

# Paper - Scanned Option

1. Ahead of completing the booklet, tell students:
  - Write dark enough for the scanner to pick up your handwriting.
  - Write neatly so that, when scanned, the evaluator can read your handwriting.
  - Only write on fronts of the page. If you run out of room on the front of the booklet page, use a new, blank sheet to continue your writing.
  - Do not rip or cut pages. Do not staple pages. Please paperclip pages of booklet together when your booklet is complete.
2. Complete cover sheet
  - Available at “Coach Central” → Global Issues Problem Solving for Coaches
  - Print and fill out
  - Put in front of booklet
3. Proof Booklet
  - Be sure booklet is dark enough for scanner to pick up handwriting.
  - Be sure students have written neatly.
  - Be sure students have written only on fronts of pages.
4. Scan
  - Use your school’s scanner to scan document to .pdf
  - Email to [mcody@nebraskafps.org](mailto:mcody@nebraskafps.org)
5. The NE FPS Office will send you a confirmation email to let you know your booklet was received.