

# Submitting for a grade

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## Submitting for a Grade

### Email final paper

1. Read over the reviewers comments and reply to at least 1 and resolve (accept/reject their suggestion)
2. Make necessary changes
3. File>Email as attachment
  - a. **Attach as:** Open Document
  - b. **To:** use my Gmail email address
  - c. **Subject:** LastName Final Essay Period #
  - d. **Message:** brief reflection of Google Docs (your overall thoughts and opinions)...Do you like it? Can you see yourself using it in school or outside of school? Would you recommend it to others?
  - e. **SEND**

### Email easybib doc file

1. Open the easybib Google Docs file
2. File>Email as attachment
  - a. **Attach as:** Open Document
  - b. **To:** use my Gmail email address
  - c. **Subject:** LastName EasyBib Document Period #
  - d. **Message:** none
  - e. **SEND**

**THESE ARE THE FILES I AM GRADING!!!**