

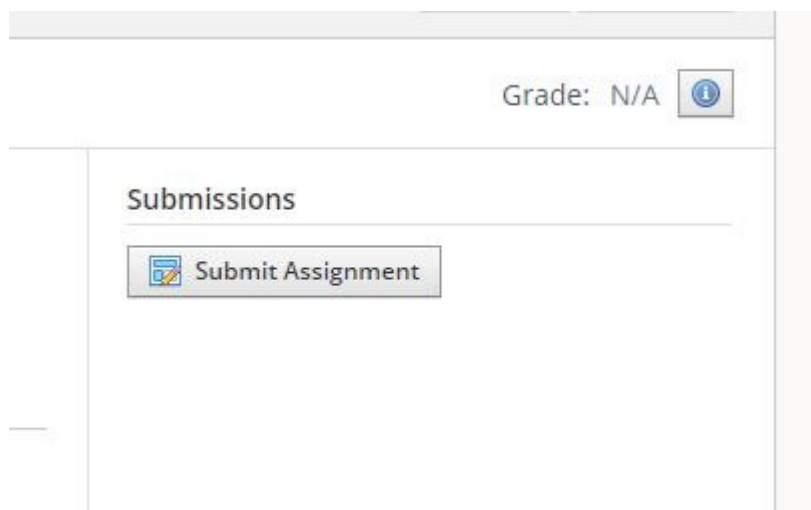
To submit assignments digitally, you have a few options.

1. Regular paper assignments (i.e. vocabulary, drawings, etc.), complete the paper copy as normal. Then, take pictures of each page and submit them (Fig. 1 & 2) to the correct assignment.
2. For worksheets, print the pages in the PDF file (attached to each assignment). Complete them as normal. Then, take pictures of each page and submit them (Fig. 1 & 2) to the correct assignment.
3. Open the PDF file attached to the assignment. Number a sheet of paper. Anywhere the numbers start over, create some type of heading (page number from worksheet or heading from the worksheet page). Write your answers on that sheet. Take pictures of that paper and submit it to the correct assignment (Fig. 1 & 2).
4. Using Google Docs (or MS Word, or the text editor on Schoology), basically do the same thing as in #3. Create a series of numbered lists (restarting the numbers as needed based on the worksheet PDF), and type in the answers to the questions. If you save this offline, submit the file to the correct assignment (Fig. 1 & 2). If you use the Schoology text editor (Fig. 3), just hit the submit button. If you use Google Docs or MS Word online (Office 365), use the resources tab (Fig. 4), login to Google Drive (or Office 365/OneDrive), find your file, and submit. Do NOT just send the URL of the file you're working on because this can only be accessed by login in to your account.
5. Download the PDF file attached to worksheet assignments and use Markup on an iPad or iPhone, or some other PDF editing software on PCs, to fill in your answers. Save the file and submit it to to the correct assignment (Fig. 1 & 2).

NOTE: Check all of your pictures before submitting them. They should be in focus and legible. They should also be properly oriented so they do not have to be rotated in order to view them.

So, as you can see, there are quite a few options for submitting assignments to Schoology digitally. As a final note, you can view what you submitted by going back to that assignment and looking on the right side of the page where the "Submit Assignment" button was (Fig. 5). You should do this regularly to make sure what you submitted actually looks right.

Figure 1. The submit assignment button is located on the right side of each assignment.



Step 2. In the Upload box, click on the file election button (circled in red) and pick the file you want to submit.

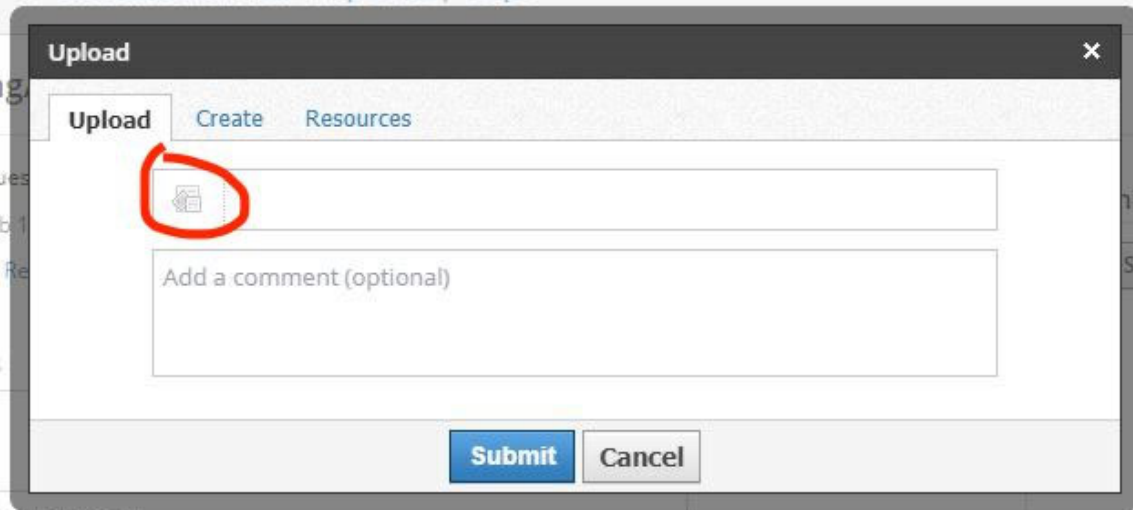


Figure 3. The "Create" tab in the assignment submission box brings up a text editor (this is greatly simplified on the app versions). Here you can type any assignment you normally would in Google Docs or MS Word. Use the "Save Draft" button to save incomplete work. Once the work is finished, simply hit the "Submit" button to send your assignment.

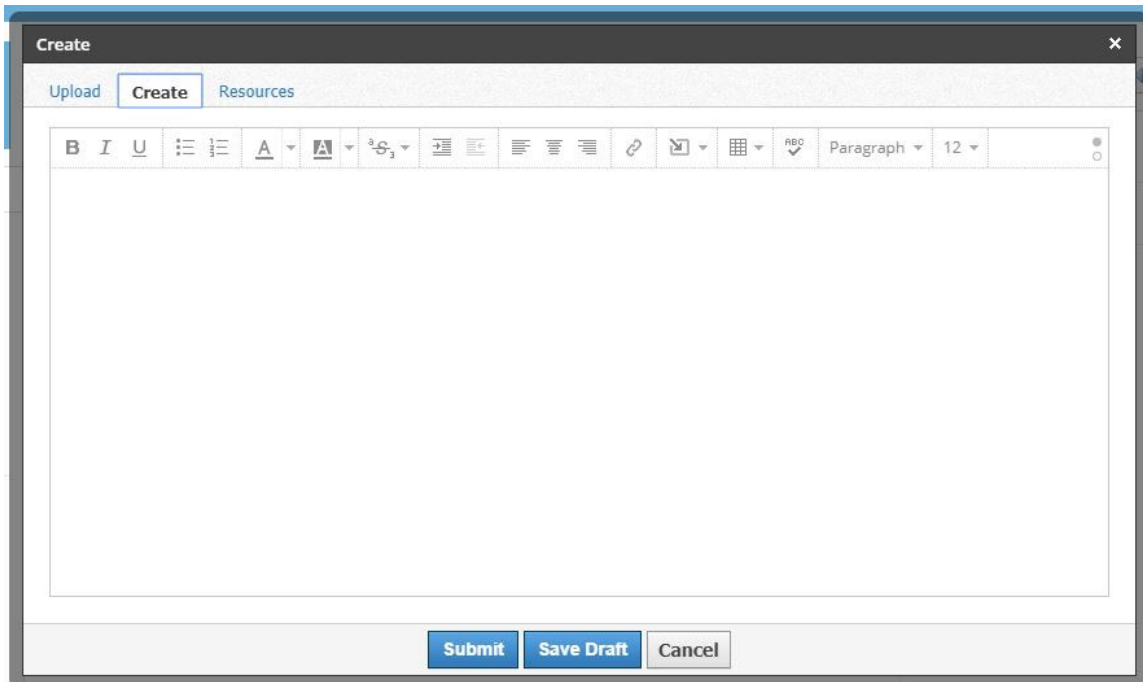


Figure 4. The "Resources" tab in the "Submit Assignment" window allows you to import files from Google Drive (including Docs) and Microsoft Office 365. You do have to login to your Google or Office 365 account from the Schoology window to access the files.

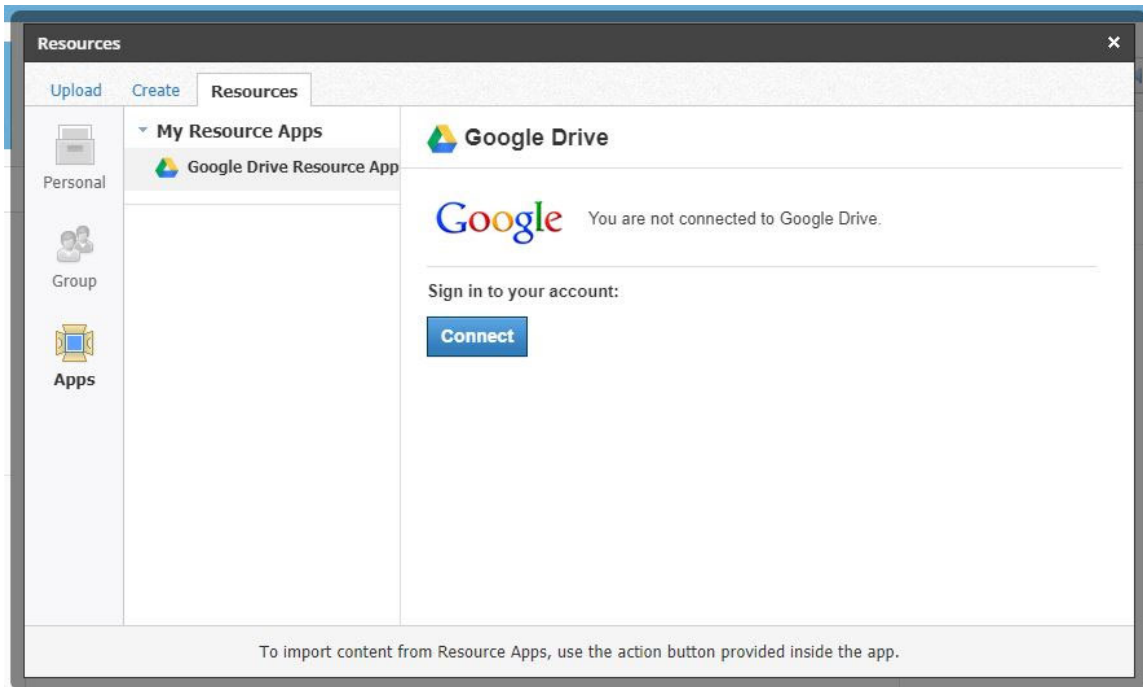
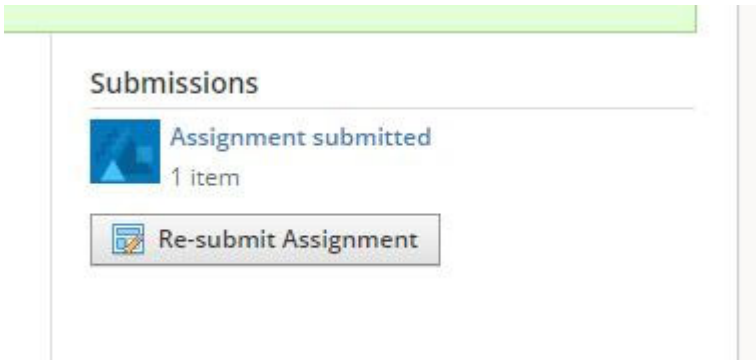


Figure 5. After you submit and assignment, you may view what you submitted and re-submit assignments as well.



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