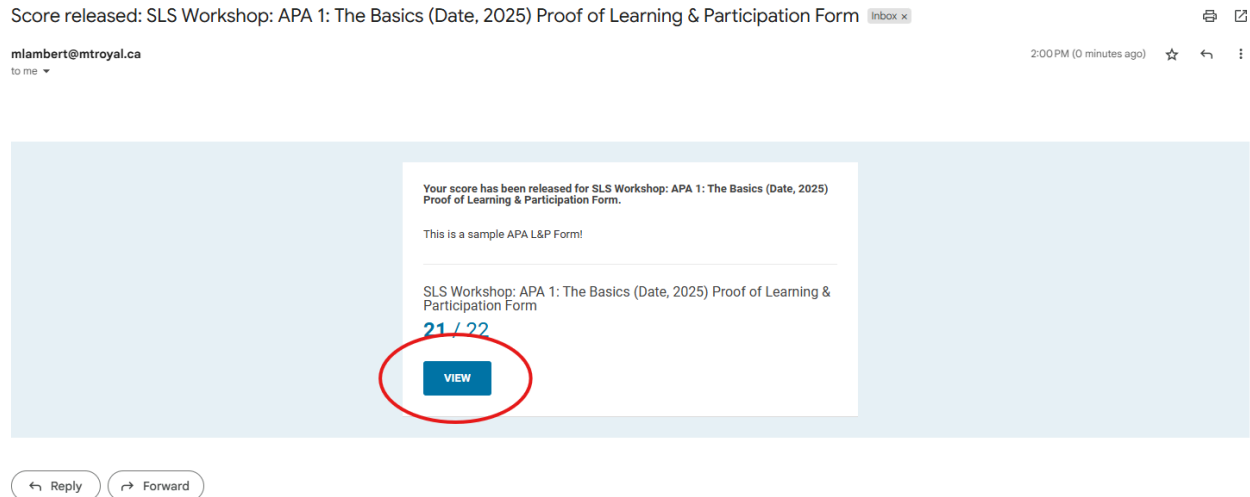


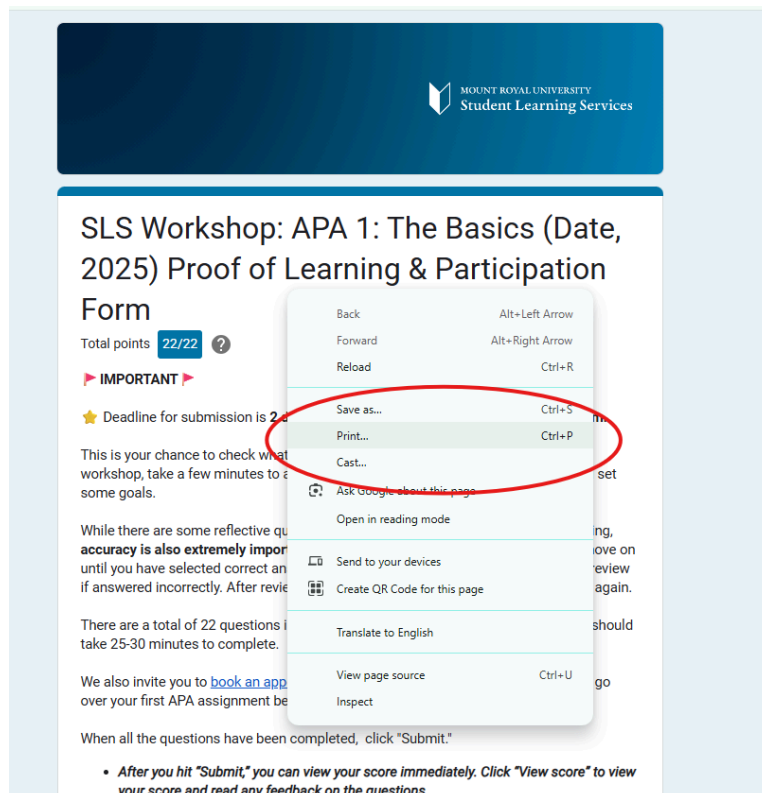
For the SLS workshop **APA 1: The Basics**, please follow these steps to retrieve your proof of participation and convert it to a PDF file. Your instructor may require you to upload a PDF to D2L. A reminder that **scores for APA 1 are not released instantaneously, but after the submission deadline.**

Once you've received the email copy of your responses to the form, open the email and click the **"View"** button under the score.

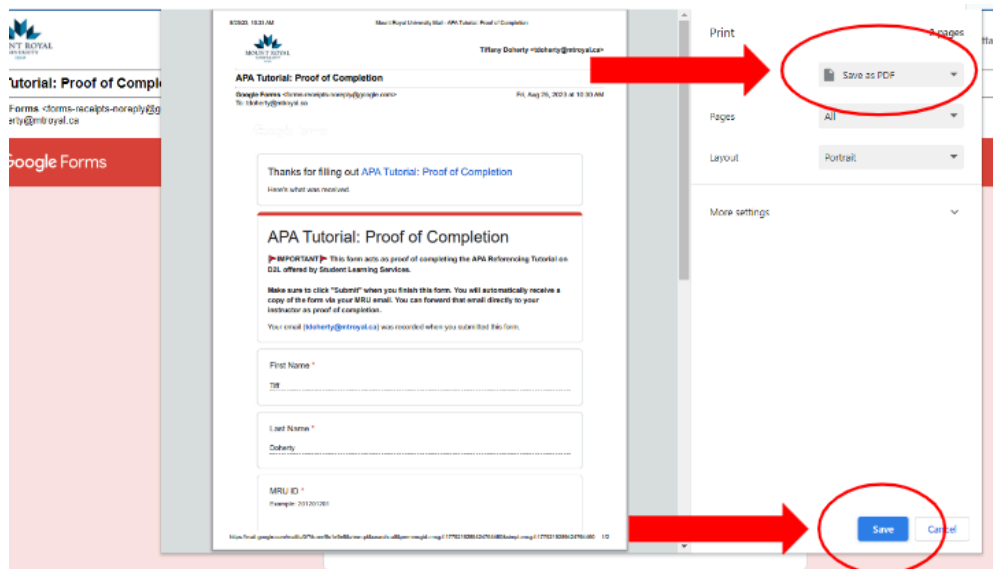


Open the print dialogue box. This can be done by:

- Ctrl+P (PC) or Command+P (Mac)
- Right clicking (PC) or Command-clicking (Mac)



In the Destination field, select **“Save as PDF,”** then click **“Save.”**



The screenshot displays a Google Forms interface for a form titled "APA Tutorial: Proof of Completion". The form is open in a web browser, and the "Print" menu is visible on the right side. In the "Print" menu, the "Save as PDF" option is highlighted with a red circle. A red arrow points from this option to the "Save" button at the bottom right of the form, which is also circled in red. The form itself contains a "Thanks for filling out APA Tutorial: Proof of Completion" message, followed by a "More settings" dropdown menu. The form fields include "First Name", "Last Name", and "MRU ID".

From there, you can save the file on your computer, then upload it to D2L.