

Instructions for Students...

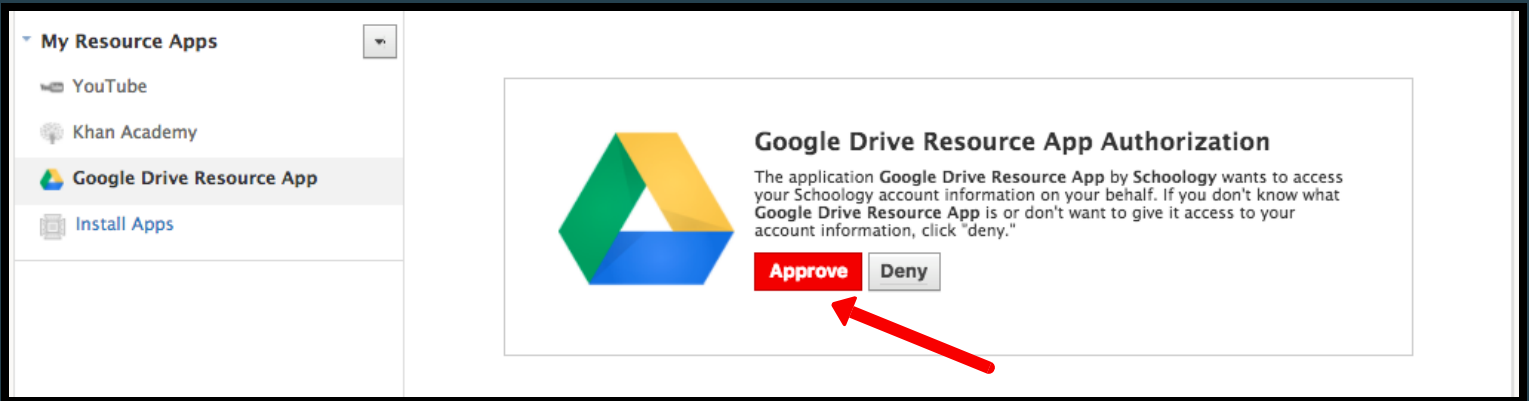
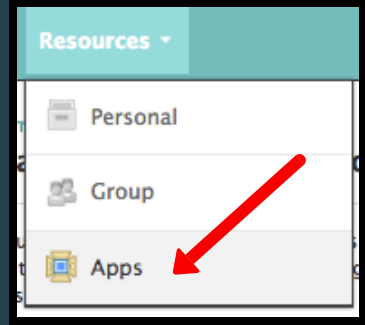
# HOW TO SUBMIT YOUR WORK ON SCHOOLGY



## BEFORE STARTING

### BE SURE TO LINK YOUR GOOGLE DRIVE TO YOUR SCHOOLGY ACCOUNT.

1. Click **Resources**, then **Apps**.
2. Choose the **Google Drive Resource App**.
3. Click **Approve**.



4. Click **Connect**.
5. Sign in with your **Red Clay Google Account** information.
6. Click **Allow**.



### SUCCESS! NOW YOUR GOOGLE AND SCHOOLGY ACCOUNTS ARE CONNECTED!

## STEP 1

### COMPLETE THE ASSIGNMENT.

Using Google, complete the assignment. Be sure to **rename** your assignment in Google so that you can easily locate your product in your Google Drive.



## STEP 2

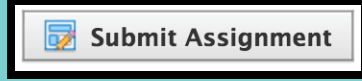
### GO BACK TO THE SCHOOLGY TAB.

Go back to Schoology and locate the assignment where your work should be turned in. Make sure your work is now your **final product** and that you have **renamed** it.

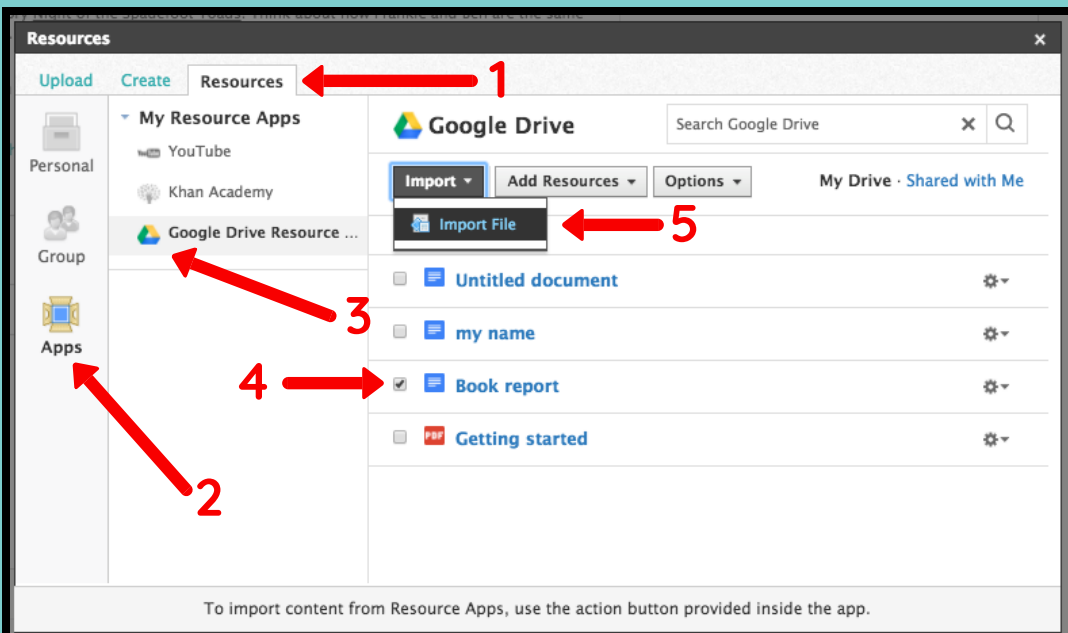


## STEP 3

### SUBMIT THE ASSIGNMENT.



- Click the **Submit Assignment** button.
- Click the **Resource Tab**. \*Remember, Google Drive is now one of your Schoology Resource Apps.
- Click **Apps** and then click the **Google Drive Resource App**.
- Choose the correct assignment that you'd like to show to your teacher by clicking the check box in front of the name.
- Click **Import** and then **Import File**.



### SUCCESS! WAIT FOR YOUR TEACHER TO SEND YOU FEEDBACK ON YOUR WORK!

