# Submitting Reports through Canvas.

- Reports must be submitted electronically through Canvas.
- No reports will be accepted through Email.
- One report per group only
- Reports must be submitted by the due date in Canvas.  I will go by Canvas' clock not your clock.
- Reports will sometimes require that you submitted more than one file (Word and excel).  Please make sure you understand how to do this in canvas.
- **No PDF files will be accepted.**
- **No Google Docs will be accepted**
- **You can download Microsoft Office through the College for free.** https://www.microsoft.com/en-us/education/products/office
- Do not wait until the last minute to submit your assignments. No extensions will be giving if Canvas goes down the date a report is due.