

Three Methods for Emailing Documents

Scanning with Android:

<https://youtu.be/uMmotfLwLZo>

<https://youtu.be/P6vOgae2AJk>

1. Follow the steps for scanning with an Android phone
2. Your scanned documents will be saved as a **PDF**. Save the PDF to your computer's desktop and title it accordingly.
3. **Go to LMS**, email your advisor as the recipient, type the title of your document in the subject line, scroll to the bottom of the email, click on **“Choose File”** select from Desktop, scroll down until you find the PDF file (you can rename your PDF here if not done when scanning) and **double left click the mouse** and it will attach the PDF, then click **submit**

Scanning with Samsung Galaxy Note (S20, 10, S10, etc..)

<https://youtu.be/cYn4RljTDY0>

- Label your documents.
- Email to your advisor via LMS

Scanning with Iphone:

<https://youtu.be/W5r4chWG1gk>

<https://youtu.be/16nwB3P78GQ>

<https://youtu.be/nNIUzwp-VRk?si=UkZcGvynoFIQbp9R>

1. On your iPhone (15 Pro Max), use the Notes icon to click on the paperclip and choose 'Scan Documents.'
2. Follow the steps for scanning with an iPhone
4. Your scanned documents will be saved as a **PDF**. Save the PDF to your computer's desktop and title it accordingly.
3. **Go to LMS**, email your advisor as the recipient, type the title of your document in the subject line per instructions, scroll to the bottom of the email, click on **“Choose File”** select from Desktop, scroll down until you find the PDF file (you can rename your PDF here if not done when scanning) and **double left click the mouse** and it will attach the PDF, then click **submit**

Emailing Clinical Paperwork Etiquette

1. Email your clinical paperwork **48 hours** after each block or sooner. Your paperwork **must be legible and sent correctly via email**, or we will return it. Remember, this is for a grade, and we must be able to read it.
 - a. **Please do not email us individual documents such as JPEGs or picture documents.** We will only accept **PDF** documents. When emailing documents, save them labeled correctly to your desktop.
 - b. My advisory group will email me **five attachments in one email**, and Mrs. Kilpatrick's advisory group will email her **three attachments in one email**, as well as copies of the **Time & Attendance and the Students' Evaluation of the Preceptor to Mrs. McWilliams (me)**.
 - Clinical Judgment Clinical paperwork
 - Daily Report sheets
 - Student Clinical 5-page Preceptorship packet
 - Copy of the Time & Attendance
 - Copy of the Student's Evaluation of the Preceptor



Emailed to Mrs. McWilliams

In the **subject line of your email type**: Example: Block 1 McWilliams, Ester SICU Clinical Paperwork.

Each of your **attachments should be labeled**:

- Block 1 SICU McWilliams, Ester CJM paperwork
- Block 1 SICU McWilliams, Ester Daily Reports
- Block 1 SICU McWilliams, Ester 5-pg Preceptorship packet.
- Block 1 SICU McWilliams, Ester T&A Mary Jones
- Block 1 SICU McWilliams, Ester Evaluation Mary Jones



Emailed to Mrs. McWilliams

If you do not understand these instructions, ask your peers for assistance.

Thank you kindly,

Mrs. McWilliams