

# When finished with project: File > Download > PDF

The screenshot shows a Google Docs document titled "Substance-Free PSA - Chrissy McCormick". The "File" menu is open, and the "Download" option is selected, which has opened a sub-menu. In this sub-menu, the "PDF Document (.pdf)" option is highlighted. The document content includes sections for "Summary" and "Information".

File Edit View Insert Format Tools Add-ons Help Last edit was made seconds ago by anonymous

- Share
- New
- Open Ctrl+O
- Make a copy
- Email
- Download
  - Microsoft Word (.docx)
  - OpenDocument Format (.odt)
  - Rich Text Format (.rtf)
  - PDF Document (.pdf)**
  - Plain Text (.txt)
  - Web Page (.html, zipped)
  - EPUB Publication (.epub)
- Make available offline
- Version history
- Rename
- Move
- Add shortcut to Drive
- Move to trash
- Publish to the web
- Document details
- Language
- Page setup

### Summary

...nt, you will develop a public service announcement (PSA) advocating for the benefits alcohol-, and tobacco-free lifestyle. Your target audience will be teens and preteens in nity. A public service announcement may be presented using audio, video, or ntation.

### Information

A public service announcement is a message, usually short, that is delivered to a large group of people either targeted to a specific crowd or broad spectrum to a general audience. Radio stations, television stations, and newspapers all receive and send PSAs. Some are live and some are prerecorded. Today, they can be produced by means of DVD, CD, video, audio, Internet, and even sky writing.

### Materials

# Select “Add Files” in Edgenuity

The screenshot shows a web browser window with several tabs open. The active tab is 'r11.core.learn.edgenuity.com/Player/'. The page header includes 'SHS 19-20 Contemporary Health I', 'English', and 'Chrissy McCormick'. The main content area is titled 'A Substance-Free Lifestyle' with a sub-header 'Project: Substance-Free PSA Active'. Under 'Instructions', it says: 'Click the links to open the resources below. These resources will help you complete the assignment. Once you have created your file(s) and are ready to upload your assignment, click the Add Files button below and select each file from your desktop or network folder. Upload each file separately. Your work will not be submitted to your teacher until you click Submit.' Under 'Documents', there is a link for 'Student Guide'. Under 'File Upload', it lists accepted file types: '.ppt, .pptx, .xls, .xlsx, .doc, .docx, .zip, .pdf, .accdb, .msg'. A file upload interface is shown with a blue circle around the '+ Add Files' button and a 'Delete All' button. At the bottom of the interface are 'Save and Exit' and 'Submit' buttons. A 'Previous Activity' button is visible in the bottom left corner of the player area.

The Windows taskbar is visible at the bottom of the screen. It includes the search bar with the text 'Type here to search', the task view icon, and several application icons including File Explorer, Microsoft Edge, and others. The system tray on the right shows the time '11:37 AM' and the date '9/14/2020'.

# Select the correct file and “Open”

The image shows a Windows file explorer window titled "Open" with the path "This PC > Downloads". The file list is as follows:

Name	Date modified	Type	Size
Today (7)			
Substance-Free PSA - Chrissy McCormick (1)	9/14/2020 11:38 AM	Microsoft Edge PD...	
Stress Management Plan_Student (1)	9/14/2020 11:15 AM	Microsoft Office ...	
Stress Management Plan_Student	9/14/2020 10:52 AM	Microsoft Office ...	
Edgenuity Course Split by Teacher 20-21 ...	9/14/2020 10:16 AM	Microsoft Edge PD...	
Substance-Free PSA - StudentGuide (2)	9/14/2020 8:54 AM	Microsoft Edge PD...	4
Substance-Free PSA - StudentGuide (1)	9/14/2020 8:41 AM	Microsoft Edge PD...	4
Substance-Free PSA - StudentGuide	9/14/2020 8:34 AM	Microsoft Edge PD...	4
Last week (3)			
ABDC9377-COCC-4C6B-9964-CE3F68E22...	9/12/2020 3:16 PM	Microsoft Office E...	8
Students 09 10 2020	9/10/2020 11:28 AM	Microsoft Office E...	3

The file name field contains "Substance-Free PSA - Chrissy McCormick (1)". The "Open" button is circled in blue.

The browser window shows a page with a "Submit" button. The page content includes: "help you complete the assignment. Once you have created your button below and select each file from your desktop or network".

Accepted file types: .ppt, .pptx, .xls, .xlsx, .doc, .docx, .zip, .pdf, .accdb, .msg

Buttons: Add Files, Delete All, Save and Exit, Submit

# “Submit.” Project will show “Pending” until a teacher grades it.

The screenshot shows a web browser window with the URL `r11.core.learn.edgenuity.com/Player/`. The page title is "SHS 19-20 Contemporary Health I" and the user is logged in as "Chrissy McCormick". The main content area is titled "A Substance-Free Lifestyle" and "Project: Substance-Free PSA" (Active). It includes sections for "Instructions", "Documents" (with a link to "Student Guide"), and "File Upload" (with accepted file types: ppt, pptx, xls, xlsx, doc, docx, zip, pdf, accdb, msg). A file upload area shows a file named "Substance-Free PSA - Chrissy McCormick (1).pdf" (77.38KB). At the bottom right, a blue circle highlights the "Submit" button. The Windows taskbar at the bottom shows the time as 11:40 AM on 9/14/2020.