TIPS FOR SUCCESS

Version 6

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Tips for Success

EMAIL

Use Seneca email only. Sign all your emails with the below information (create signature block):

- name
- email
- student number
- program, semester

DOCUMENTS

Keep all completed field placement documents confidential and in a secure folder. You are required to bring all original documents everyday to your field placement. Please do not email us any confidential documents.

SUBMITTING REFLECTION OF LEARNING FIELD PLACEMENT PACKAGE AND TIME SHEET & TASK TRACKER

All assignments must be submitted as ONE single, clearly readable document. Here is how to create a single PDF document through various platforms:

To scan a document from your mobile and save it as a PDF, use a built-in app like Google Drive or the Notes app on an iPhone, or a dedicated scanner app like Adobe Scan. Open the app, select the scan feature, and capture the document image with your camera. Adjust the scan borders and add more pages if needed, then save the final scan as a PDF to your phone or cloud storage.

Using Google Drive (Android and iPhone)

- 1. Open the Google Drive app and tap the + button.
- 2. Select Scan from the menu.
- 3. Point your camera at the document and tap the shutter button to take a picture.
- 4. Tap the checkmark or "OK" to confirm the scan, or **Retry** if you need to take it again.
- 5. Adjust the borders by cropping and apply any filters you like.

- 6. To add more pages, tap Add or the + icon and repeat the process.
- 7. Tap **Done** or **Save** to finalize the scan.
- 8. Name your file and choose a location before saving it as a PDF.

Using the Notes app (iPhone)

- 1. Open a note in the Notes app.
- 2. Tap the Camera icon above the keyboard and select Scan Documents.
- 3. Position the document in the camera's view and the app will automatically capture it.
- 4. Tap Keep Scan or the shutter button again if you need to capture more pages.
- 5. Tap Save when you are finished scanning.
- 6. The scanned document will be embedded in the note, and you can share it as a PDF.

Using third-party apps (like Adobe Scan)

- 1. Download and open a scanner app like Adobe Scan.
- 2. Grant the app permission to access your camera if prompted.
- 3. Position your camera over the document, and the app will often auto-detect and capture the image.
- 4. Adjust the crop and add more pages as needed.
- 5. Tap Save PDF once you have finished.
- 6. The app will save the file to your device or a connected cloud service.

QUESTIONS?

If you have any questions, please email us or book a one-on-one meeting with us to discuss your specific progress in preparing for your field placement. We encourage you to book early to meet deadlines.

senecaecefieldplacements@senecapolytechnic.ca

For more information on the programs in Seneca's School of Early Childhood Education, please visit: School of Early Childhood Education (ECE)

Tips for success at Field Placement