How to Fill in PDF Forms & Other Online Forms

You need to determine whether the form is fillable or not. Not all forms are made to be fillable by the author. In some cases you will need to simply print the form, fill it out by hand and then scan the form for submission.

<u>To fill in a PDF or other form:</u>

1

Open the form in a web browser. Google Chrome and Microsoft Edge are the best for filling in PDFs.
- If the form came from a link online, open that link in Chrome or Edge.
- If the form came as an attachment in an email, download the PDF. Specify to open in Chrome or Edge, or save the file.
- If the PDF is saved on your computer, navigate to it in your file explorer. Right-click the file, hover over **Open with**, and select Chrome or Edge.

2

Fill in the form. Click into the fields and type the information.

3

Save the form. This works differently depending on the browser you are using.
- In Google Chrome, you have to print the edited form as a PDF. After filling in the form, click the print icon in the top right corner of the page. For **Destination**, select **Microsoft Print to PDF**. Click **Print**. Specify the location in which to save the file. Click **Save**.
- In Edge, simply click the Save icon ion the top right corner of the page after filling in the form.

To submit an assignment in Canvas:

Please be aware that each instructor may design their Canvas Modules in a unique way, but as a general rule this is the method for submitting assignments in Canvas.

1

Open the assignment. Assignments can be accessed many ways, you will need to learn the manner in which each of your instructors present your course content.
- In the assignment you will see the blue "Submit Assignment" Button.
- Click this button to open the submission dialogue page.
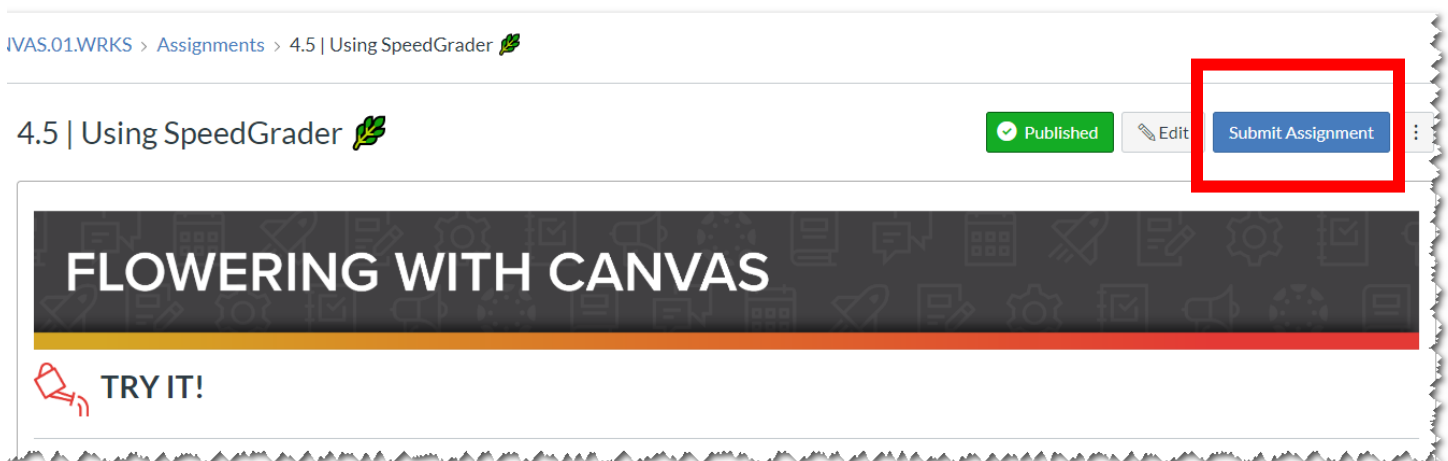
2

Review the submission parameters. Each assignment will have many options for format and method of submission. Be sure to read the instruction. As you can see there are several tabs on the submissions dialogue page. You can attach a file from your computer, enter your assignment as text or submit links to Google Docs, Google Drive and other cloud locations.

- If you use file upload click the "Choose File" button.
- When you have all files uploaded or otherwise have your assignment attached click the blue "Submit Assignment" Button.
- After you have submitted your work, you will see a confirmation and information in the Sidebar about your submission.

Points	10		
Submitting	a text entry box or a file upload		

Due	For	Available from
-	Everyone	-

File Upload   Text Entry   Google Doc   Google Drive   Google Drive (LTI 1.3)   Hoonuit   More

Upload a file, or choose a file you've already uploaded.

File: [Choose File] No file chosen

+ Add Another File

Click here to find a file you've already uploaded

[Comments...]

Cancel   **Submit Assignment**

You can find out more details about Submitting online assignments here.