

Schoology : Submit an Assignment

On the Web

To make a submission to an assignment from the web platform, students can:

1. Click the assignment for which they'd like to make a submission.
2. Click Submit Assignment in the Submissions area in the right column.

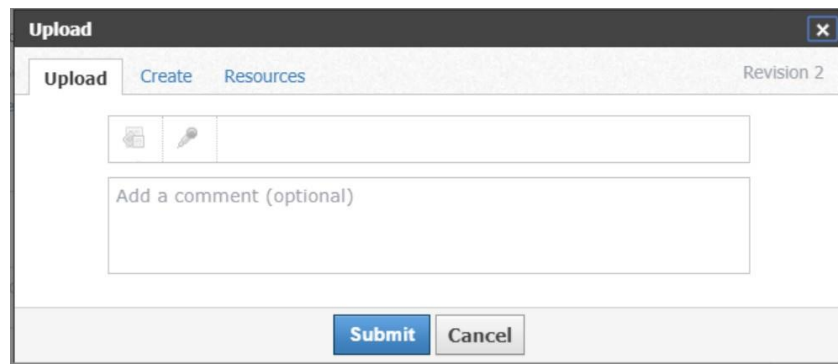
Select one of these options:

Upload: Select a file saved to the computer. Only use the audio recording if requested by the teacher.

Create: Create a document on the web using the text editor.

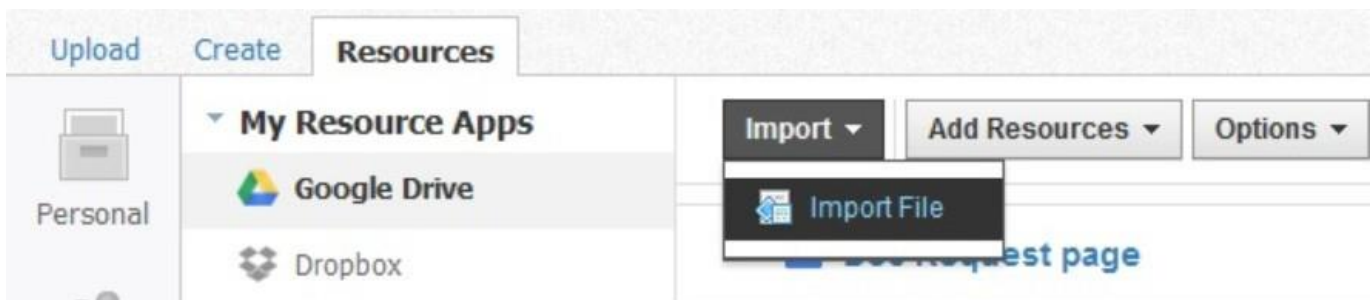
Resources: Select a file from the My Resources area or from a Resource App.

3. Click Submit to finish.



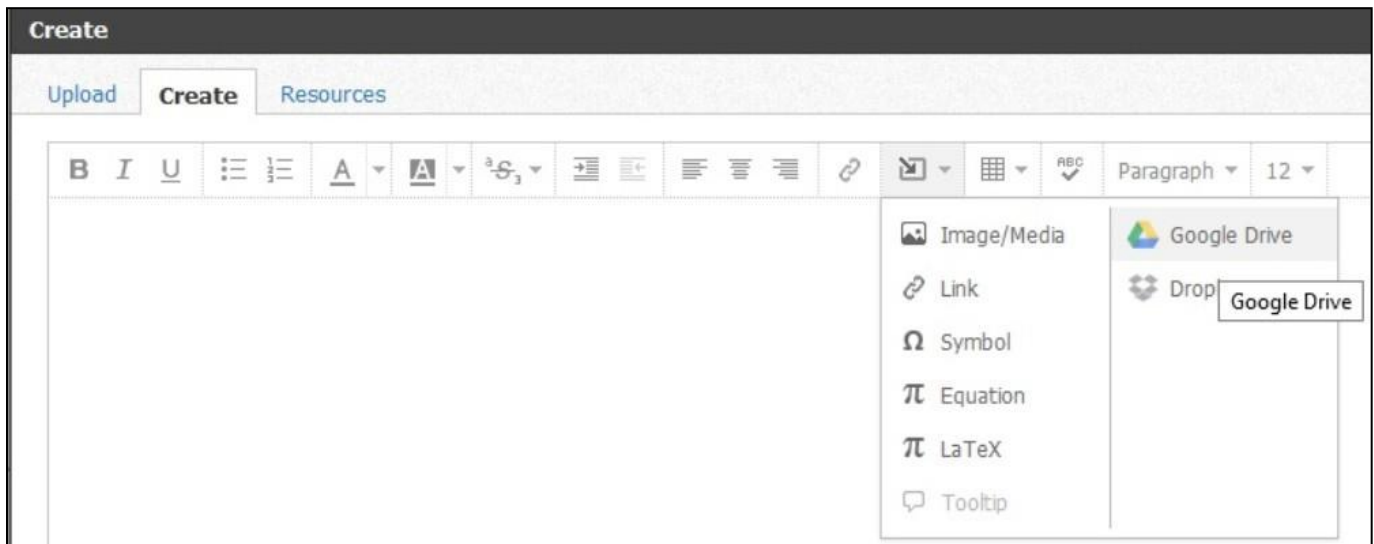
Using the Google Drive or Microsoft OneDrive Resource Apps to Submit Assignments

Students can also submit materials to an assignment using the integrated Google Drive or Microsoft OneDrive for Business resource apps, which they can access from the **Resources** tab. To submit, student select the file in their Google Drive or OneDrive, click Import, and then select Import File:

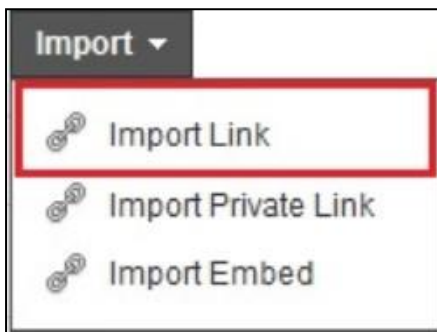


Using the Google Drive/Microsoft OneDrive to Submit from Create Tab

It is additionally possible to submit from Google Drive and OneDrive from the Create tab, using the Insert Content menu in the Rich Text Editor:



Schoology strongly recommends that students use the Resources tab workflow to submit Google Drive and Microsoft OneDrive content. However, if they do submit via the Create tab, they can only successfully submit content by choosing ImportLink in the Insert Content menu:



From an App

From the Chromebook Web App

To make a submission to an assignment from the Chromebook web platform, students can:

1. Click the assignment for which they'd like to make a submission.
2. Click Submit Assignment in the Submissions area in the right column.

Select one of these options:

Create: Create a document on the web using the text editor.

Resources: Select a file from the My Resources area or from a Resource App.

If the student is using Google Drive, simply check the Google Drive file you'd like to use and click Select to import the file to the assignment.

3. Click Submit to finish.

Note:

Do not select Upload when submitting from a Chromebook—when you select this option from a Chromebook, it draws directly from your Google Drive account which will not allow you to attach a file created in Google Drive unless there is a version of the file saved to the device (indicated by displaying a file size). Student can submit Google Drive files through Resources and from the Google Drive Resource App.

From the Android App

To make a submission to an assignment from the Android application, students can:

1. Tap the assignment for which they'd like to make a submission.
2. Swipe left to access the Grades/Submissions area, or tap the downfacing arrow in the header and select Grades/Submissions.
3. Tap the + icon on the top right.
4. To upload a submission from the device, select the option to Upload Submission. To create the submission from the application, select the option to Create Text Submission.
5. To save a created submission as a draft, check the Draft box.
6. Tap the arrow in the top right to complete.

From the iOS App

To create a submission from the iOS application, students can:

1. Tap the assignment for which they'd like to make a submission.
2. Tap the + icon on the top right.
3. Select the option to Create Submission or Submit Photo/Video.
4. Write an entry for submission, or add a photo or video.
5. Tap Submit to complete.

From the iOS App

Students may also submit files saved to other applications on the iOS device. To submit a file to an assignment, students can:

1. Access the third party application where they saved the file (Mail, Dropbox.com, etc.). This application must support the Open In... feature.
2. Access the file to submit to the assignment.
3. Tap the file, and select the Open In feature that appears at the top.
4. Select the option to Open in "Schoology."
5. If already logged in to Schoology, they can select the course in which the assignment exists.
6. Select the course, and select an assignment in the course.
7. If the submission is successful, a success message displays.