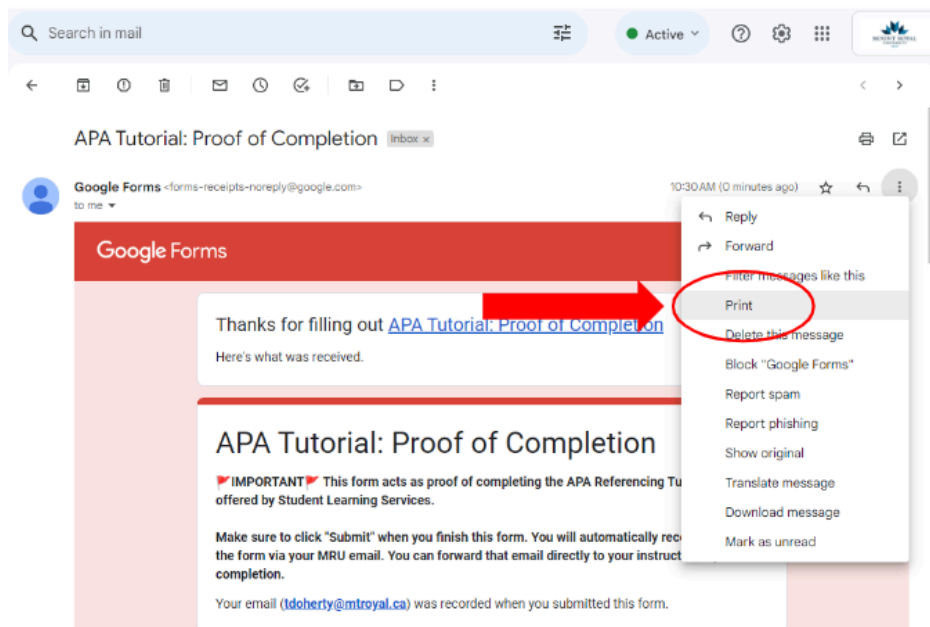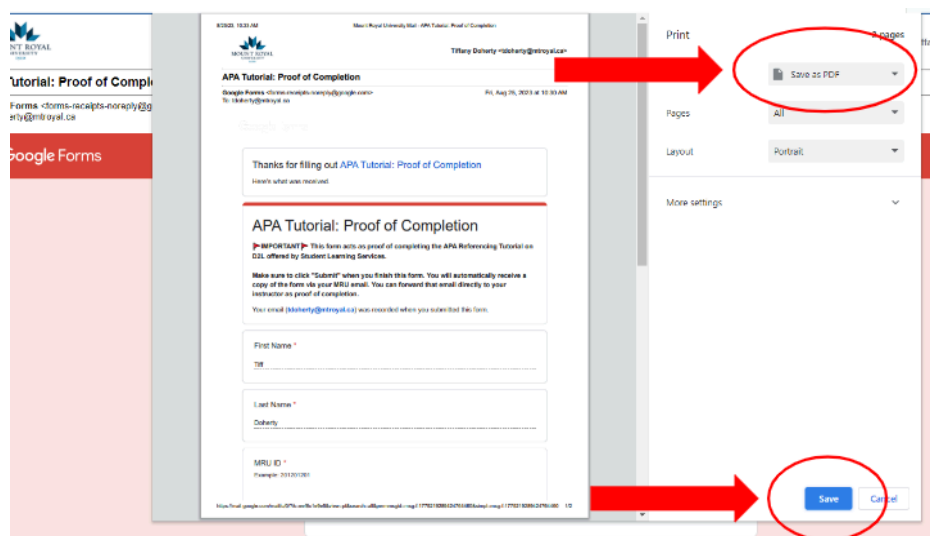After submitting your Google form that will act as proof of participation (in a workshop) or completion (of a D2L tutorial), **you'll receive an email copy** of your responses to the form. Your instructor may want you to upload your proof to D2L; if so, convert the email to a PDF file.

Once you've received the email copy of your responses to the form, open the email and click the three vertical dots at the top right then select "**Print**."

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

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