

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/cYn4RijTDY0>

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

Scanning with Iphone:

<https://youtu.be/W5r4chWG1gk>

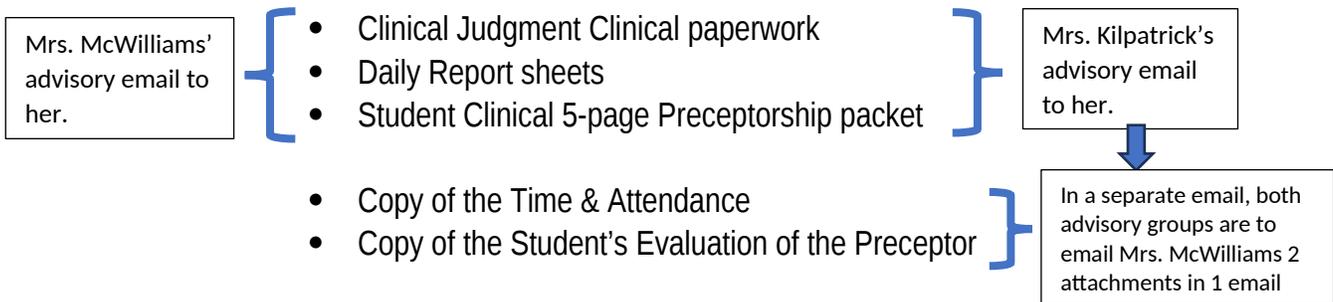
<https://youtu.be/16nwB3P78GQ>

<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 Block #, last & first name, unit, clinical paper in the subject line and title your documents 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**, and the copies of the **Time & Attendance and the Students' Evaluation of the Preceptor to Mrs. McWilliams (me).**



In the **subject line of your email**, type: Example: Block 1 **Your name** Last, First SICU Clinical Paperwork.

Your **clinical paperwork** and each of your **attachments should be labeled:**

- Block 1 SICU **Your name** Last, First CJM paperwork
- Block 1 SICU **Your name** Last, First Daily Reports
- Block 1 SICU **Your name** Last, First 5-pg Preceptorship packet.

In a separate email, both advisory groups are to email Mrs. McWilliams 2 attachments in 1 email

- Block 1 SICU **Your name** Last, First T&A Mary Jones
- Block 1 SICU **Your name** Last, First Evaluation Mary Jones

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

Thank you kindly,
Mrs. McWilliams

Emailing Paperwork Example:

Message

Delete Message Reply Reply All Forward

From: Karen Gonzales

05/16/2025 11:30 am

Attachment(s): [Block 1 Pedi Gonzales, Karen CJM Clinical Paperwork.pdf](#) , [Block 1 Pedi Gonzales, Karen 5-Pg Clincial Preceptorship .pdf](#) , [Block 1 PEDI Gonzales, Karen Daily Reports.docx](#)

To: *Ester McWilliams

Block 1 Gonzales, Karen Pedi Clinical Paperwork

Message

Delete Message Reply Reply All Forward

From: Karen Gonzales

05/16/2025 04:27 pm

Attachment(s): [Block 1 Pedi Gonzales, Karen Evaluation Preceptor.pdf](#) , [Block 1 Pedi Gonzales, Karen Time and attendance sheet.pdf](#)

To: *Ester McWilliams

Re: Block 1 Gonzales, Karen Pedi Clinical Paperwork

This is how to email your paperwork.