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Dear Parent/Guardian

As part of our school's digital strategy all students should be able to upload work as PDF to Google Classroom when required to do so by their teacher. A PDF is a file format for capturing and sending electronic documents in exactly the intended format.

To enable students, convert images to a PDF format we suggest the use of one of the following apps

Microsoft Lens

Adobe Scan

Both apps are free to download but have slightly different procedures for converting photos of work to a PDF.

We ask that students download both apps. Please DO NOT log in to either app until you are in class on Friday.

We also ask that students download the Google Classroom app.

Students will then be given a live demonstration on how to use the apps in class on Friday.

They will be shown how to create a PDF and how to submit this PDF as assignment on Google Classroom.

Students will be given support in small groups as they work through these steps for the first time.

A video of how to use both apps will be made available to all students after this presentation.

Thank you.

