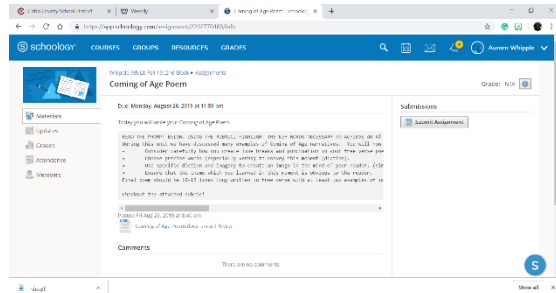
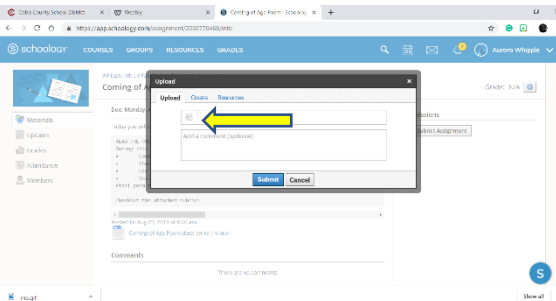


Steps to Uploading a OneDrive File to Submit in Schoology

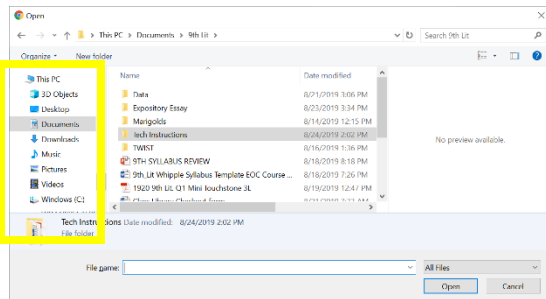
(These are directions for submitting assignments AT SCHOOL on the Cobb Network)



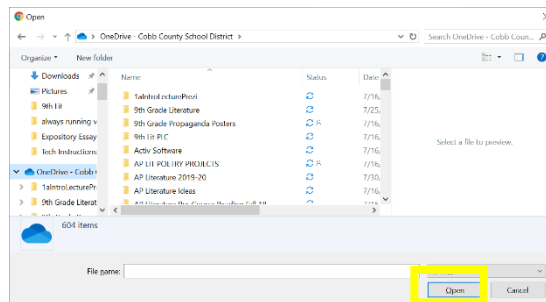
1. Press the **SUBMIT ASSIGNMENT** in the upper right hand corner of the Assignment page in Schoology.



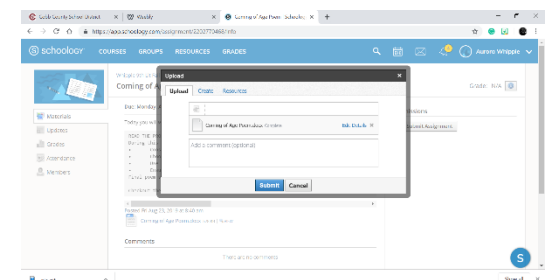
2. You will see Upload screen. Click on the file icon. The icon is muted and will not be highlighted. See the image for a visual.



3. Your files will show on the screen. Use the navigation bar on the far left of the screen to scroll and find your OneDrive.



4. Click on the appropriate file and **OPEN** it.



5. You should see the file name, press the **SUBMIT** button.

The screenshot shows a web browser window with the Schoology interface. The browser tabs include 'Cobb County School District', 'Weebly', and 'Coming of Age Poem | Schoology'. The address bar shows the URL: <https://app.schoology.com/assignment/2202770468/info>. The Schoology header is blue with navigation links for COURSES, GROUPS, RESOURCES, and GRADES. The user's name, 'Aurora Whipple', is in the top right. The main content area is titled 'Coming of Age Poem' and is part of the 'Whipple 9th Lit Fall 19: 2nd Block' course. The due date is 'Monday, August 26, 2019 at 11:59 pm'. The assignment description includes a prompt: 'READ THE PROMPT BELOW. USING THE RUBRIC, HIGHLIGHT THE KEY WORDS NECESSARY TO ACHIEVE AN A!' and a list of instructions: 'Consider carefully how you create line breaks and punctuation in your free verse poem', 'Choose precise words (especially verbs) to convey this moment (diction)', 'Use specific diction and imagery to create an image in the mind of your reader. (simile)', and 'Ensure that the theme which you learned in this moment is obvious to the reader. Final poem should be 10-15 lines long written in free verse with at least two examples of imagery'. A 'Submissions' box on the right, highlighted in yellow, shows 'Assignment submitted 1 item · On time' and a 'Re-submit Assignment' button. The 'Comments' section at the bottom indicates 'There are no comments'. A 'Show all' button is visible in the bottom right corner.

6. You should see “Assignment submitted” under Submissions. If you need to re-submit your assignment. Use the Resubmit Assignment button.