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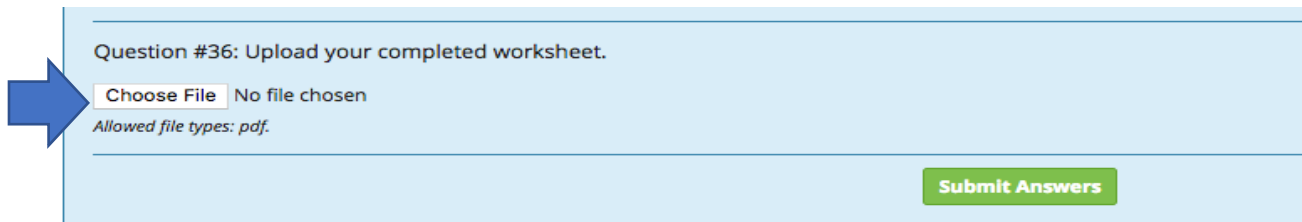
Uploading Quiz Worksheets

ALL RTS SUCCESS® QUIZZES REQUIRE UPLOADING PDF WORKSHEETS.

Uploading RTS Success® FOUNDATIONS Worksheets

All RTS Success® Foundations worksheets are in a PDF fill-in format.

1. Download the worksheet from the site to your desktop.
2. Save your worksheet on your desktop.
3. Type directly into the PDF document.
4. Once you complete your worksheet, save it to your desktop again.
5. Next, go to the quiz practice and press the “Choose File” button to upload your file from your desktop.
6. Once uploaded, press the “Submit Answers” button and you will be able to review your answers and explanations.



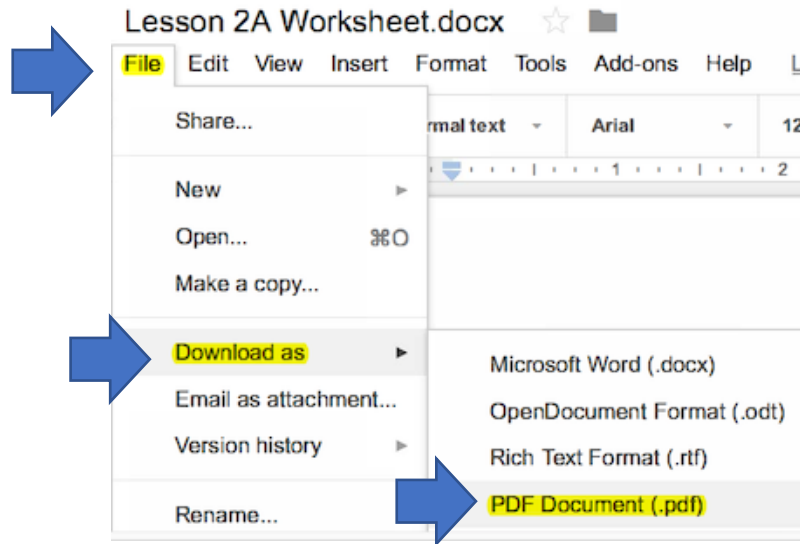
5. After uploading your quiz document, add your worksheet to your drive by dragging the worksheet from your desktop into your RTS folder.

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After completing your worksheet in your RTS folder on Google Drive, you will need to convert it to **PDF** document:

1. Open your Google Drive and find your completed worksheet.
2. On the upper left-hand side of your document, under the worksheet title, click “FILE.”

3. At the dropdown, click **“DOWNLOAD AS.”**
4. Next, on the right-hand side, you will see **“PDF document (pdf)”** and click that option.
5. Download your worksheet to your computer desktop. RTS suggests that you download all documents to your desktop, not to a document or download folder.



6. Next, go to the quiz practice, press the **“Choose File”** button on your quiz practice and upload your file.
7. After this is completed, you can press the **“Submit Answers”** button to review your answers and explanations.

