

## Los Medanos College

### CWEE Fillable Forms Instructions for Students

1. Student opens the form using Adobe Acrobat
2. Student completes fillable form by typing in responses
3. Student signs the form using the “Sign document by typing or drawing a signature” option from the toolbar, or by printing and signing in pen.



4. Workplace supervisor for signature, using the same method, or obtains a signature in person.
5. Student uploads the completed and signed form into their canvas course assignment