

Submitting Assignments on Schoology

*Only student accounts can submit assignments.

1. Click on the assignment
2. Open the document
3. In the upper, right corner, click **Share**
4. On the pop up, click **Save as Google Docs**
5. Complete the assignment
6. On Schoology, click **Submit Assignment**
7. Click **Resources**
8. Click **Apps**
9. Click **Google Drive Resource App**. (You may have to approve access.)
10. Put a checkmark next to your assignment and click **Import** then **Import File**