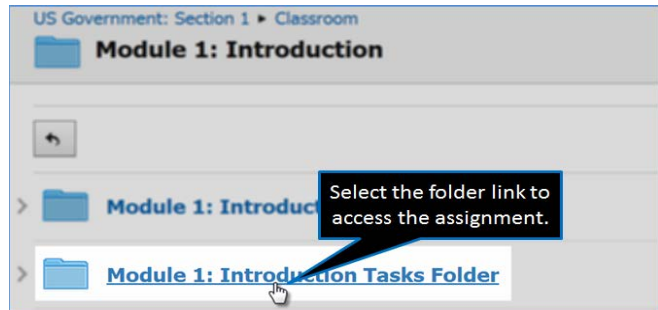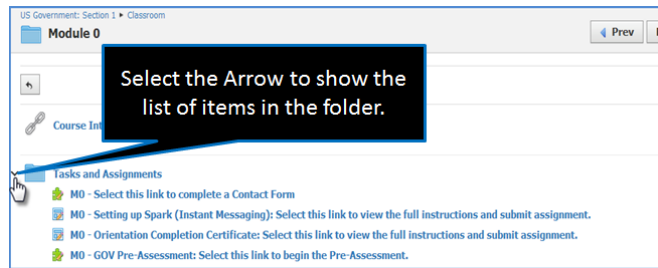Here are the basic steps to **Access** your assignments in Schoology:
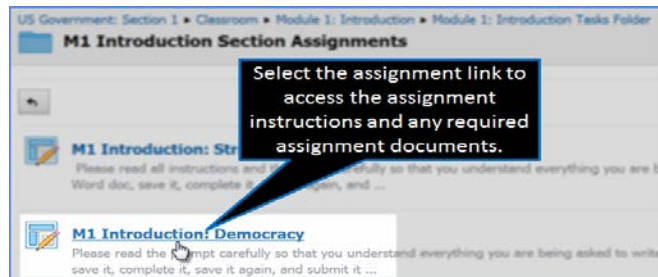
1. Go to the **Classroom**, in the module and lesson folders, locate any tasks or assignments that are due.

2. To open a folder, either select a **Folder link** to open it, or select the **Arrow** next to the left of any folder to choose from a list of items in the folder.

3. Select the **Assignment Link** to read the assignment instructions, and to download any required documents.

4. To download documents, select the **Document Link** OR **mouse click right**, choose "Save target as" or "Save link as" to download any required documents.
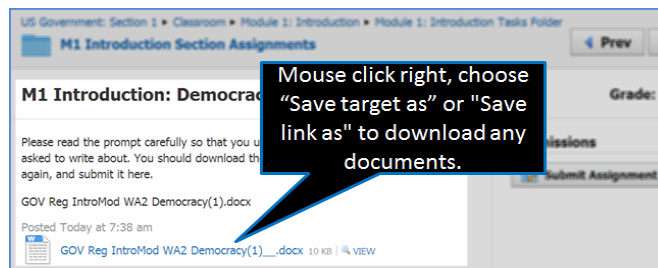
5. When you have your assignment ready, select the **Assignment Link** again to locate the **Submit Assignment** button in the right side panel.
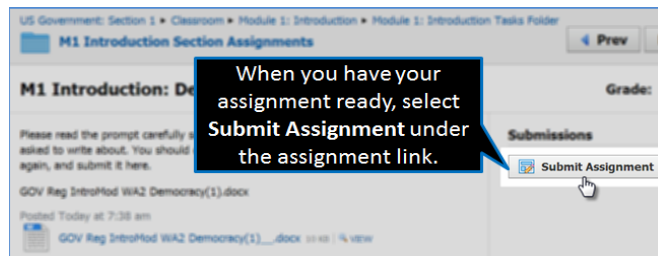
Submitting Assignments

You will want to choose a **Submission Option. Only one submission option at a time can be used.** To save and send your assignment documents/comments to your instructor, be sure to select **Submit/Import/Select** depending on the option chosen. assignment submission, you will be returned to the **Assignment page** where you will see a **Re-Submit Assignment** button for re-access to the submission options.

- Upload Tab
- Create Tab
- Resources Tab: Personal folder
- Resources Tab: Apps - Google Drive

Best Practices:

- In most cases, when submitting work into the main text editor located under the **Create Tab**, copy/paste from a document on your local system to prevent losing your work if Schoology times out, or other technical issues arise.
- Filenames cannot contain any of the following characters: \ / : * ? " < > | or blank spaces.
- Do not use a period (.) or hyphen (-) as the first or last character of a filename, and do not use more than one period in a file name.
- Filenames should include your first initial, last name, assignment name or number.

**Option #1: Upload Tab-Preferred option when submitting multiple items.**

1. Select the "**File**" symbol under the **Upload Tab** to locate and attach your assignment document(s). Make sure you attach **ALL** of the required documents before you click **Submit**.
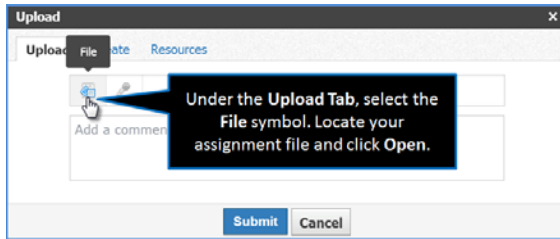
2. **DO NOT type or copy/paste your assignment directly in the Add a comment section**.

If you are attaching/submitting **more than one document**, tell your teacher how many items you are submitting in the **Add a comment section**.
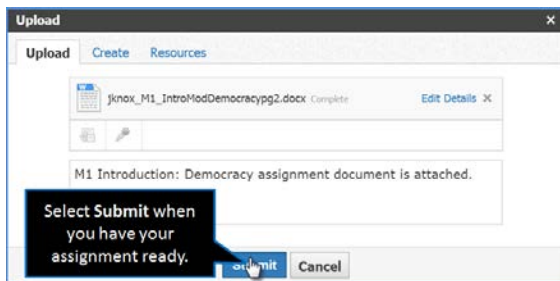
If your instructor has approved audio/video comments, you may record a quick comment by choosing the **Microphone Symbol**.
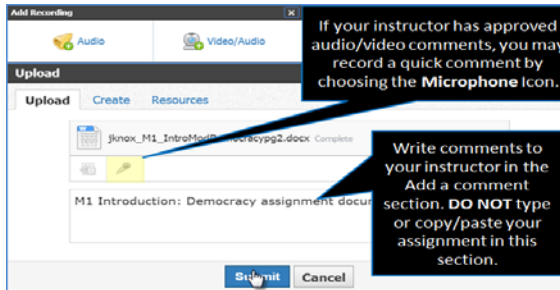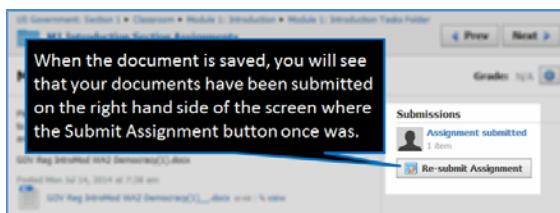
3. **NOTE:** You must have a file uploaded to use the "Add a comment" and/or "Audio/Video" tools.
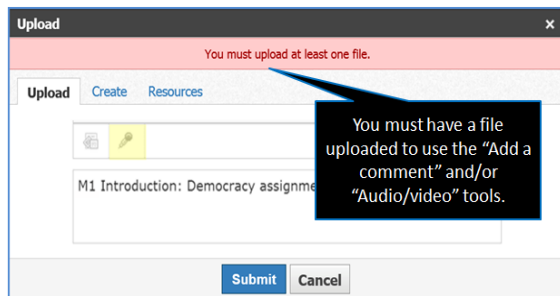
3. Make sure to select **Submit**, or your assignment will not be sent to your instructor.

4. If you selected **Submit**, return to the **Assignment** page to access the **Re-submit Assignment** button.

Option #2: Create Tab

1. You can submit an assignment using the **Create Tab**.

NOTE: For **most** assignments you will want to copy/paste your work from a document on your local system to the text editor, to prevent your work from being lost if there is a technical problem with your connection/computer.

2. You have the option to **Submit** or **Save Draft**. Submit will send your assignment to your instructor. Save Draft will allow you to make revisions at a later time.
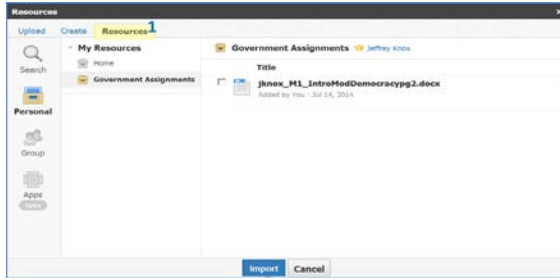

3. If you selected **Save Draft**, return to the **Assignment** page to access the **Edit Draft** button.

4. If you selected **Submit**, return to the **Assignment** page to access the **Re-submit Assignment** button.
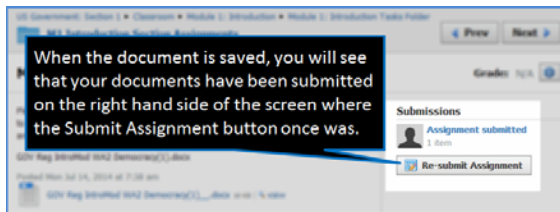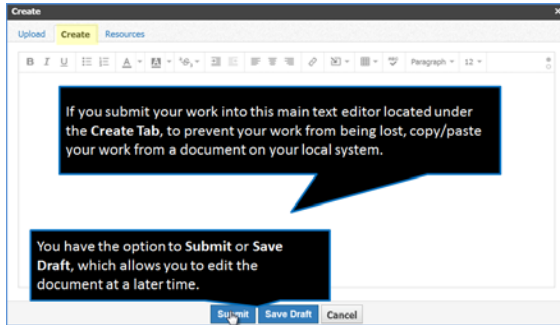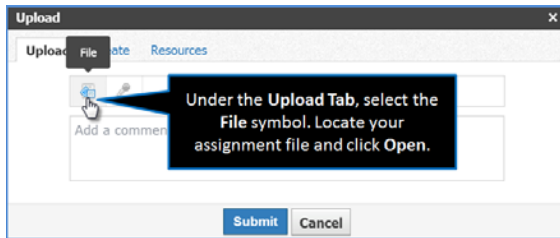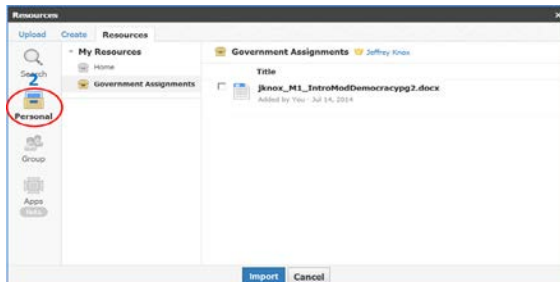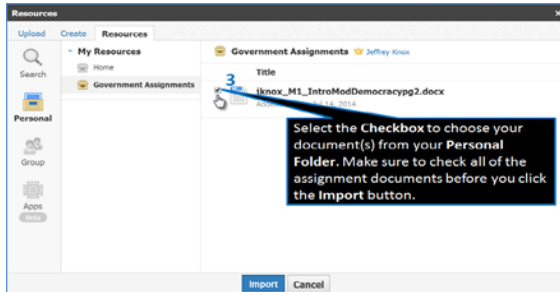
Option #3: Resources Tab: Personal Folder

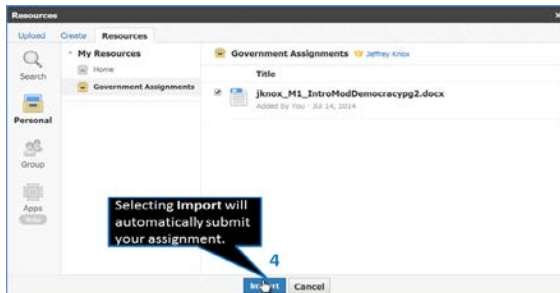1. Go to **Submit Assignment**, **Resources Tab**.

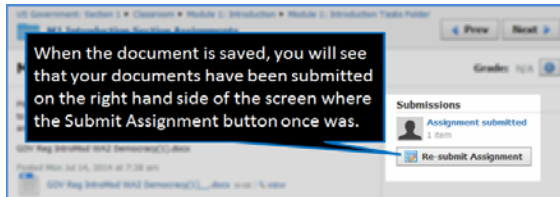2. Select your **Personal Folder** button.

3. Select the **checkbox** next to each document you want to submit. Make sure to check all of the documents you want before select **Import**.

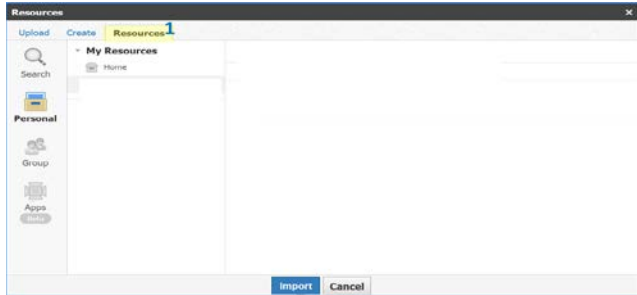4. Selecting **Import** will automatically submit your documents.

5. You will be returned to the **Assignment** page to access the **Re-submit Assignment** button.
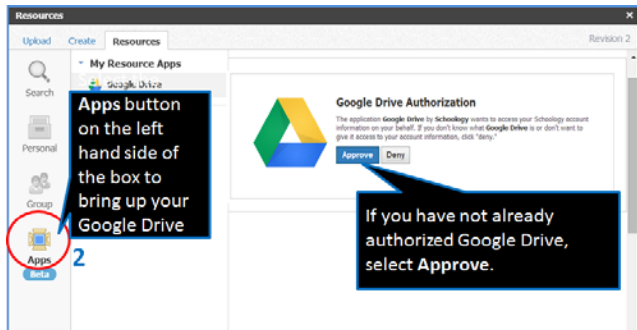
Option #4: Resources Tab: Google Drive Folders
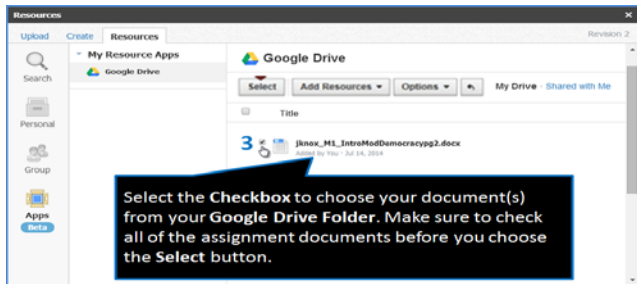
1. Go to **Submit Assignment**, **Resources Tab**.

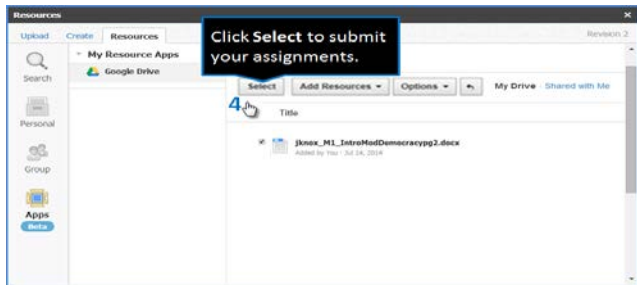2. Select your **Apps** button.

NOTE: If you have not already authorized Google Drive, select **Approve**. You should only have to do this one time.

3. Select the **Checkbox** to choose your document(s) from your Google Drive Folder. Make sure to check all of the assignment documents **before** you choose the **Select** button.

4. Selecting **Import** will automatically submit your documents.

5. You will be returned to the **Assignment** page to access the **Re-submit Assignment** button.