

## **Submission of Field Practicum Checklist for EDMS 560A and EDMS 560B**

**Chose one of two ways to submit the checklist:**

**A) As a File**

**B) Scan Documents**

### **A) Submitting Documents as a File:**

**Step 1:** Save files as either **.doc**, **.rtf**, **.jpeg**, or **.pdf**

**Step 2:** Place all files into a folder and **name it**

Last & First Name, Practicum I or II, cohort name \_\_\_\_

For example: *SmithAmy\_Practicum I\_Cohort V*

**Step 3:** Right click the folder and go to "send to"

**Step 4:** Click on "Compressed (zipped) Folder"

**Step 5:** Go to your school email and create a new email document.

**Step 6:** Click the link that says attach files, and attach the **".zip"** FOLDER you have just created. Check to make sure it is the one that says **".zip"**

**Step 7:** Once it is finished attaching, click 'Send to' [gsharp@csusm.edu](mailto:gsharp@csusm.edu)

### **B) Submitting Documents as a PDF Scan:**

**Step 1:** Remove all clips and staples from papers.

**Step 2:** Scan all necessary documents from the Field Practicum checklist *as one document* to your email account.

Note: Scanners are located on the 2nd floor computer lab in the Kellogg Library

**Step 3:** *Rename and Save* PDF using:

Last & First Name, Practicum I or II, cohort \_\_\_\_

For example: *SmithAmy\_Practicum I\_Cohort V*

**Step 4:** Email packet as an attachment to Ginny Sharp at: [gsharp@csusm.edu](mailto:gsharp@csusm.edu)