

How to Submit a Google Drive or OneDrive Assignment – Students

1. An **Assignment** in your Schoology course will have an icon of a piece of paper and a pencil. Click on that icon to view your assignment.



Introduce Yourself

2. You will land on the Description page. Here, you will find the directions to the assignment. Once you read the description of the assignment, Click on “**My Document**”

DCPS
Description: Adams' OTM Sandbox: Section 1 > Assignments

Introduce Yourself

Assignment My Document

Description

3. Once on the “My Document” page, your document will automatically load under the blue ribbon. BE PATIENT. It may take a minute. If you are patient and it still doesn't show up, click on the “**Can't see your document? Click here.**” That will prompt you to log in. Once logged in, you should see your assignment appear under the blue ribbon.

Word Doc test 2

Assignment My Document

Can't see your document? [Click here.](#)

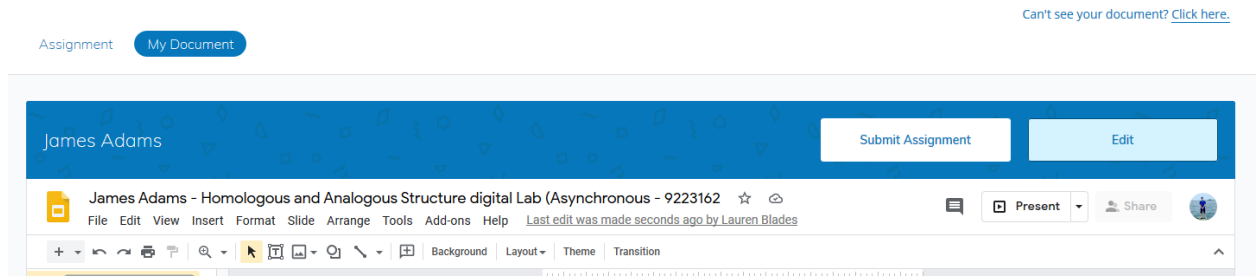
James Adams

Submit Assignment Edit

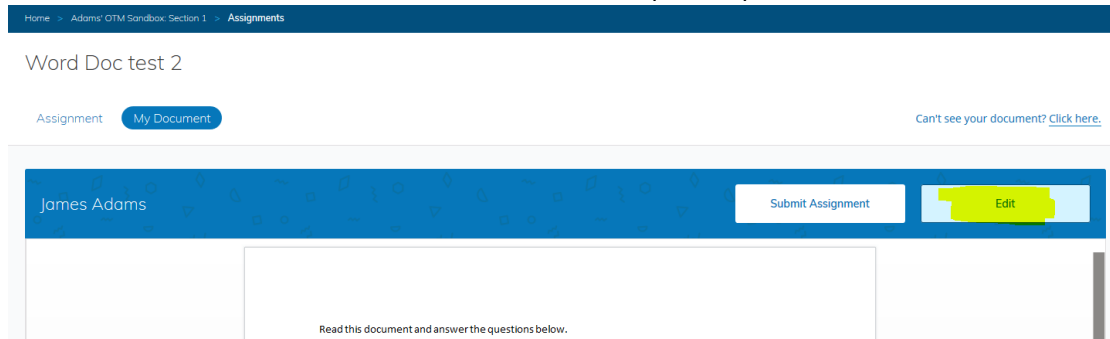
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4. **If you see a toolbar in the window under the blue ribbon**, like below, you can just start typing right in that window. YOU DO NOT NEED TO CLICK EDIT. Once you have completed the assignment, click "Submit Assignment" in the blue ribbon.

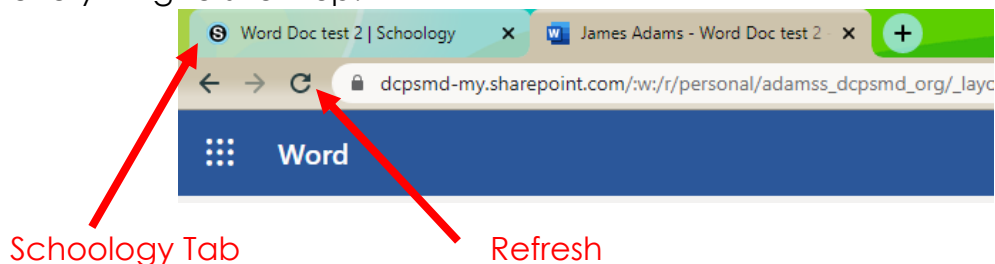
Homologous and Analogous Structure digital Lab
(Asynchronous activity for Tuesday)



5. **If you do NOT see a toolbar in the window under the blue ribbon**, like below, **click on Edit**. Your document will open up in a new tab.



Complete the document in the new tab. When done, click back to the Schoology tab. Your changes should show up under the blue ribbon. If you do not see your changes, click on refresh. It may take a few clicks for everything to show up.



6. Once you see all your changes, click on Submit Assignment.

