How to Submit An Assignment in Schoology - for Students

Teachers can create Google assignments in two different ways. You'll submit assignments differently, depending on how your teacher created the assignment.
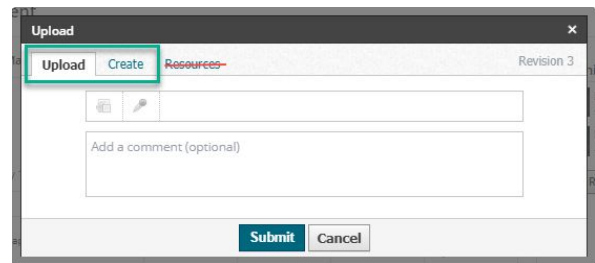
Flavor 1

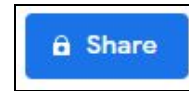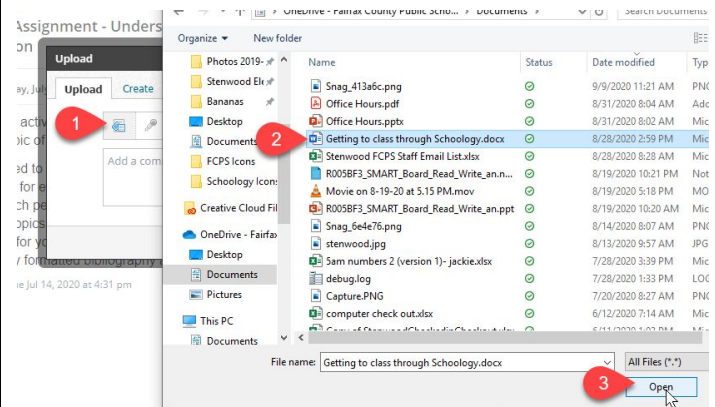|	
Your teacher may create a page, assignment, discussion, etc, and may include a link to a Google item, such as a collaborative slide deck or a syllabus.	Click the link to open the Google item. Depending on how your teacher shared the item, you may be able to edit, or you may be able to view.

How do you submit an assignment created this way?
● Click Submit Assignment
● In the new window, you can:
   ○ Upload a link to an existing file or create an audio/video recording
   ○ Create - enter text directly into the text box
	You will not be able to access your Google Drive through Resources. You can use Upload or Create to share a link.

If you want to share a Google Drive item for the assignment, open your Google Drive in a new tab, find the item, adjust the sharing settings, copy the link, and paste it into the Create box in Schoology.	**If you see a padlock, your document is private. Your teacher will not be able to see it. Click the Share button to change the sharing settings.**

How to Upload an Item to An Assignment

1. Click the file picture 2. Click the file to upload 3. Click Open ### Using a Phone? ● Follow these same directions using the Schoology App or by going to lms.fpcs.edu	

How to Share A Google Item with Your Teacher

1. Click Share	

2. Type your teacher(s) name in "share with people"
3. Click Editor
4. Click Share
5. Copy the link
6. Paste Link in Create Tab
7. Click Submit

Short Cuts

Copy: Ctrl + C
Paste: Ctrl + V

How to Type Answers, Share Links and More

1. Click the Create Tab
2. Type your answers in the box
3. Use the tools and options at the top to format any work

Flavor 2

You will get your own copy of a Google item. You can work on this copy within Schoology, or you can pop the document out to work full-screen. You are an editor, and teachers can be in the document while you are working. Once you submit, you become a viewer of the document - no more edits! The assignment will look something like the picture on the right. Click My Document to see your assignment	Website Credibility Assignment (Google Assignment) **Assignment** My Document Description Due: Saturday, July 25, 2020 at 11:59 pm Click on **MY DOCUMENT** to get started. Evaluate each website with the CRAP test criteria. Enter your evaluation in the chart.
The first time you open an assignment created this way, you need to connect your Google Drive. You will see something similar to the picture on the right. If you are logged in to a personal Google account, you may get an error message. Please be sure you are only logged in with your fcpsschools.net account. Click YOUR FCPSSCHOOLS E-MAIL, then click allow and follow any prompts to allow Schoology to access your Google account. Once your drive is connected, the document will open within Schoology. Your name will be on the document. If you can't see your document, click the link on the top right that says **Can't see your document? Click here**.	Google Drive Google — You are not connected to Google Drive. Sign in to your account: **Connect** Schoology wants to access your Google Account This will allow Schoology to: See, edit, create, and delete all of your Google Drive files Make sure you trust Schoology You may be sharing sensitive info with this site or app. Learn about how Schoology will handle your data by reviewing its **terms of service** and **privacy policies**. You can always see or remove access in your **Google Account**. **Learn about the risks** Cancel **Allow**

	Flavor 2 Testing Assignment - Sound and Sense
Want to make the assignment bigger? **Click Edit Assignment**	
When you are finished with the assignment and are ready to submit, click the Submit button. You will see a rocket ship indicating successful submission.	Submit Assignment Are you sure you want to submit the assignment "Flavor 2 Testing Assignment - Sound and Sense"? Yes, submit Nevermind, not yet **Click Yes, submit to turn in your work.**
When you see the rocket ship, you'll know you successfully submitted your work. Click Done. You will see the same assignment on the screen, but you cannot edit. You can unsubmit until the work has been graded, as long as the work is not late.	Submitted! Successful launch — your submission is on its way. Done