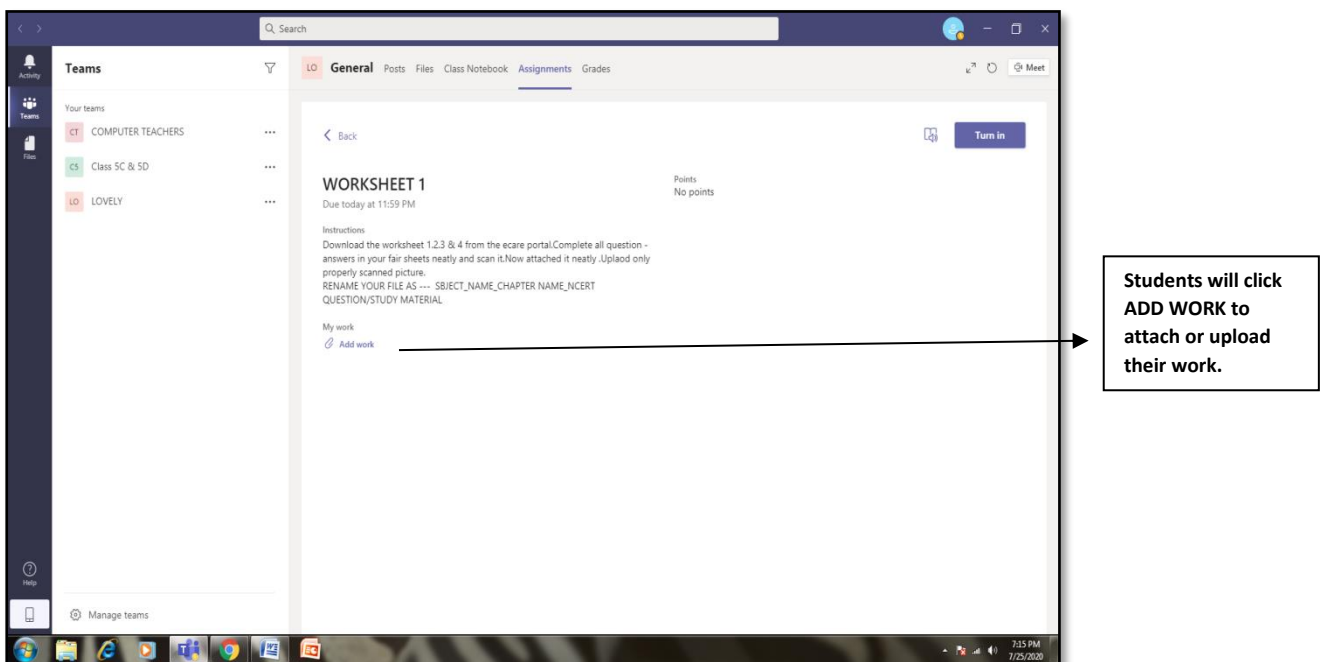
**Following steps should be followed by the students to upload their work in Assignment:**

**STEP 1: Click on the class team → Assignment. Once the Assignment is scheduled for the students, it can be seen under Assignment tab as :**



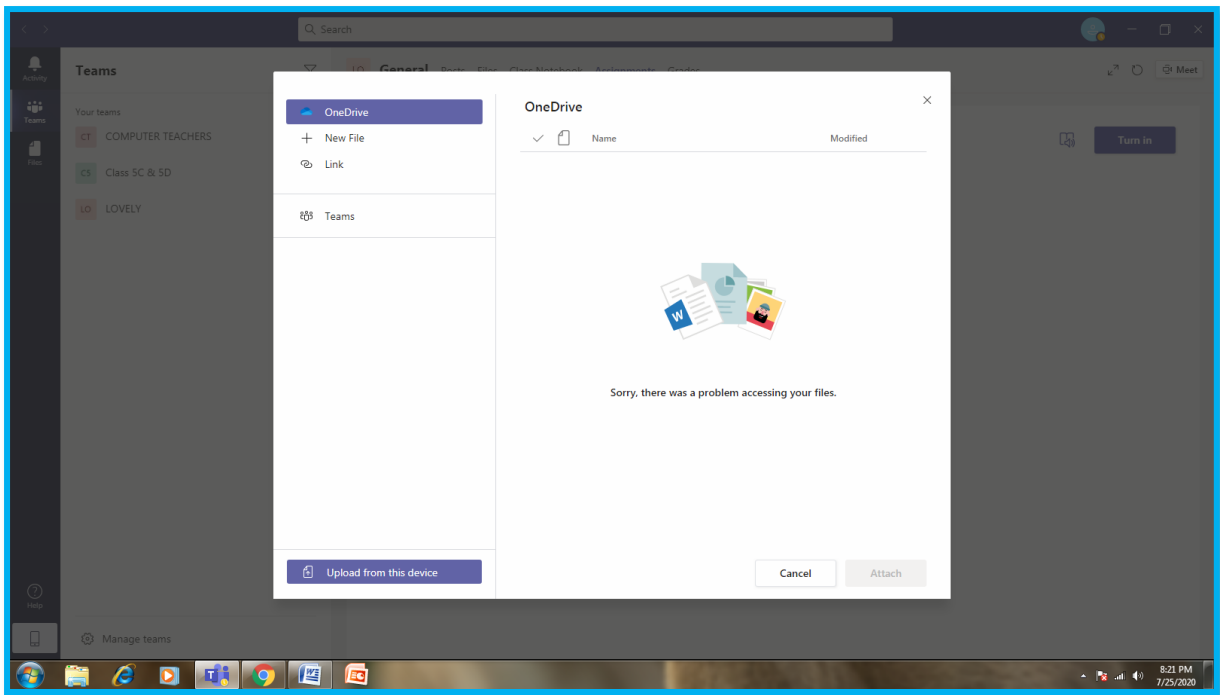
**STEP 2:** Click on the question paer assigned for the day. (eg here we have worksheet 1)

SimilarS window will open

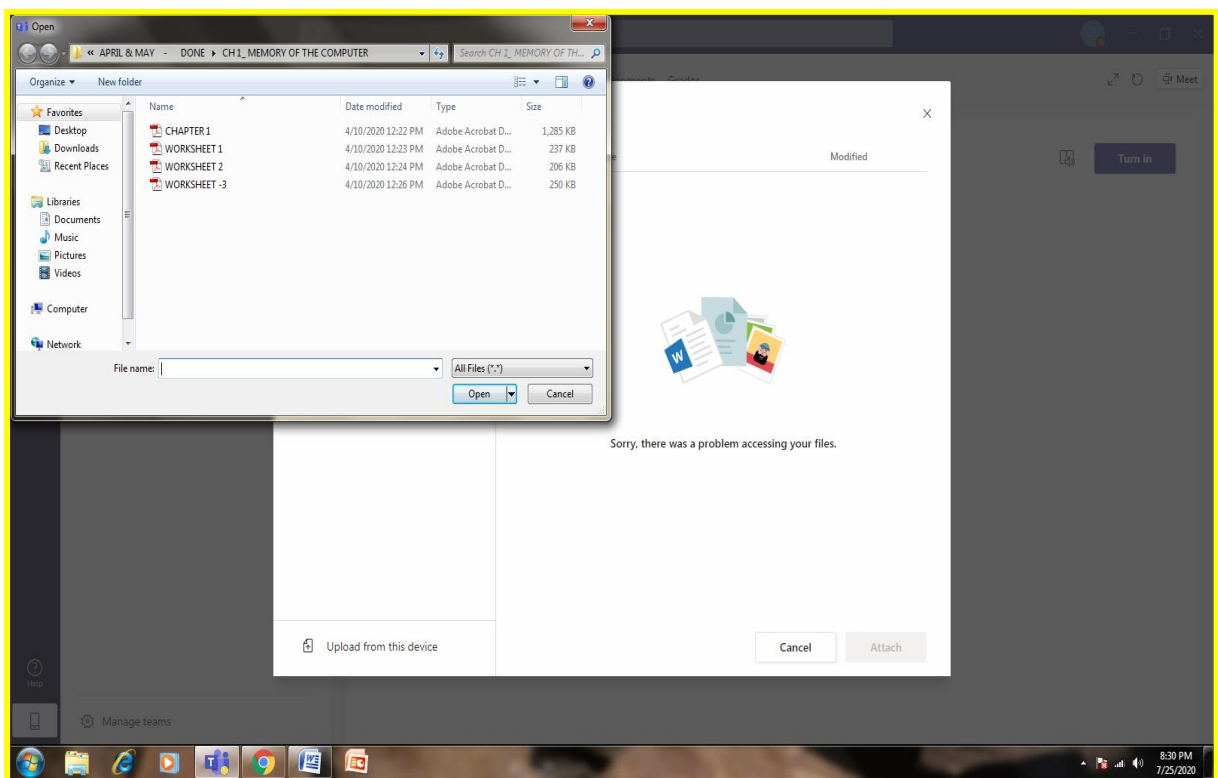


**STEP 3:** Now students will click on 'ADD WORK'. See in above screen shot.

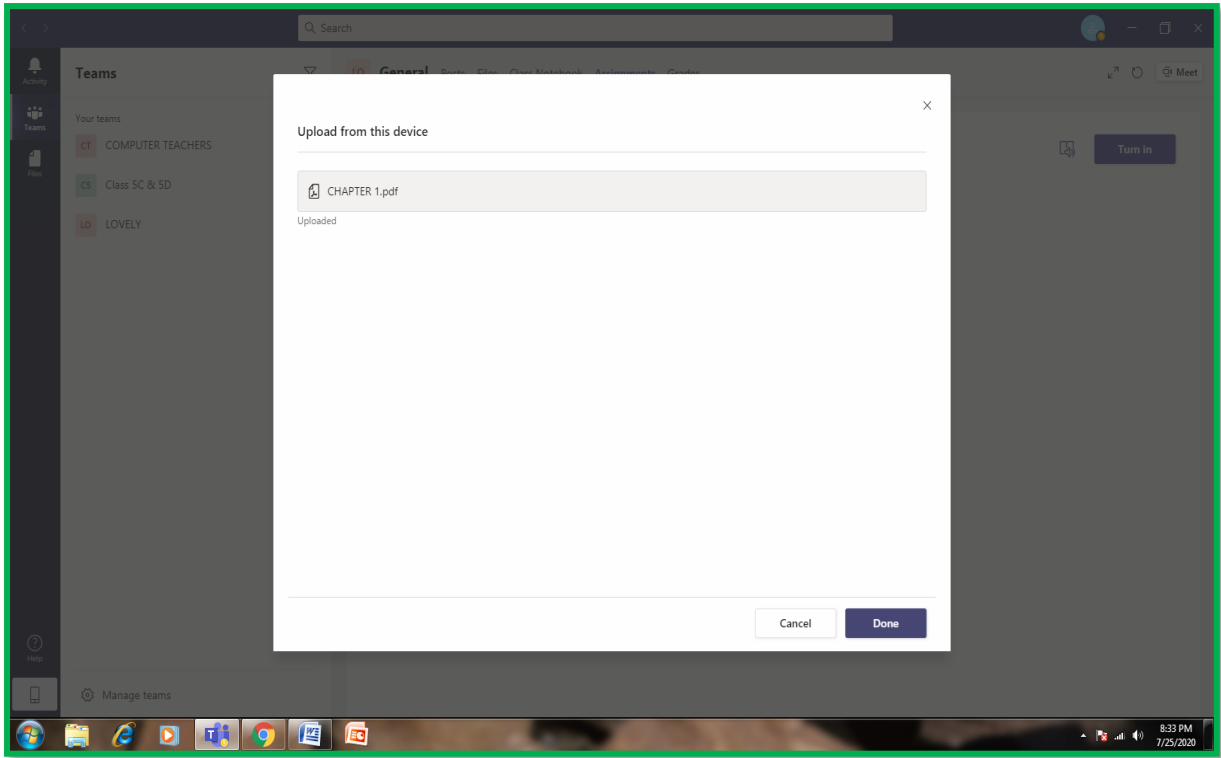
Following window will open. Then select 'UPLOAD FROM DEVICE' to attach your work already saved on your desktop/laptop.



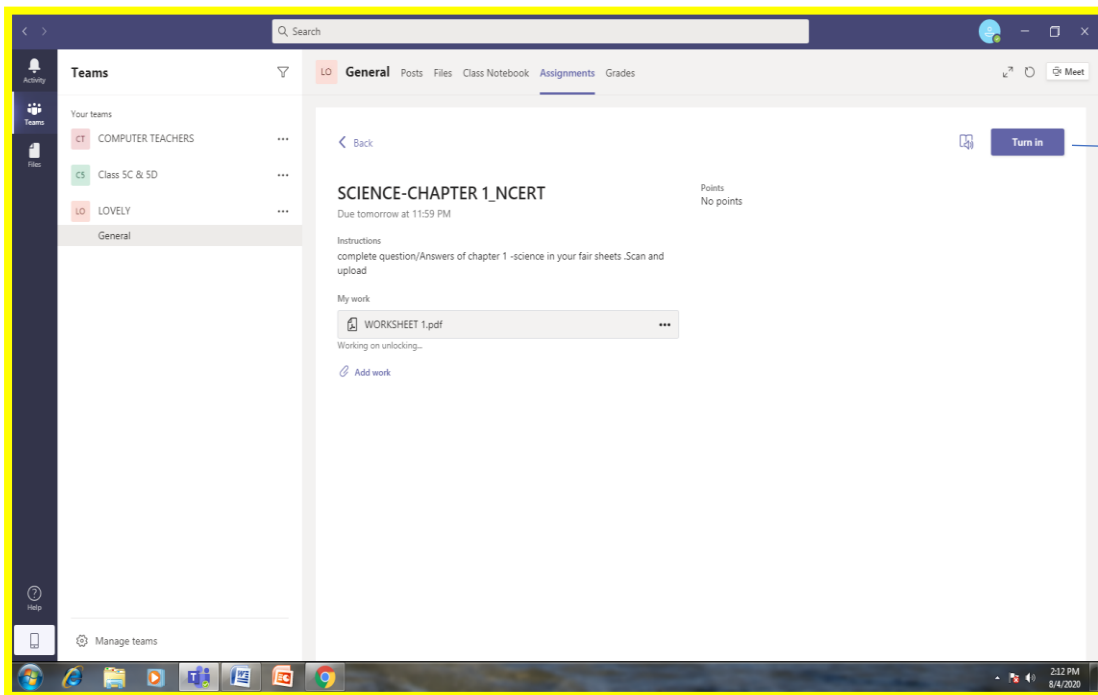
**STEP 4:** Then click on **'UPLOAD FROM THIS DEVICE'** , to attach your work. Select the file to be attached then click on open.



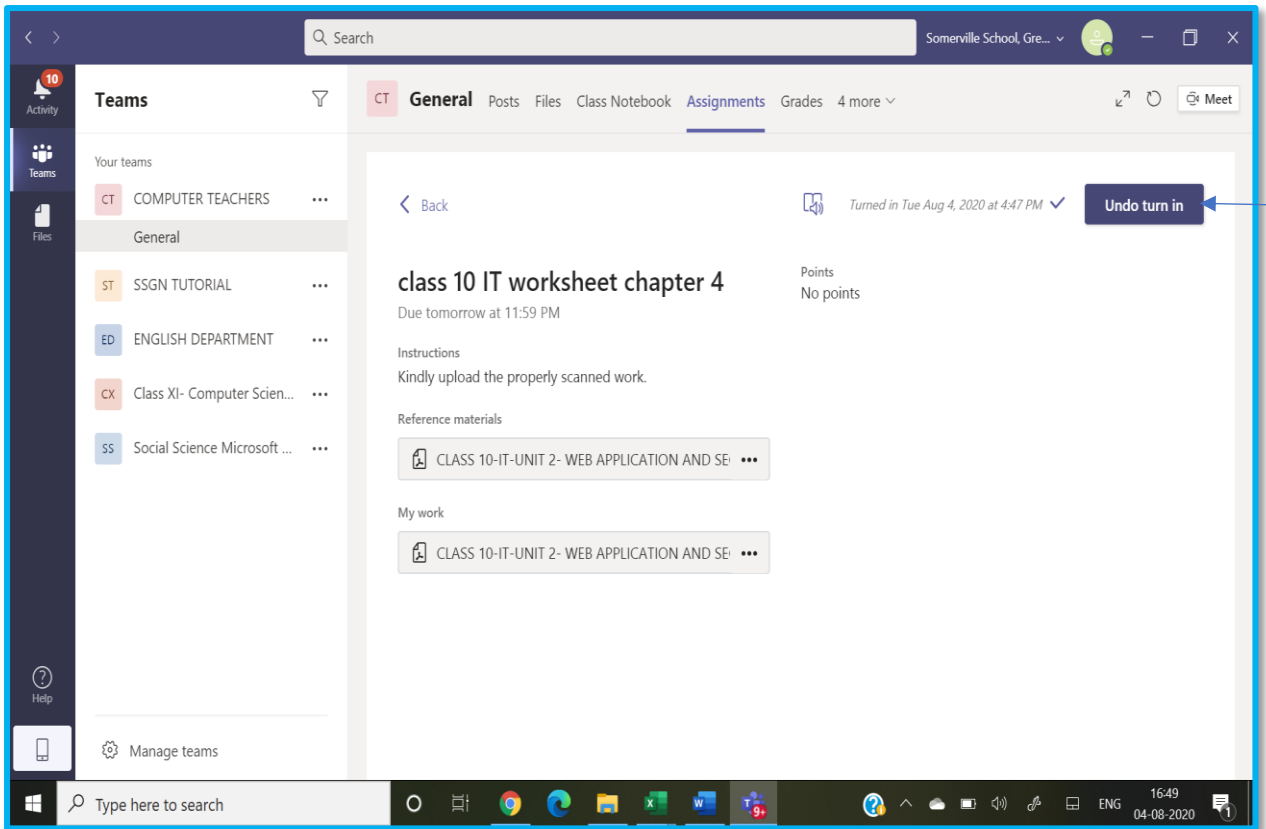
**STEP 5:** Once file is uploaded following window will appear. Click on **'DONE'**



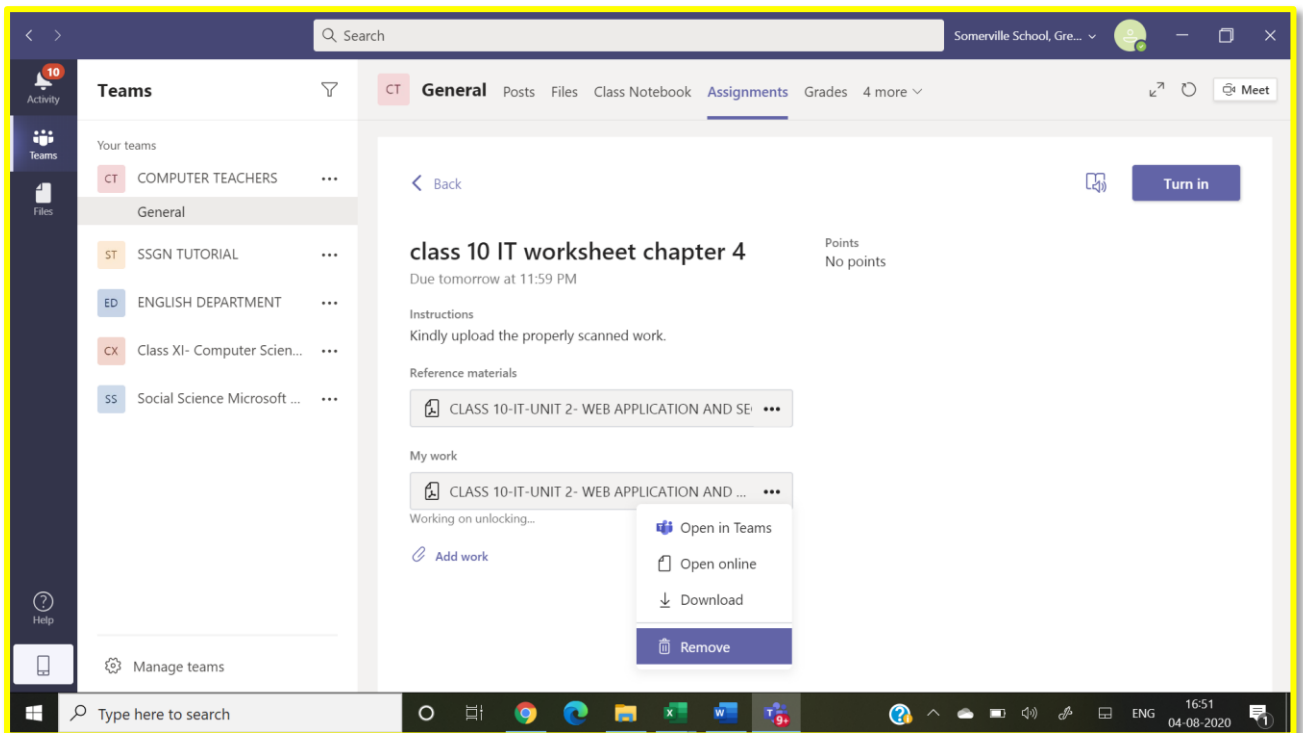
**STEP 6:** Then click on **'TURN IN'** option after uploading your file to confirm your submission.



**STEP 7:** Once you have submitted the file and clicked on **'Turn-in'** option and it will change to **'Undo Turn -in'** option.



**STEP 8:** If you realise a correction before the closing time of your assignment submission, you can click on 'Undo Turn -in' option and remove your file by right clicking on the three dots ahead your file and select remove.



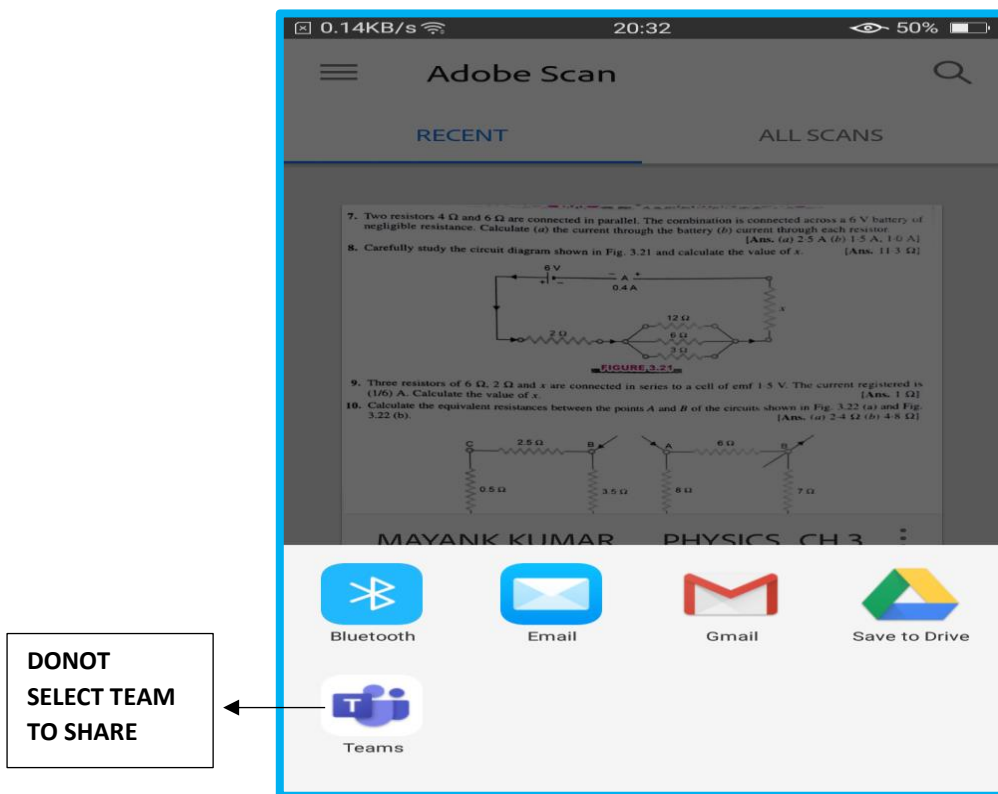
Then again upload the file via 'Add work' link and click on 'Turn -in' option.

## STEPS TO UPLOAD SCANNED SHEETS IN ASSIGNMENT TAB USING MOBILE PHONE

- Students using mobile to upload their assignments will follow **STEP 1 TO STEP 5** given under **SCANNING, RENAMING AND SHARING**. Do not follow **STEP 6** and **STEP 7**. Your document is already saved in **ADOBE SCAN**.

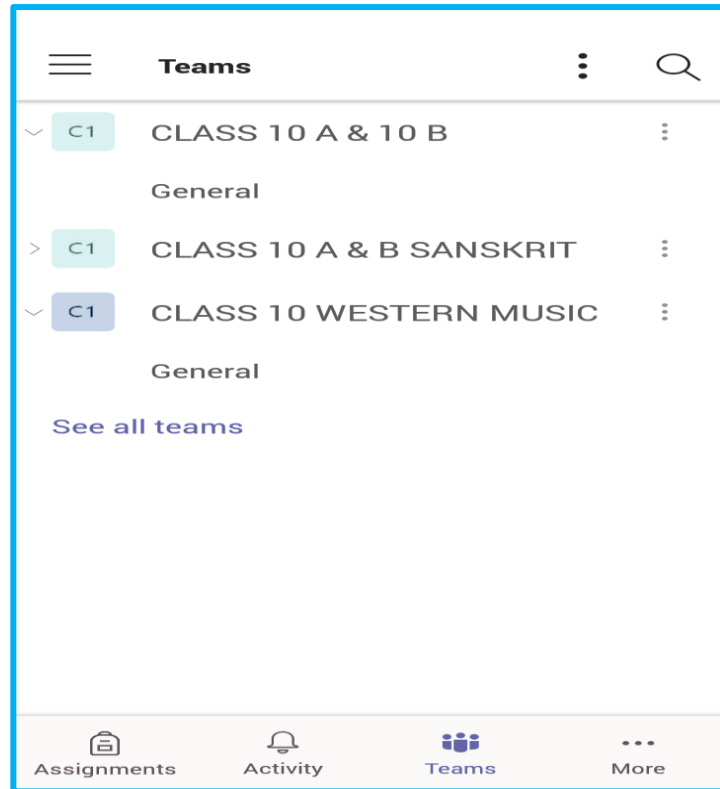
**IMPORTANT**: DO NOT TRY TO SHARE YOUR DOCUMENT FROM ADOBE SCAN TO TEAM APP DIRECTLY AS IT WILL ATTACH YOUR DOCUMENT IN FILE TAB. SHARING FROM ADOBE SCAN TO TEAM APP DOES NOT PROVIDE ANY OPTION TO ATTACH YOUR DOCUMENT IN ASSIGNMENT TAB.

**DO NOT SHARE THE LINK OF THE PDF OF ANSWER SHEETS**

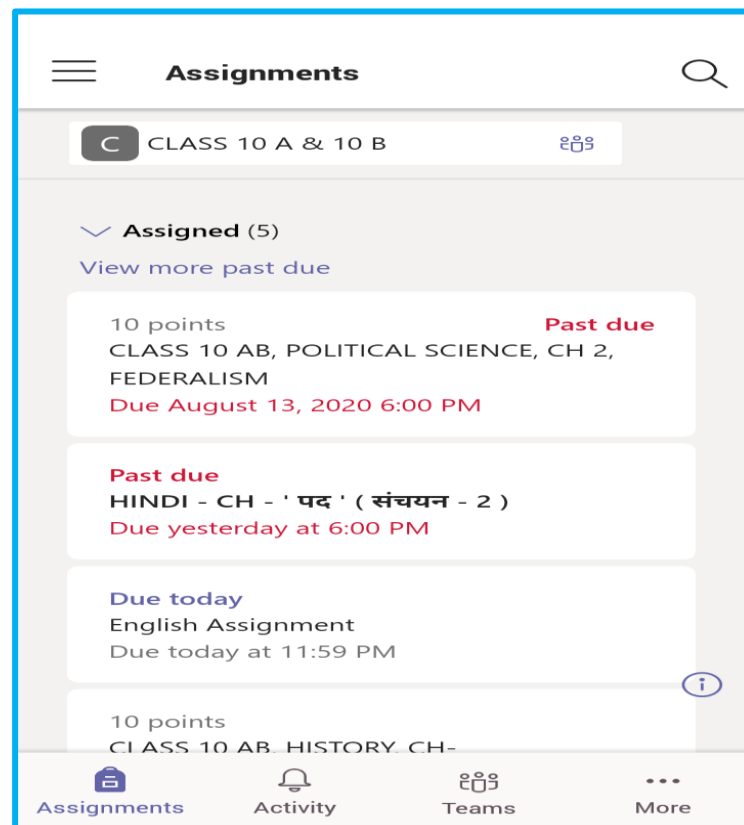


- Now, click on 'TEAM APP' → SELECT YOUR TEAM → GENERAL → MORE → ASSIGNMENT

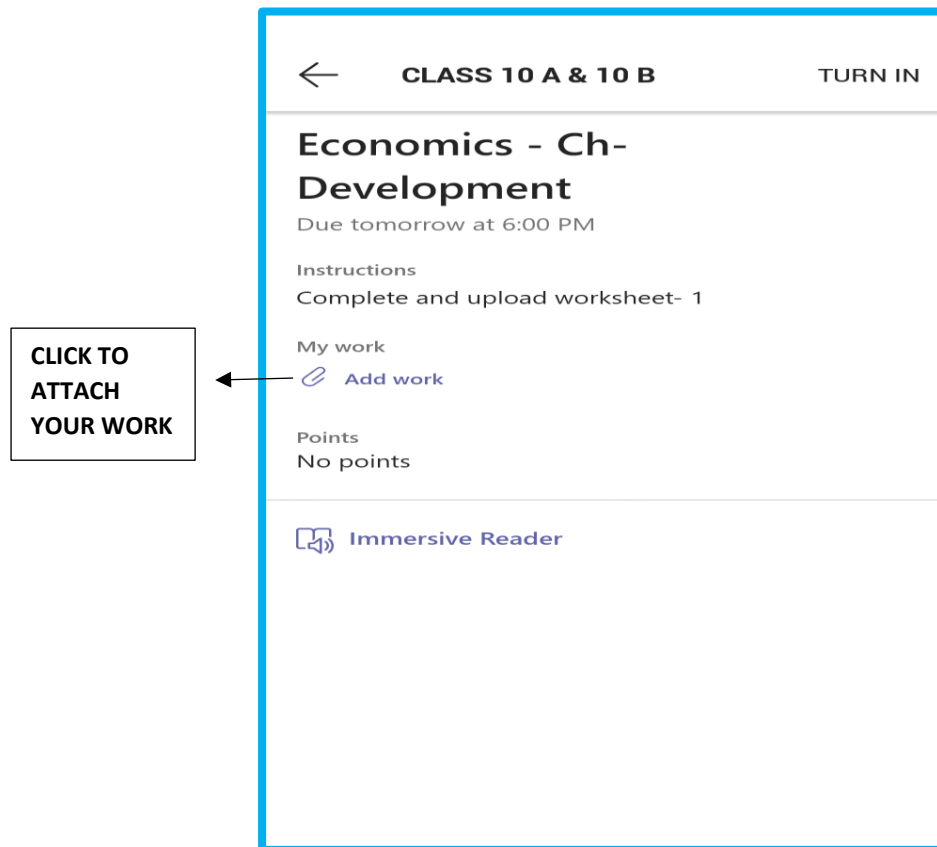




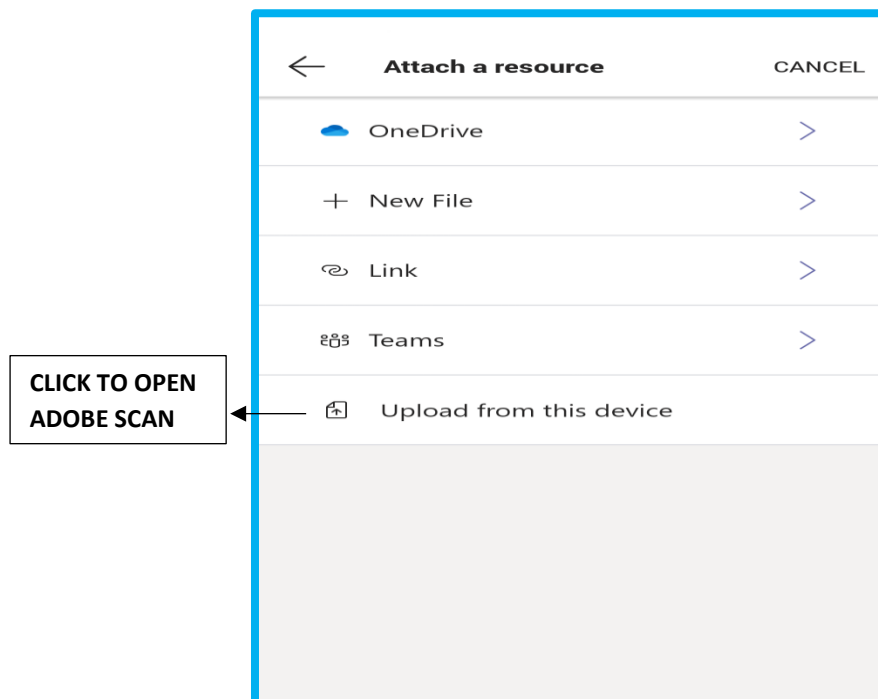
- Select an assignment in which you have to upload your document (scanned sheets)

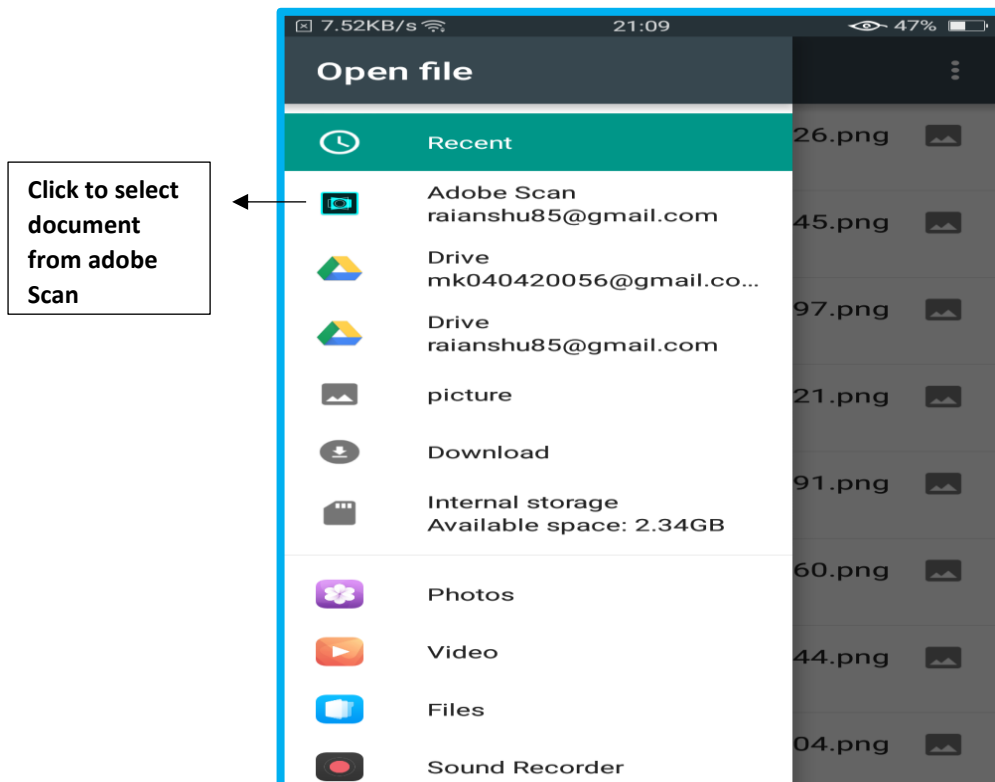


➤ Click on **'ADD WORK'**.

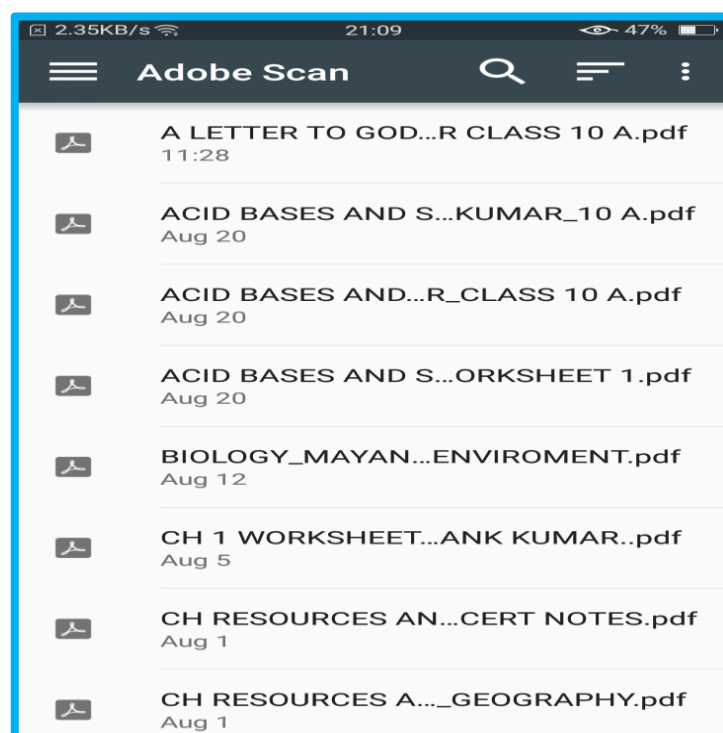


➤ Once you click on ADD WORK, following page will open. Click on **'UPLOAD FROM MY DEVICE'**.





➤ This will take you to the **saved documents** in ADOBE SCAN.



➤ Select the document you want to attach. Once the document (scanned and saved sheets) are uploaded click on **TURN IN** to submit your work.

← CLASS 10 A & 10 B TURN IN



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## Economics - Ch- Development

Due tomorrow at 6:00 PM

Instructions  
Complete and upload worksheet- 1


My work

 MAYANK KUMAR\_CLASS 10A \_PHYSI... 

 Add work

Points  
No points

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 Immersive Reader

Click after  
uploading  
your work to  
submit

**ALL THE BEST**