

Student Schoology Submissions



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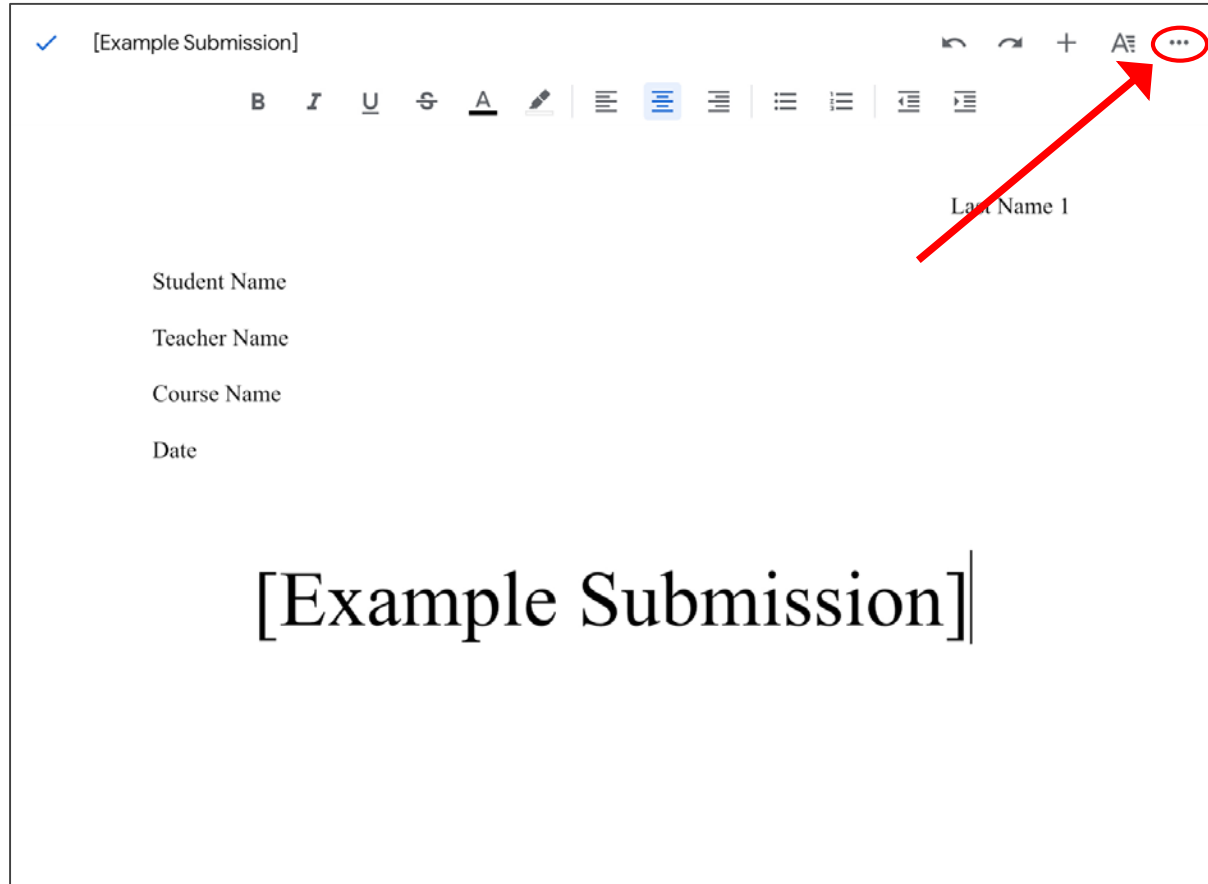
Google Apps



All downloaded Google Apps on the students iPads have the same process for submitting files, allowing for universally simple methods of submission.

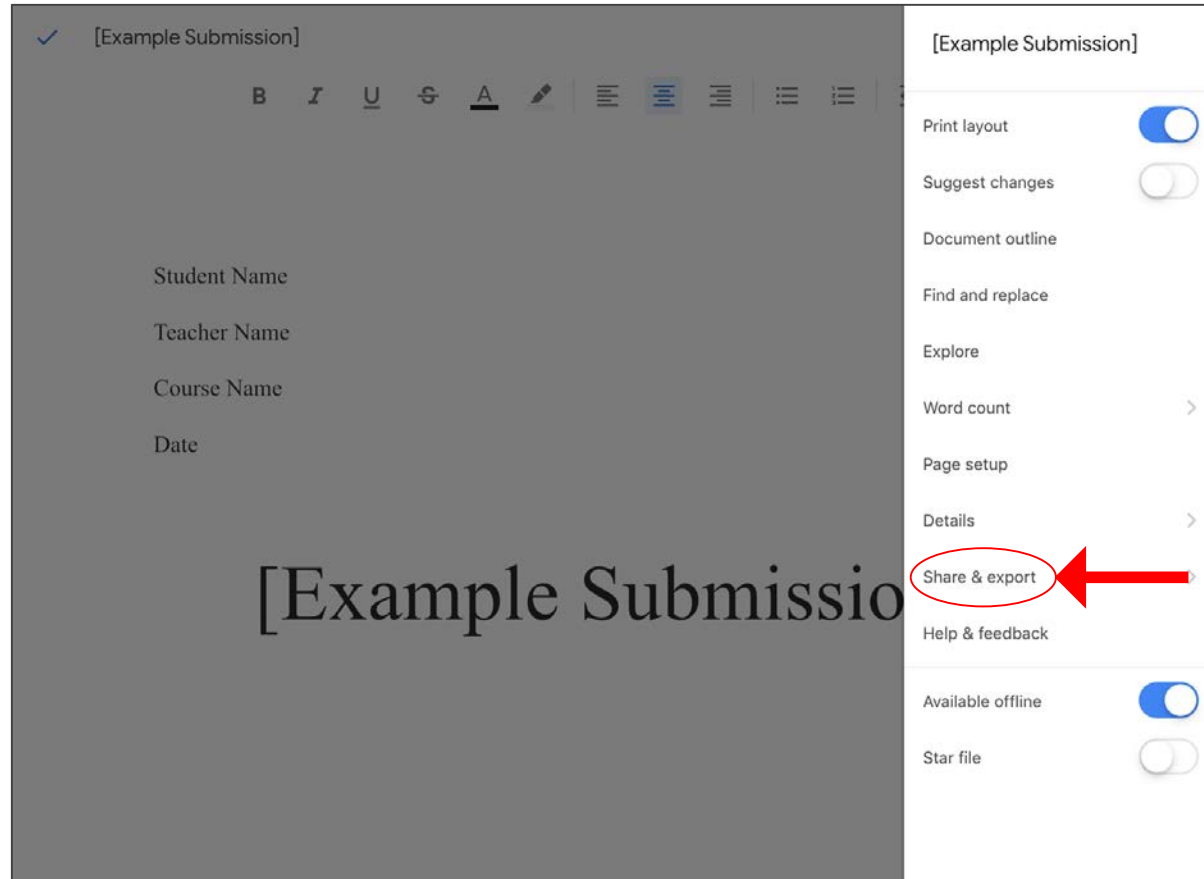
Google App Step 1:

Select the three dot icon on the top right corner of the student display.



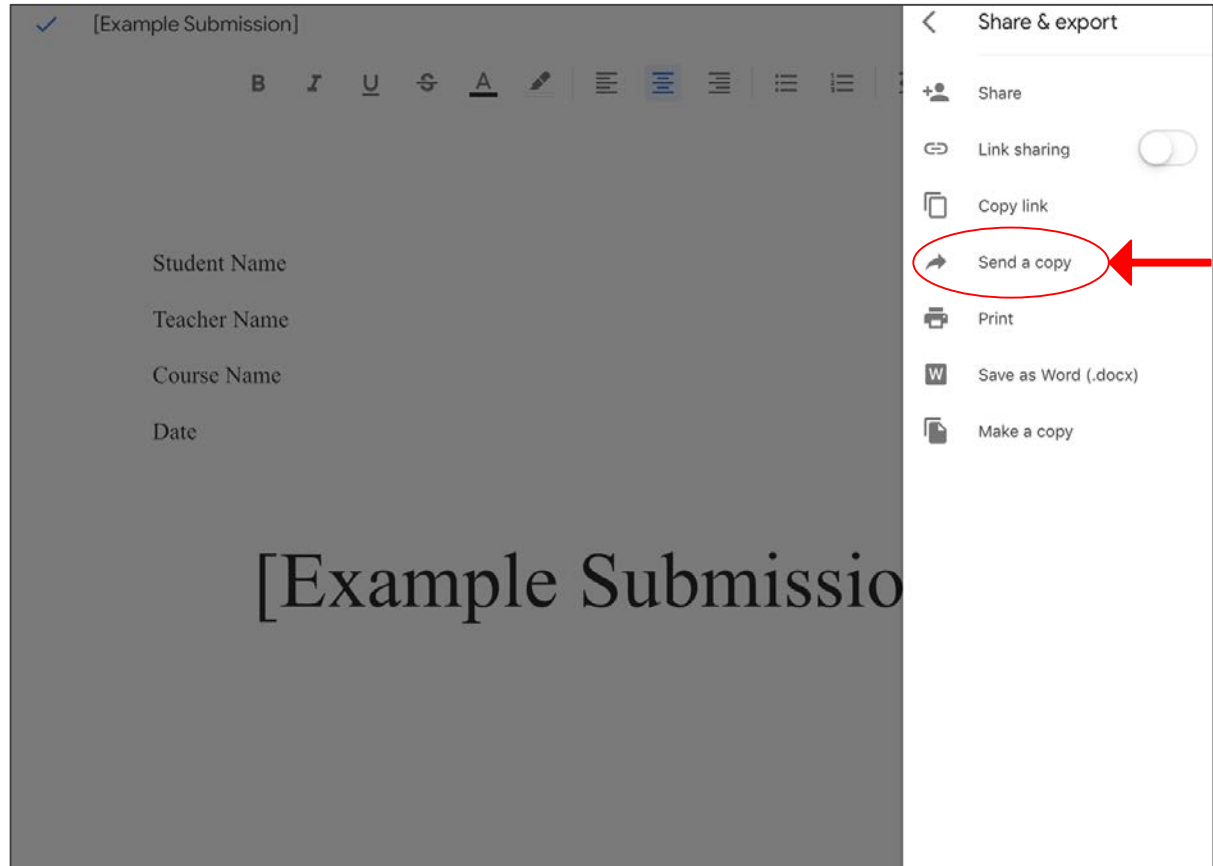
Google App Step 2:

Select the “Share & Export” tab after the pop-up side menu appears.



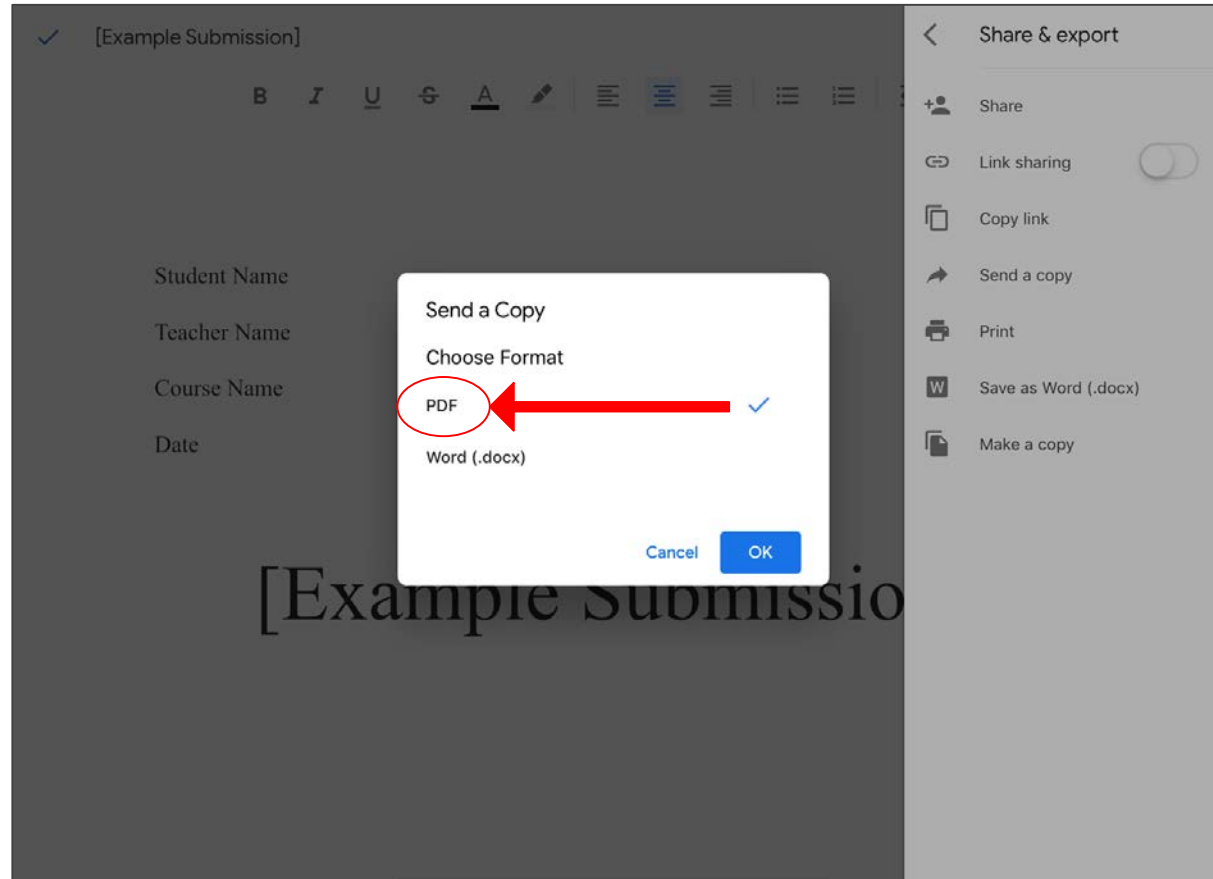
Google App Step 3:

Select “Send a copy” after the second pop-up side menu appears.



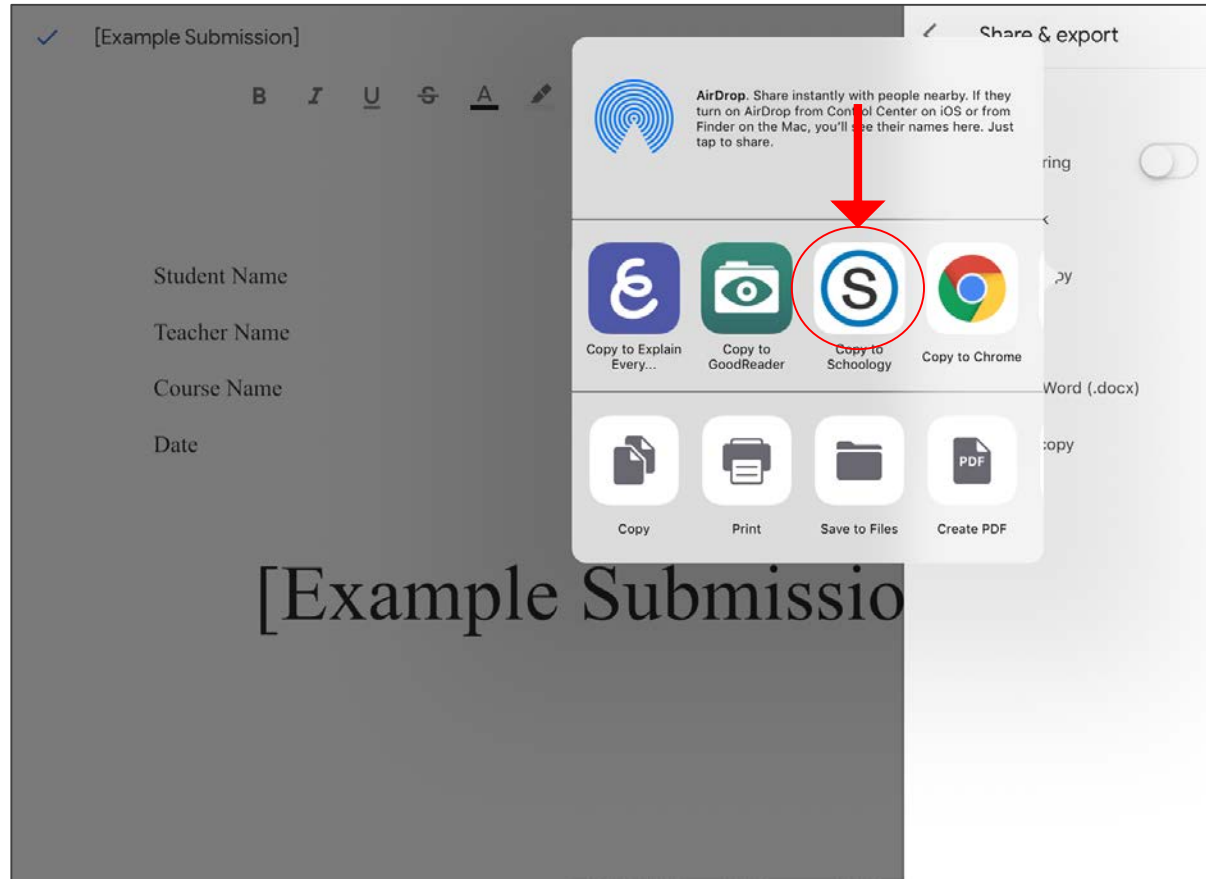
Google App Step 4:

Select the preferred format for the document (PDF).



Google App Step 5:

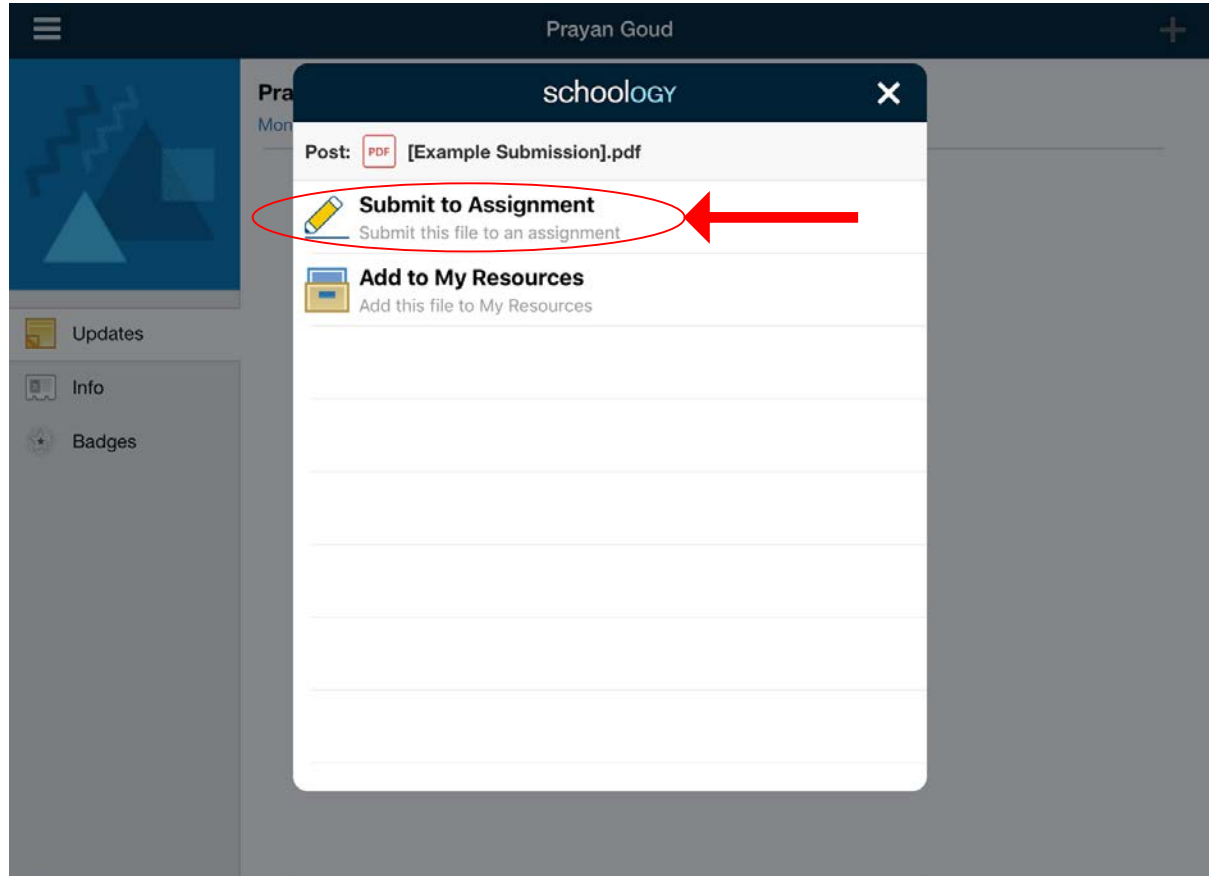
Select the application that the student will have to submit to (Schoology).



Google App Step 6:

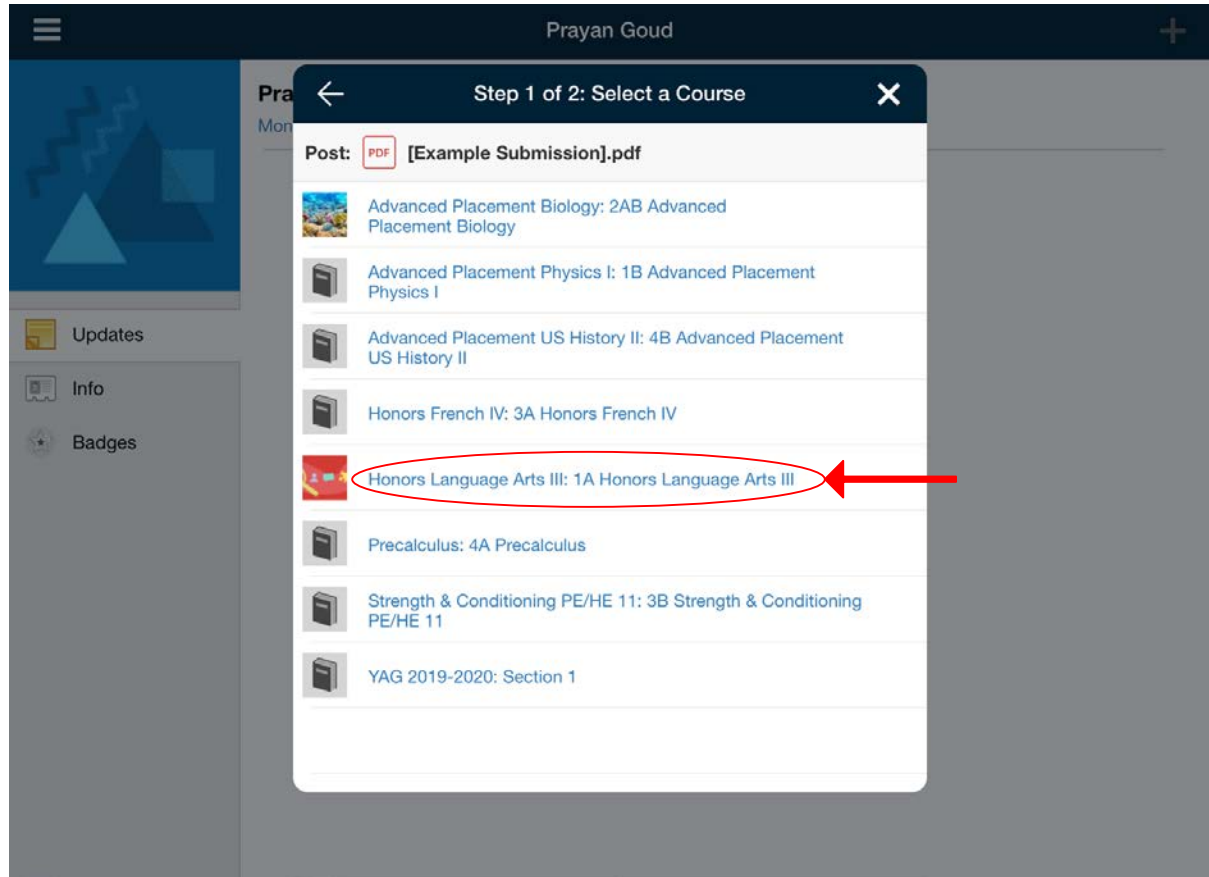
[Screen will switch to the Schoology App]

Select "Submit to Assignment".



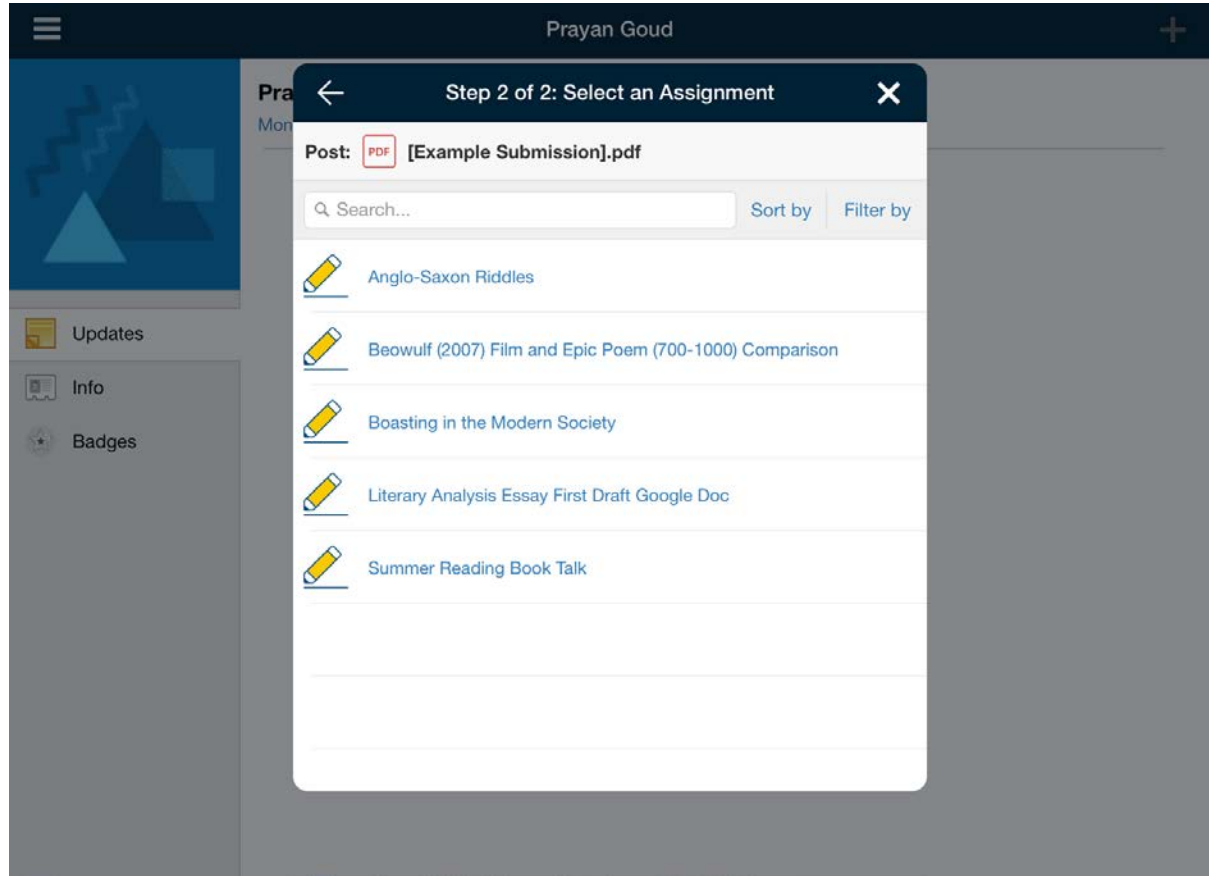
Google App Step 7:

Select the course that contains the assignment.



Google App Step 8:

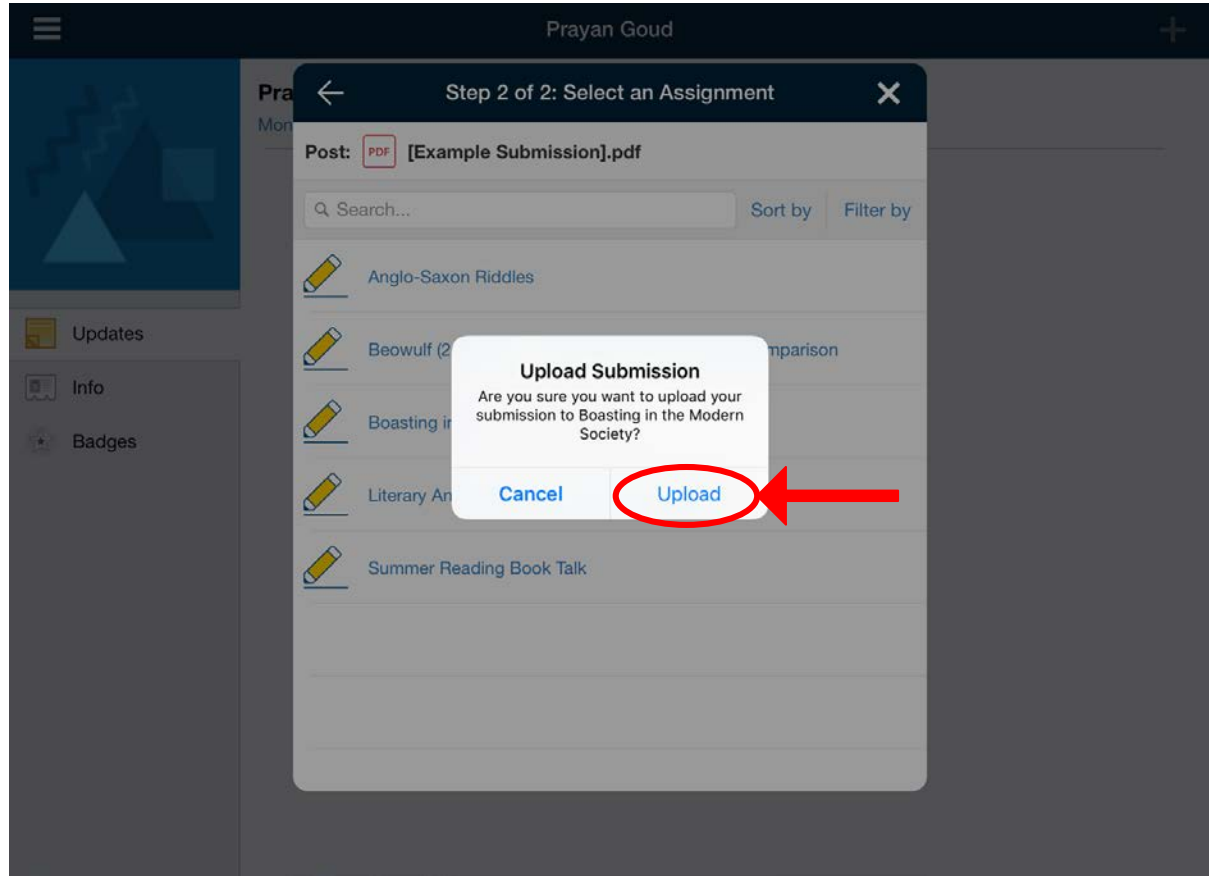
Select the assignment.



Google App Step 9:

Be sure to select “Upload” to confirm the submission.

The submission can not be deleted but revisions can be submitted.



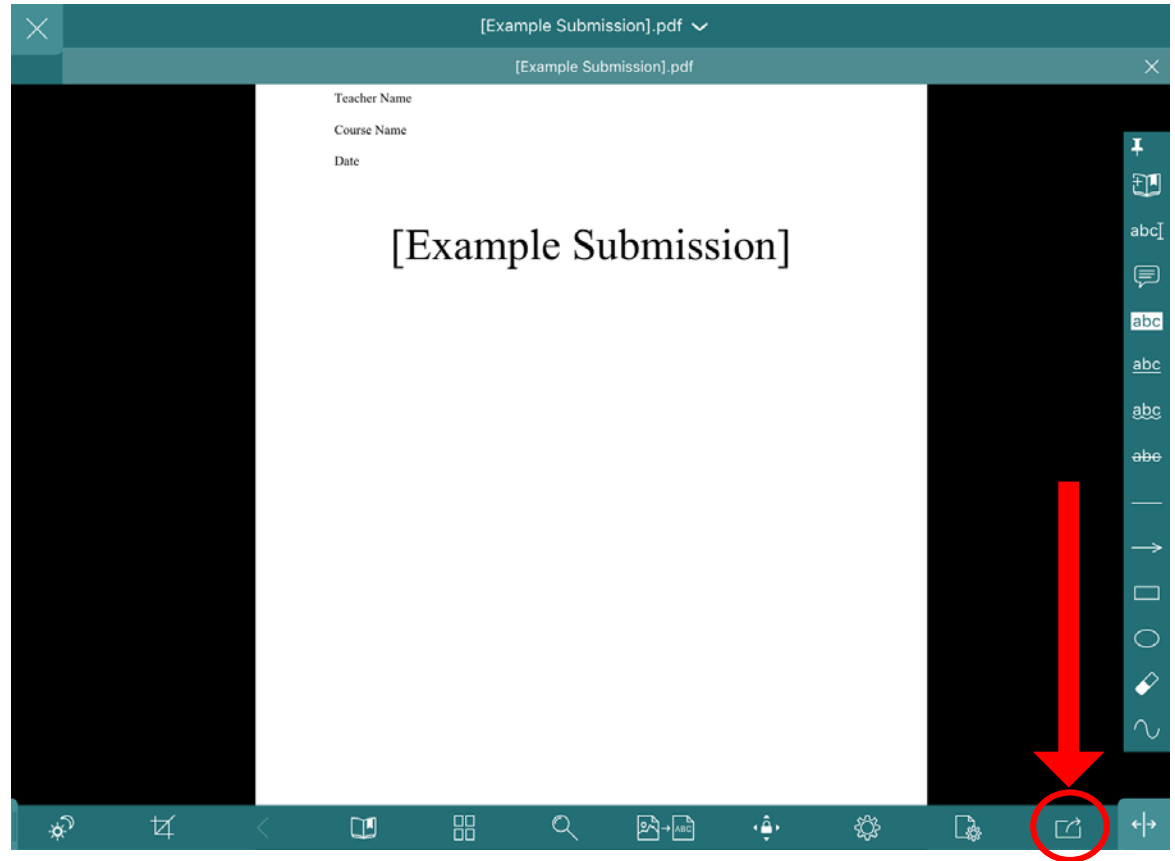
GoodReader



GoodReader allows the student to edit files via drawing, adding text, marking up text, and compiling of file.

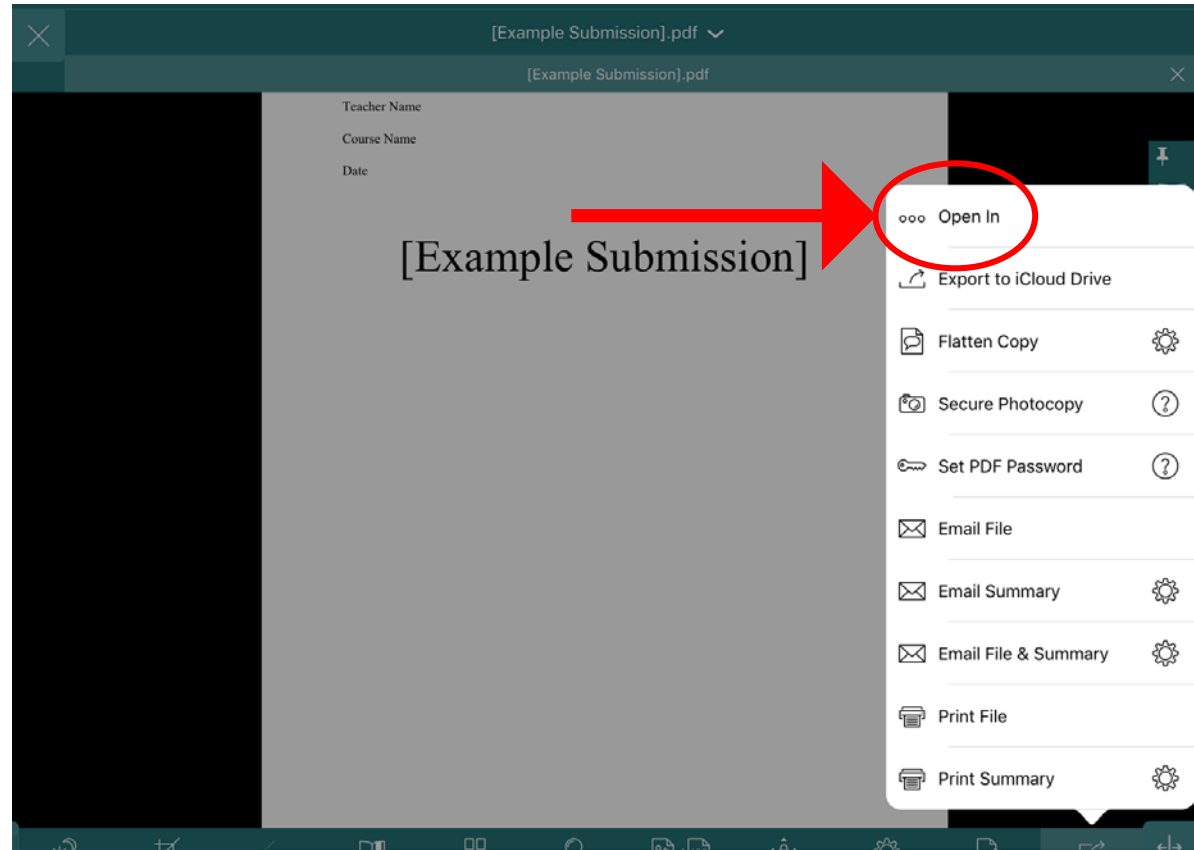
GoodReader Step 1:

Select the Export icon
located in the bottom left
corner.



GoodReader Step 2:

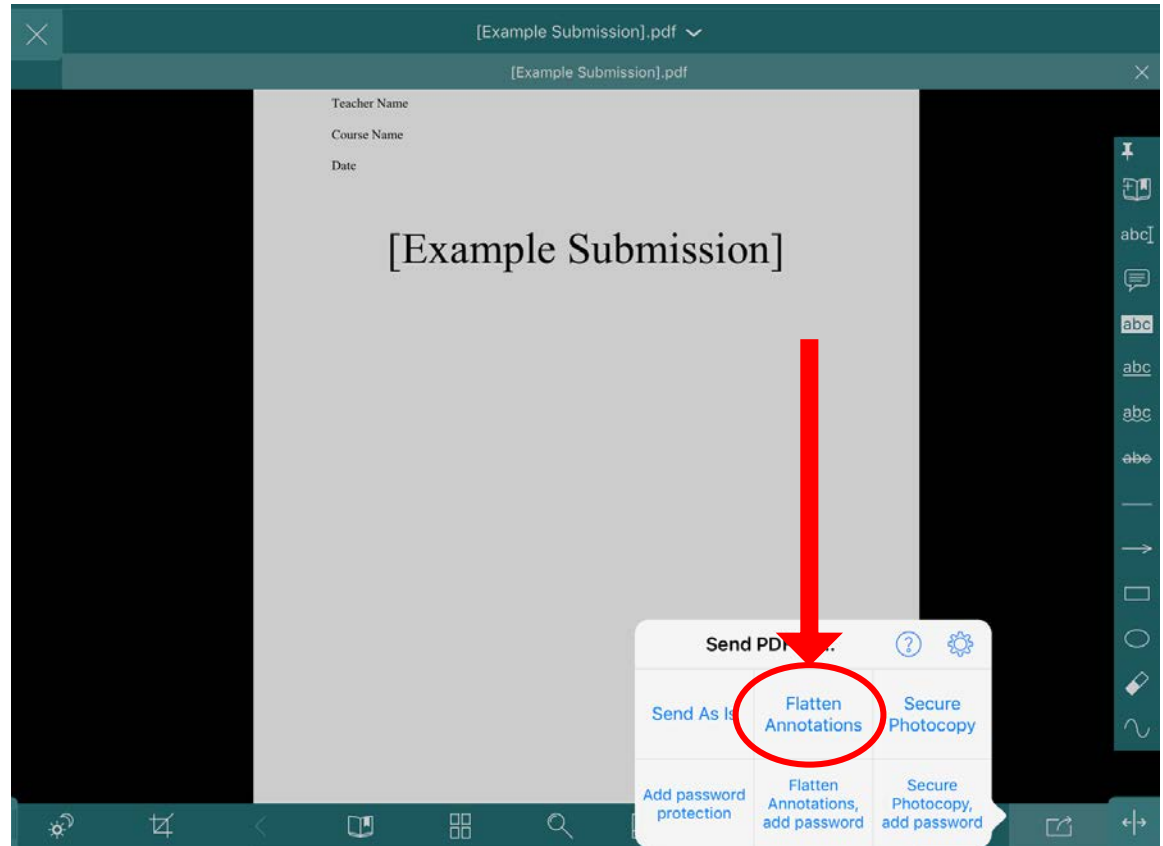
Select the “Open In” tab after the pop-up side menu appears.



GoodReader Step 3:

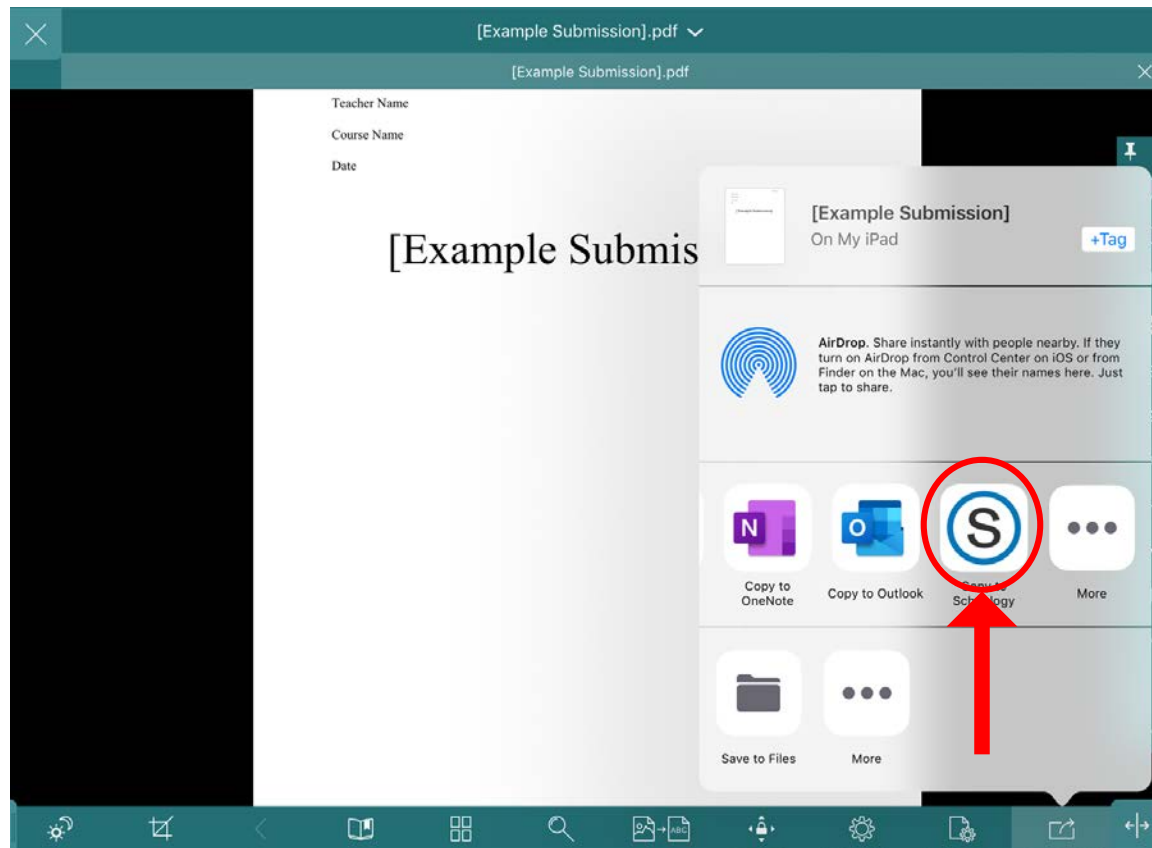
Select the “Flatten Annotations” tab in the second pop-up menu

Ensure that the student selects “Flatten Annotations” as not doing so will result in the work done using application to not appear when submitted.



GoodReader Step 4:

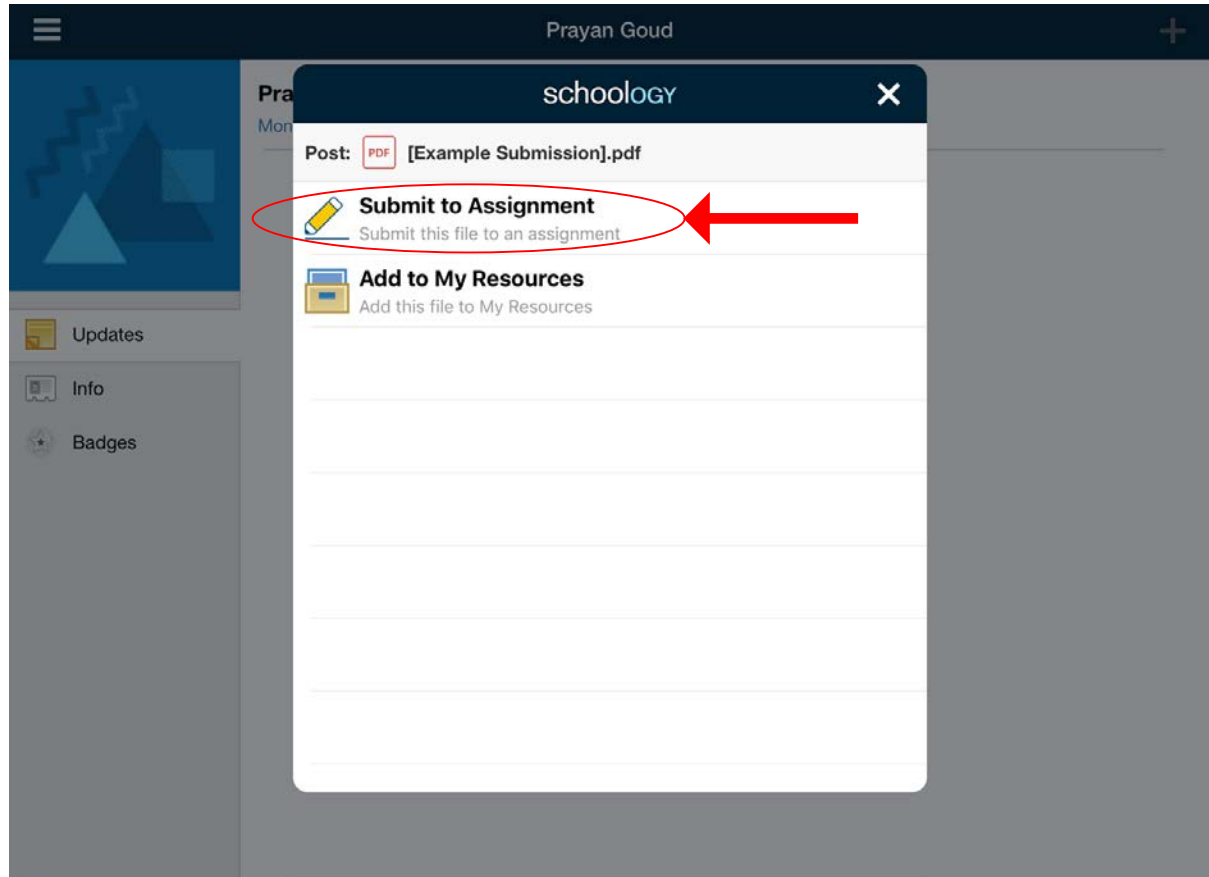
Select the application that the student will have to submit to (Schoology).



GoodReader Step 5:

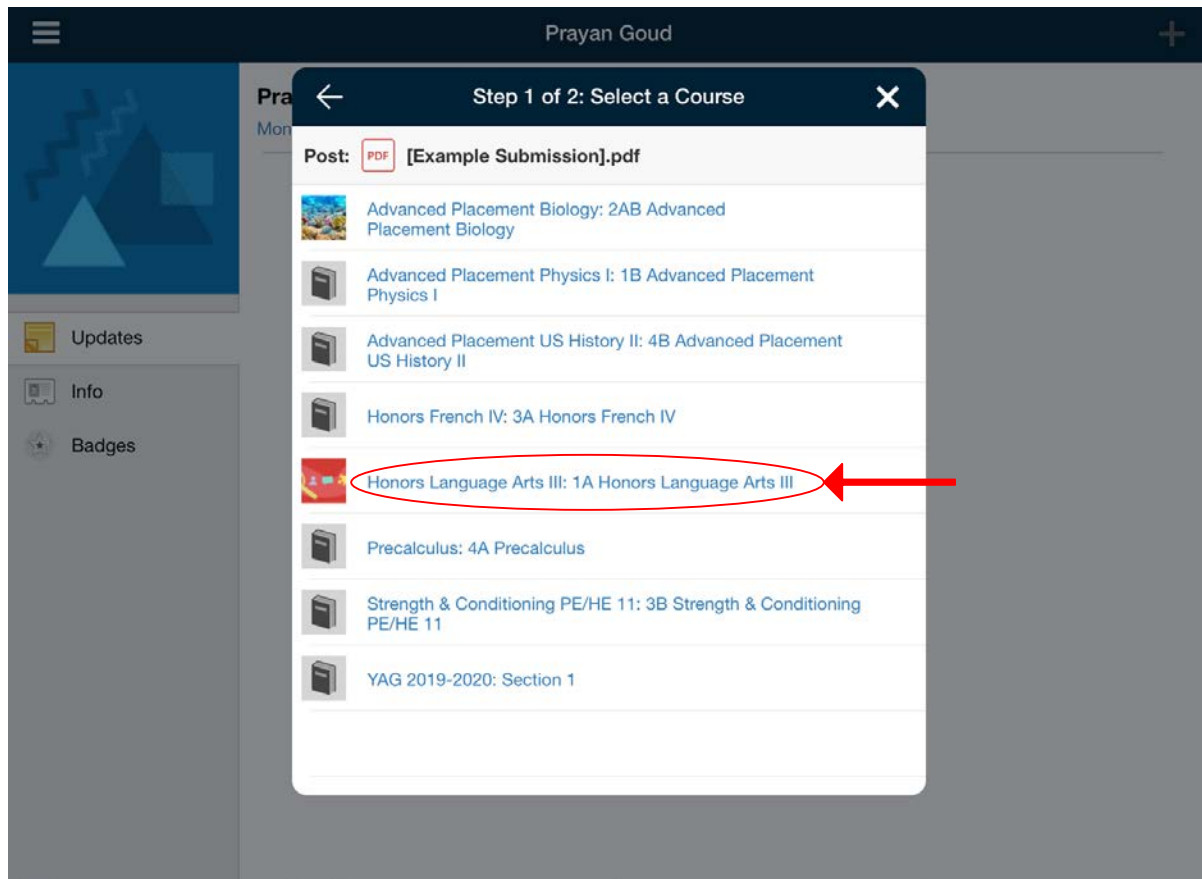
[Screen will switch to the Schoology App]

Select "Submit to Assignment".



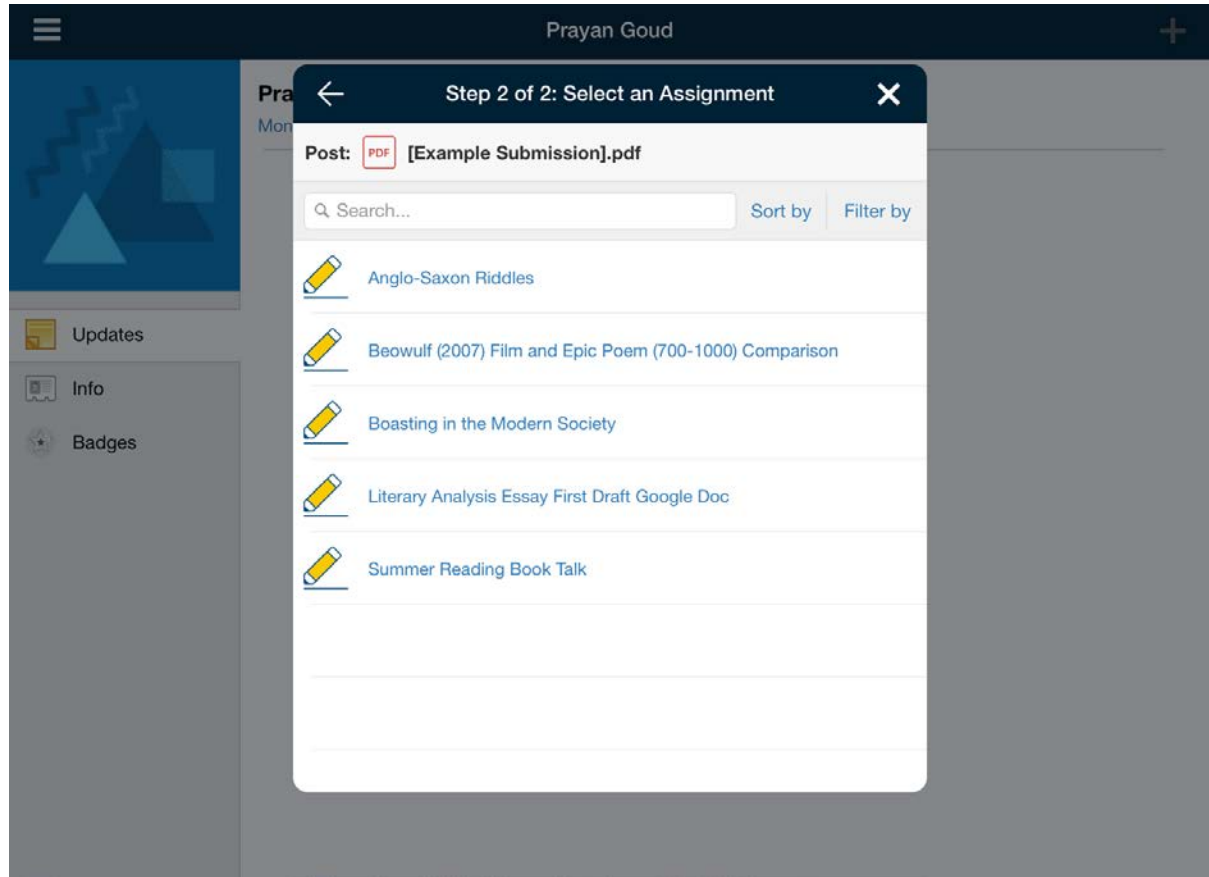
GoodReader Step 6:

Select the course that contains the assignment.



GoodReader Step 7:

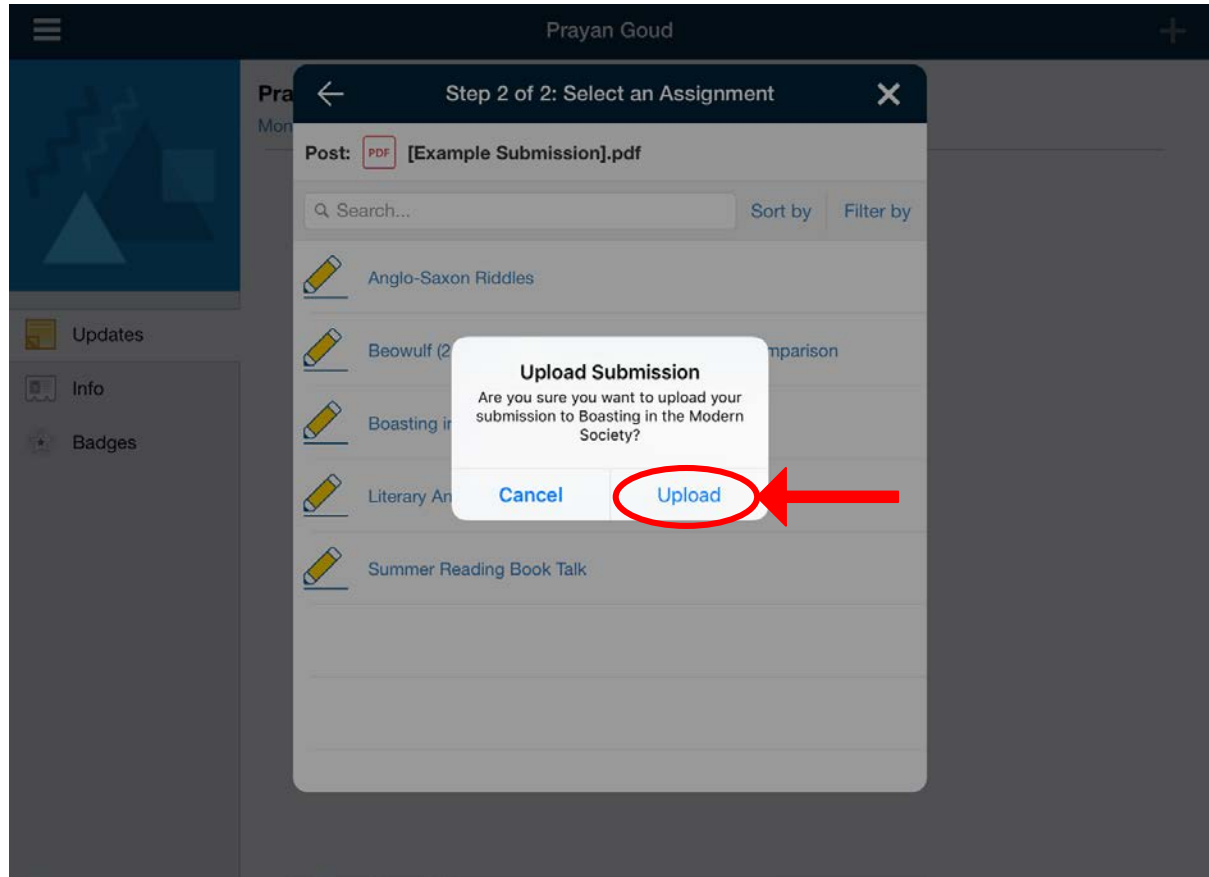
Select the assignment.



GoodReader Step 8:

Be sure to select “Upload” to confirm the submission.

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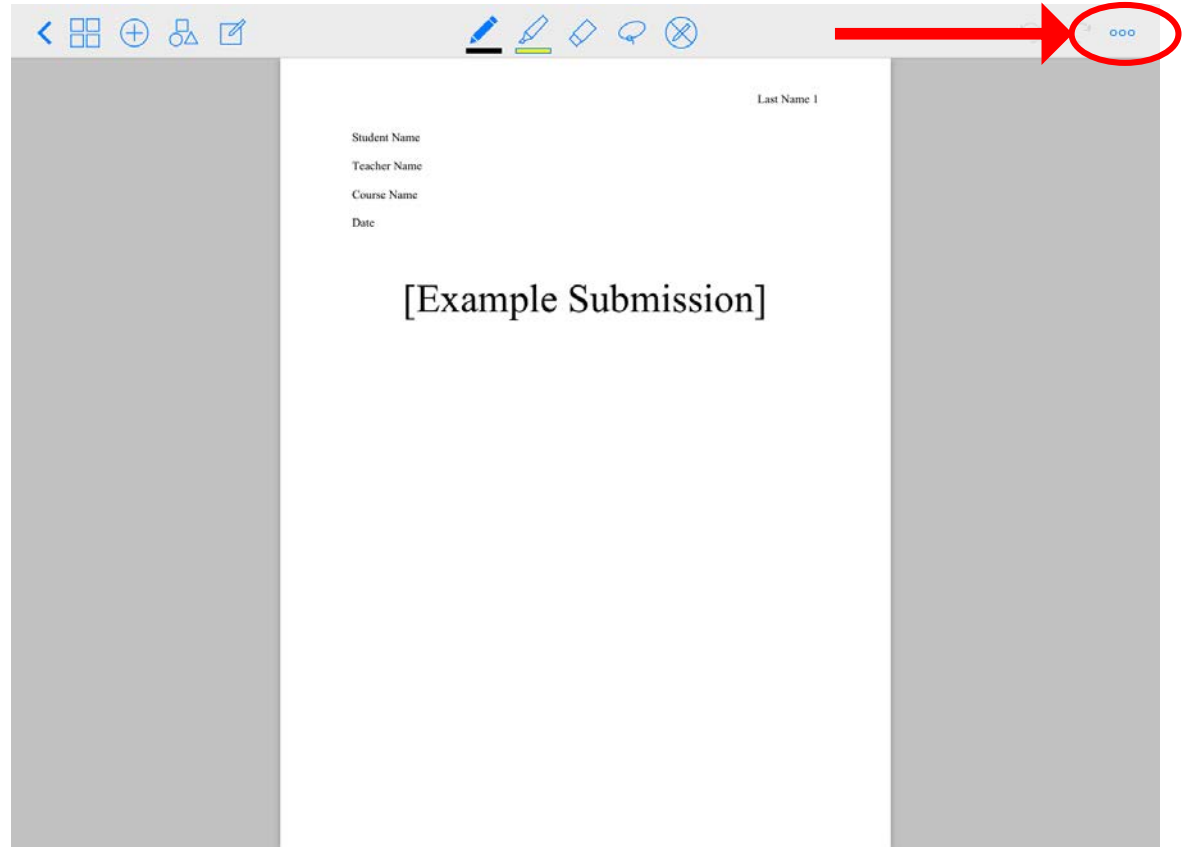
GoodNotes



GoodNotes allows the student to edit files via drawing, adding text, marking up text, and compiling of file.

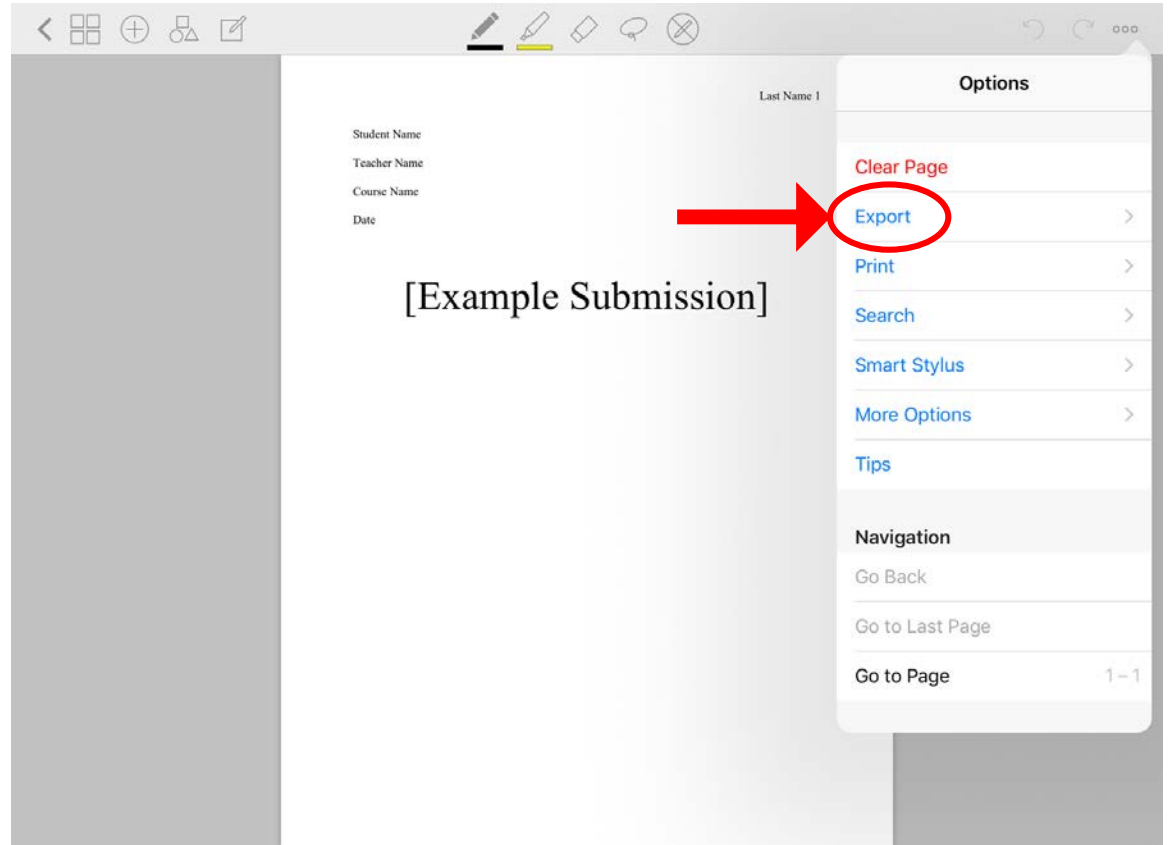
GoodNotes Step 1:

Select the three dot icon on the top right corner of the student display.



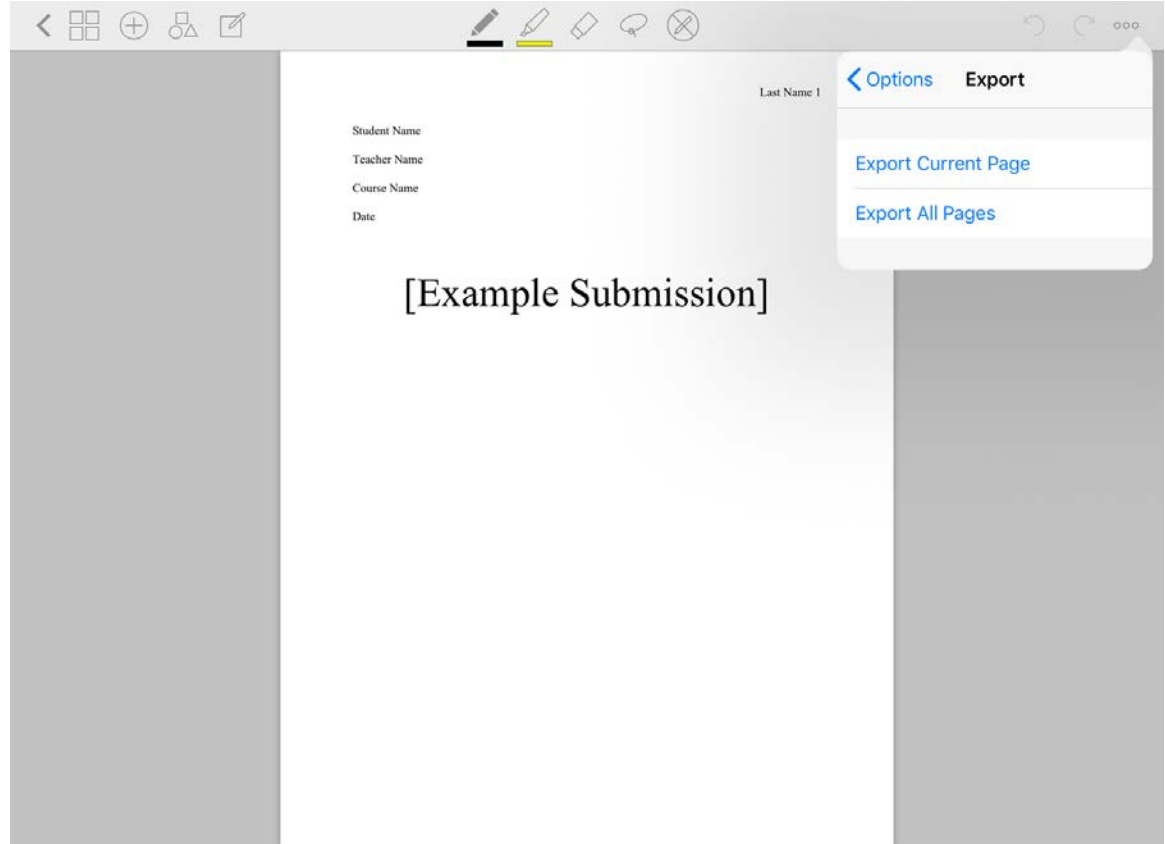
GoodNotes Step 2:

Select the “Export” tab in the pop-up menu.



GoodNotes Step 3:

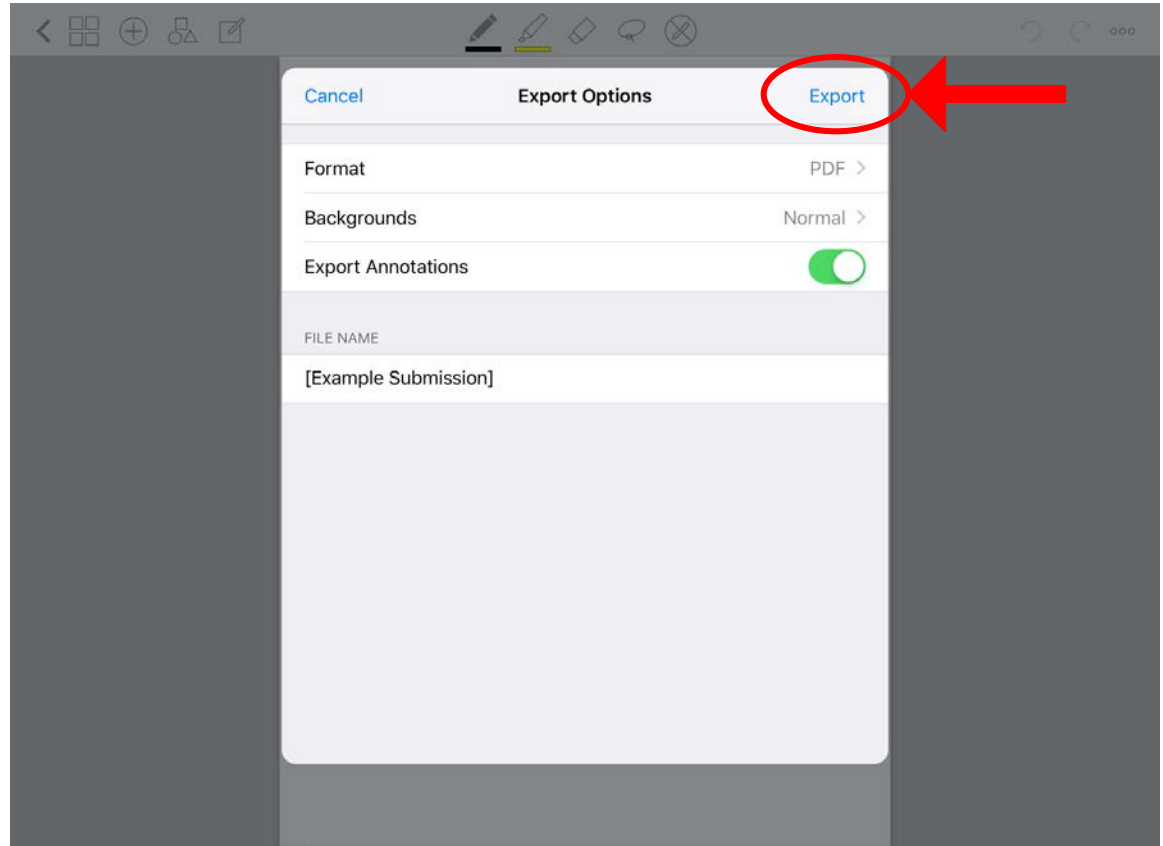
Select either “Export Current Page” or “Export All Pages” depending on what the task requires.



GoodNotes Step 4:

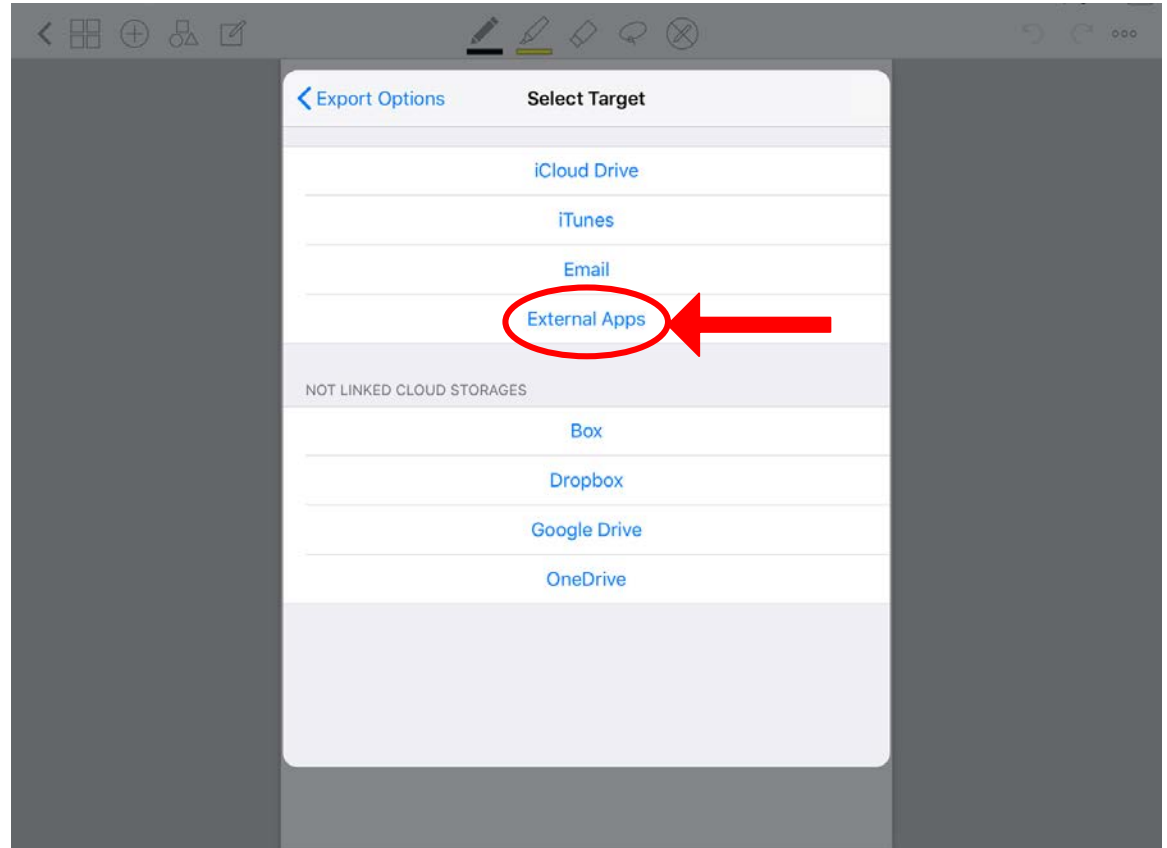
Select “Export” on the top right of the pop-up menu

Make sure that the “Export Annotations” tab is checked and the format of the file is what is required by the assignment (PDF).



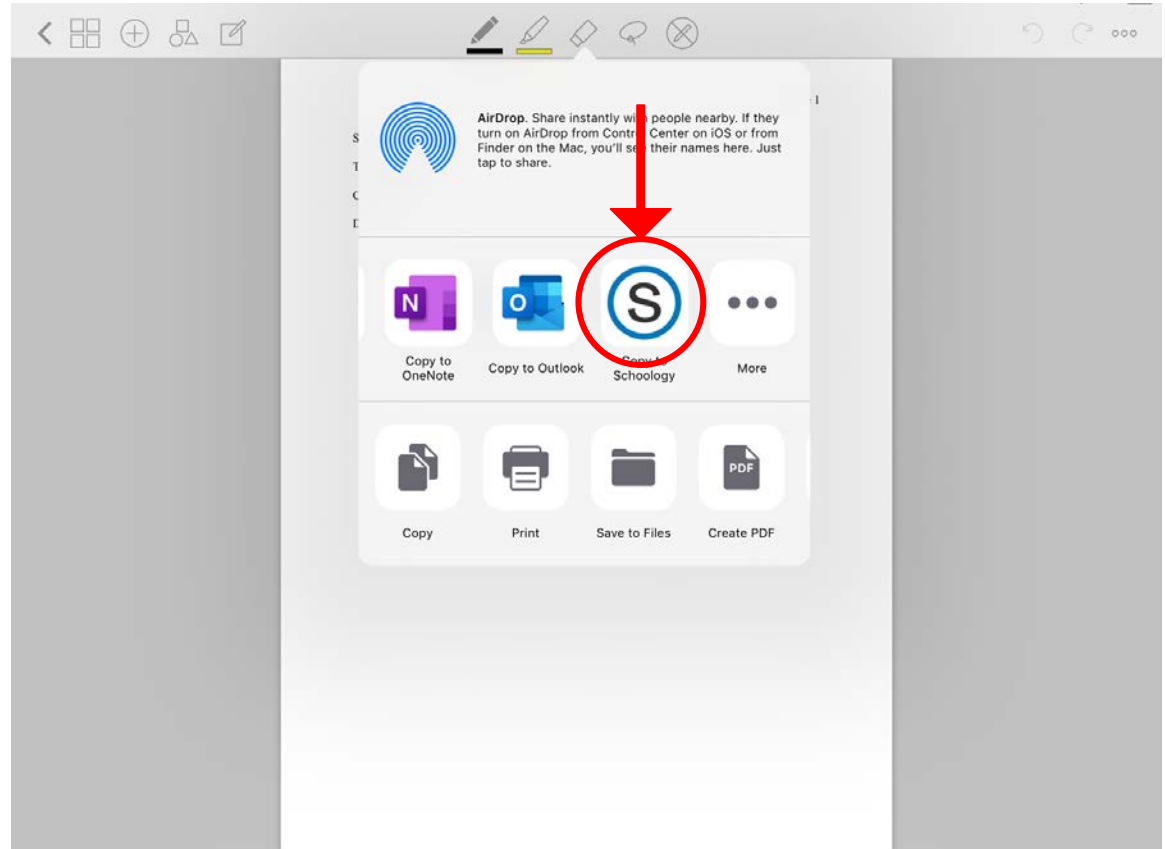
GoodNotes Step 5:

Select the “External Apps” tab.



GoodNotes Step 6:

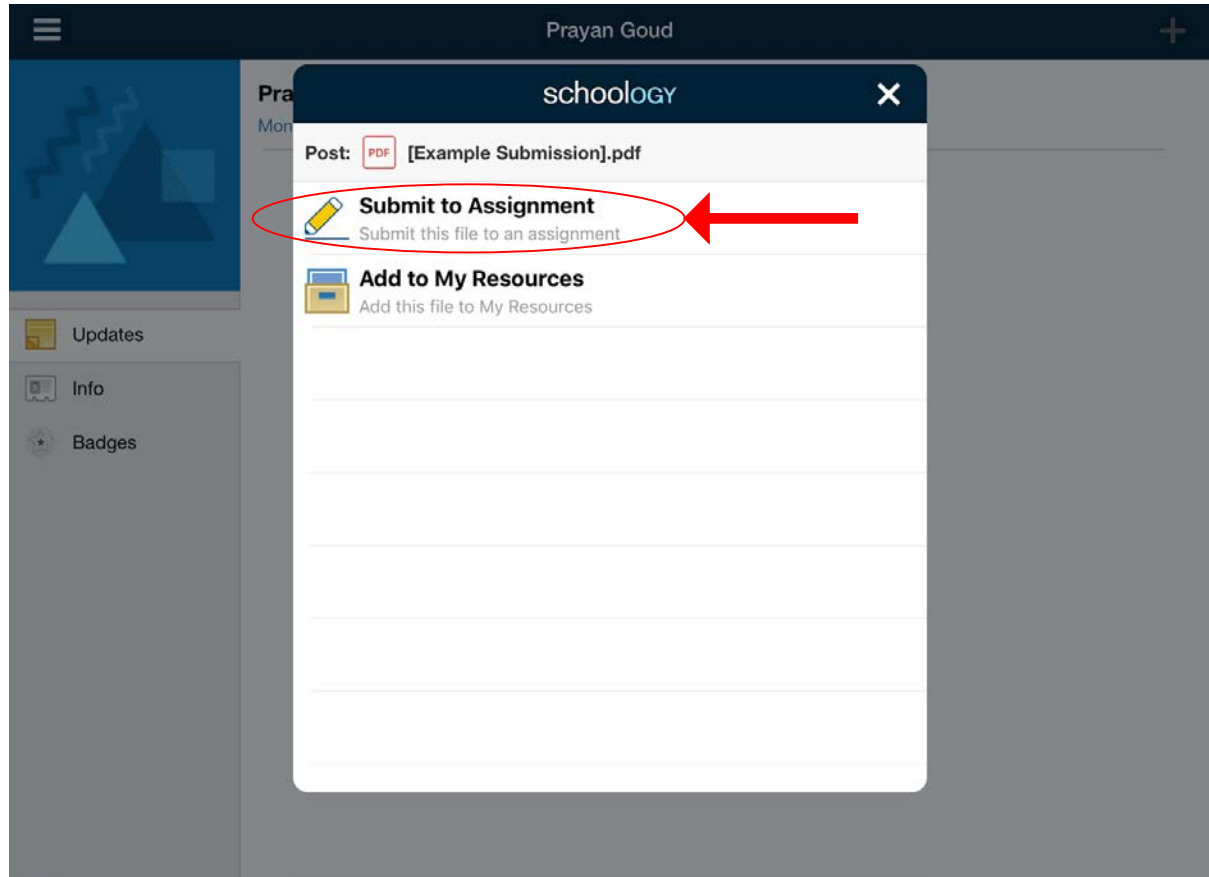
Select the application that the student will have to submit to (Schoology).



GoodNotes Step 7:

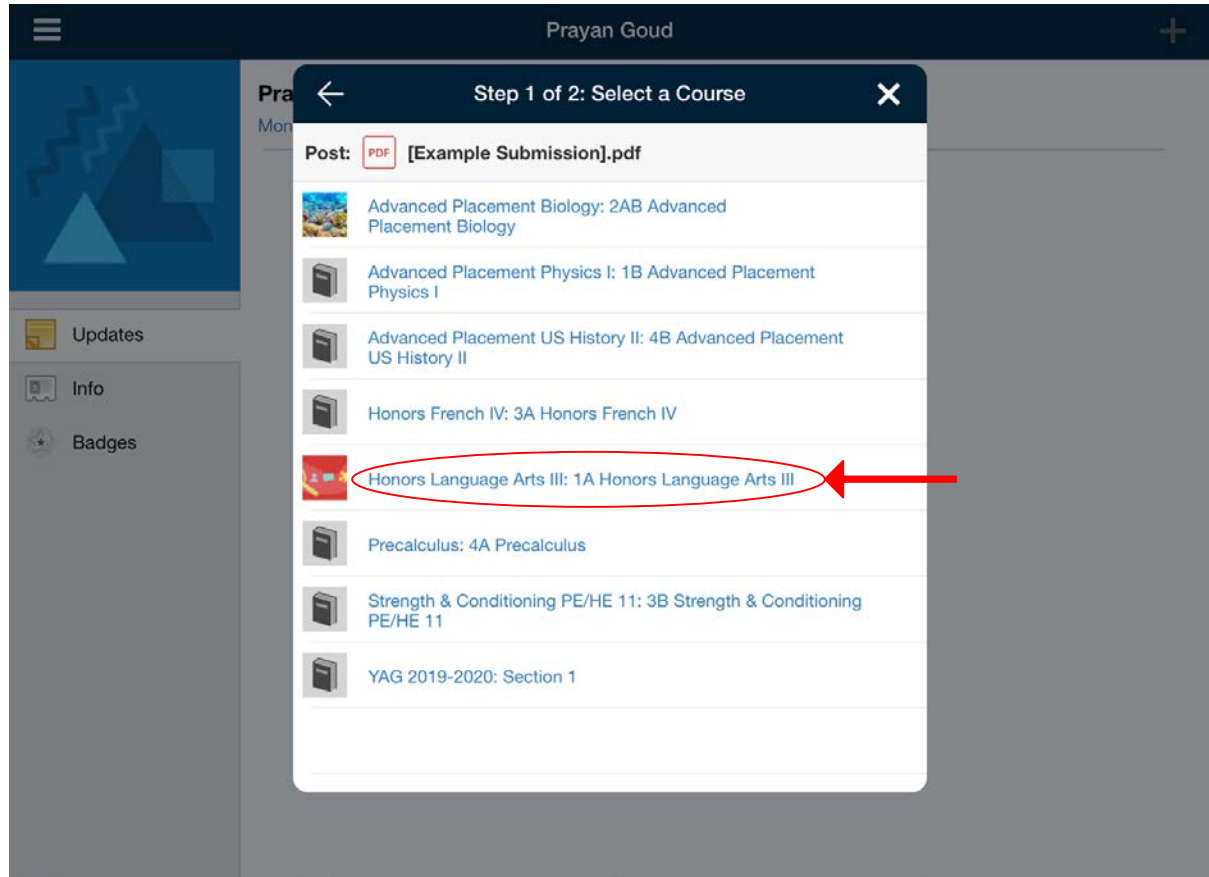
[Screen will switch to the Schoology App]

Select "Submit to Assignment".



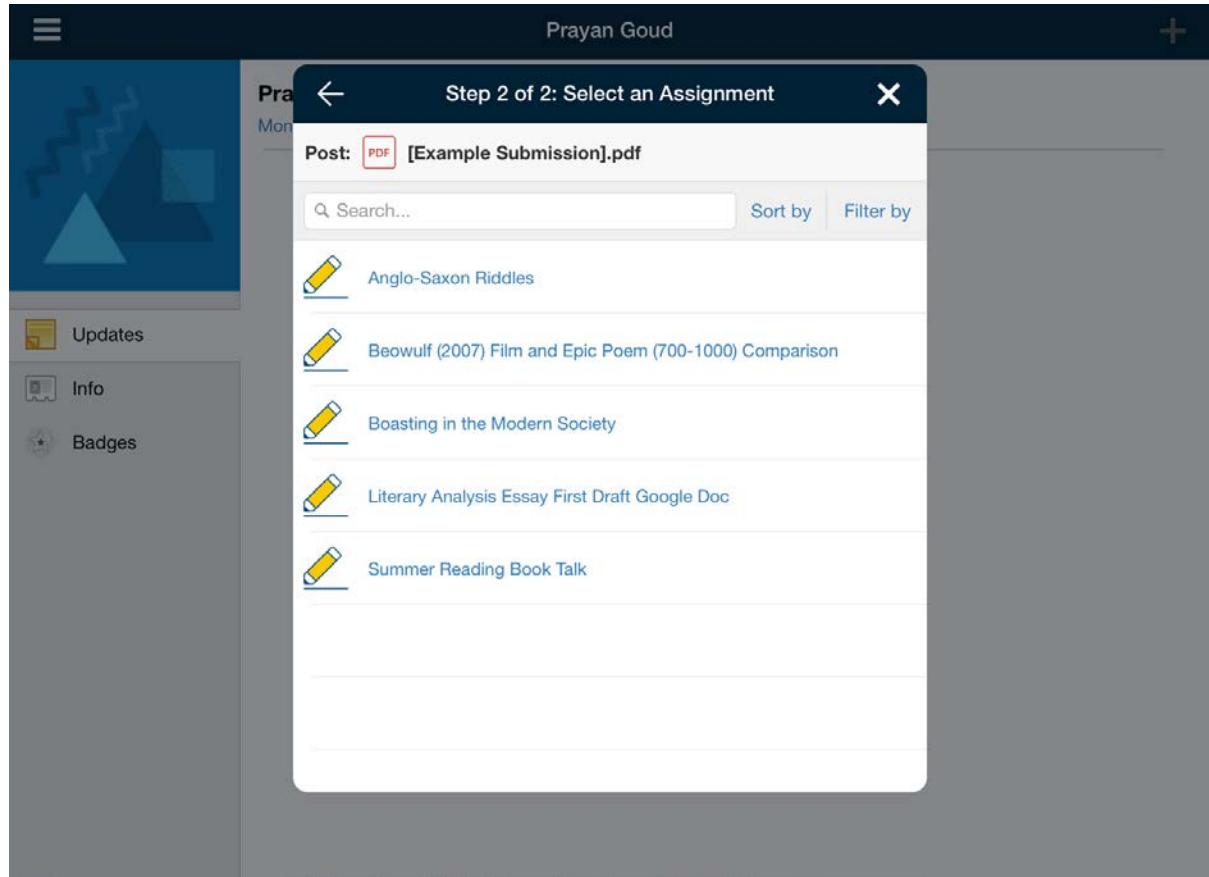
GoodNotes Step 8:

Select the course that contains the assignment.



GoodNotes Step 9:

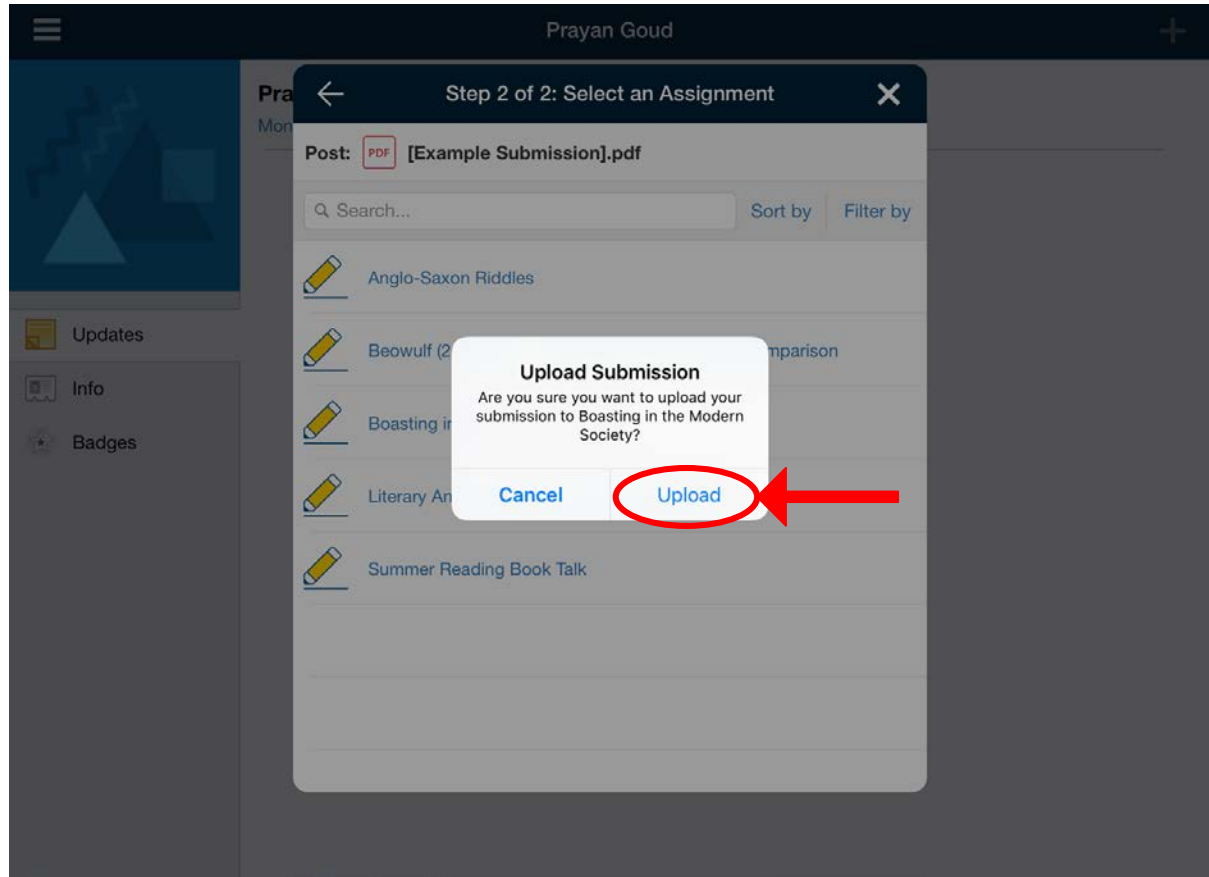
Select the assignment.



GoodNotes Step 10:

Be sure to select “Upload” to confirm the submission.

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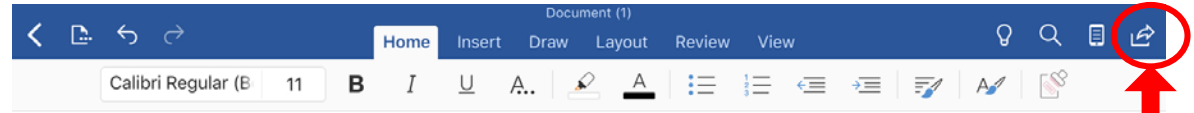
Microsoft Apps



All downloaded Microsoft Apps on the students iPads have the same process for submitting files, allowing for universally simple methods of submission.

Microsoft App Step 1:

Select the Export icon on the top right corner.



Student Name

Teacher Name

Course Name

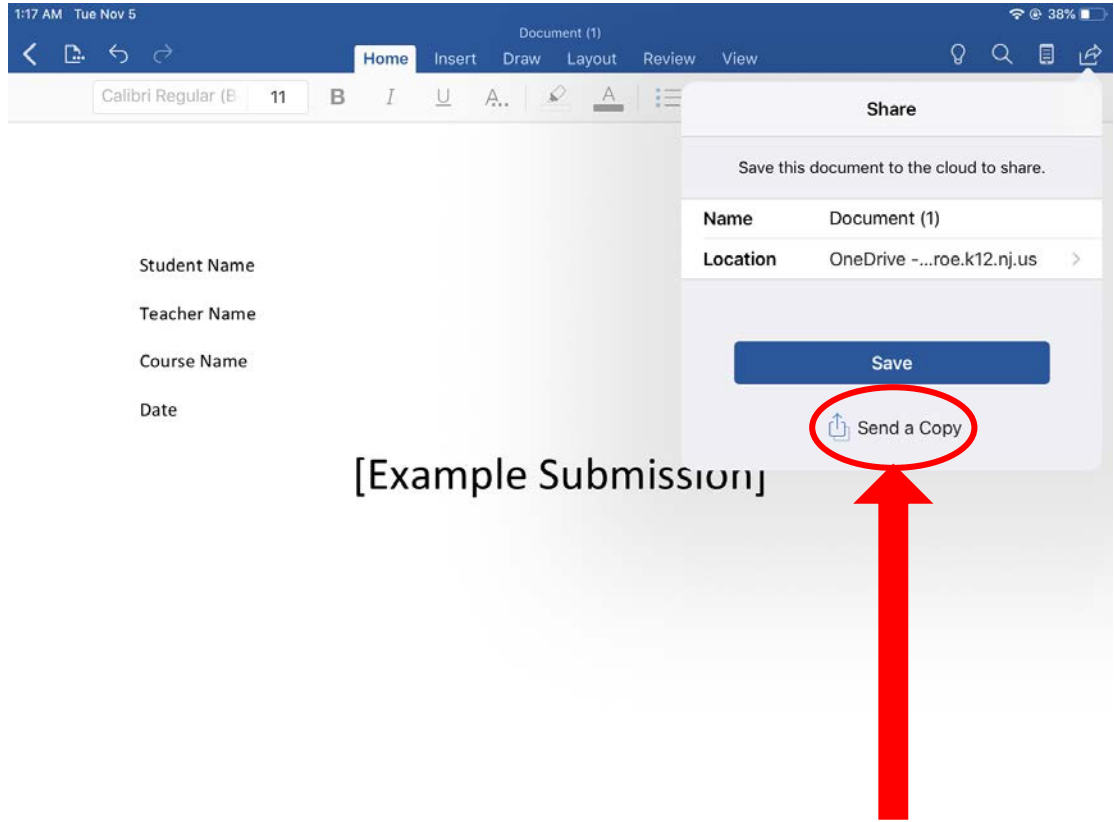
Date

[Example Submission]

Microsoft App Step 2:

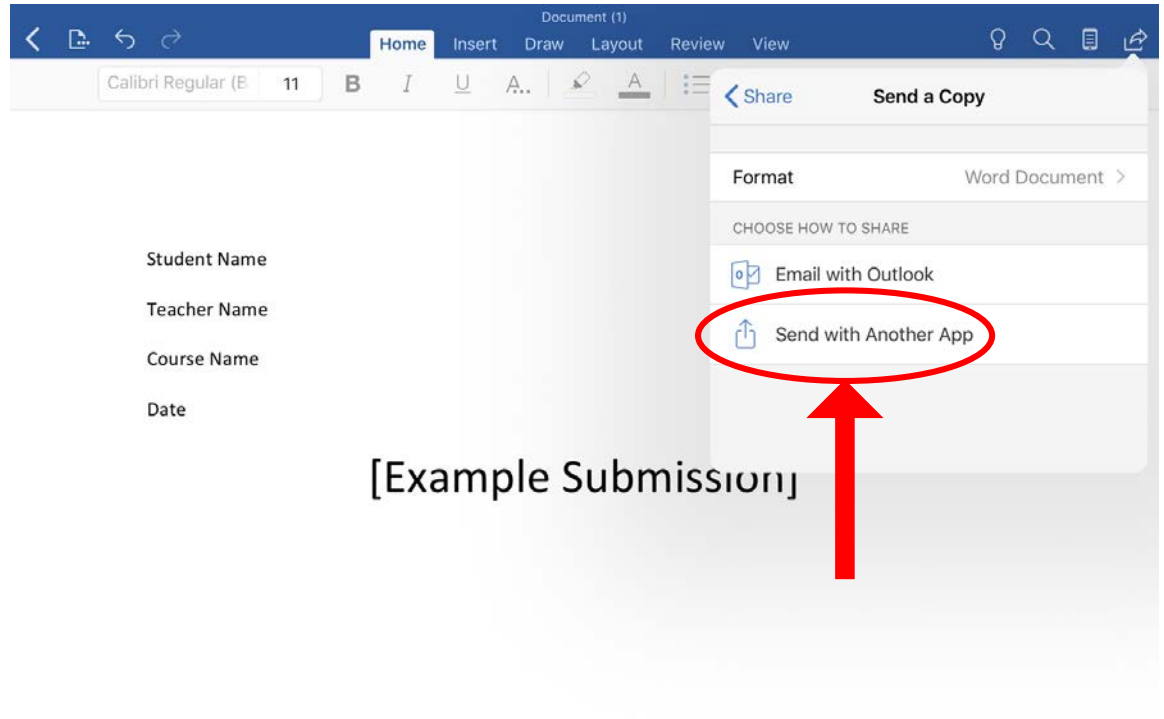
Select "Send a Copy"

Change the document title if needed.



Microsoft App Step 3:

Select "Send with Another App".



Microsoft App Step 4:

Select the application that the student will have to submit to (Schoology).

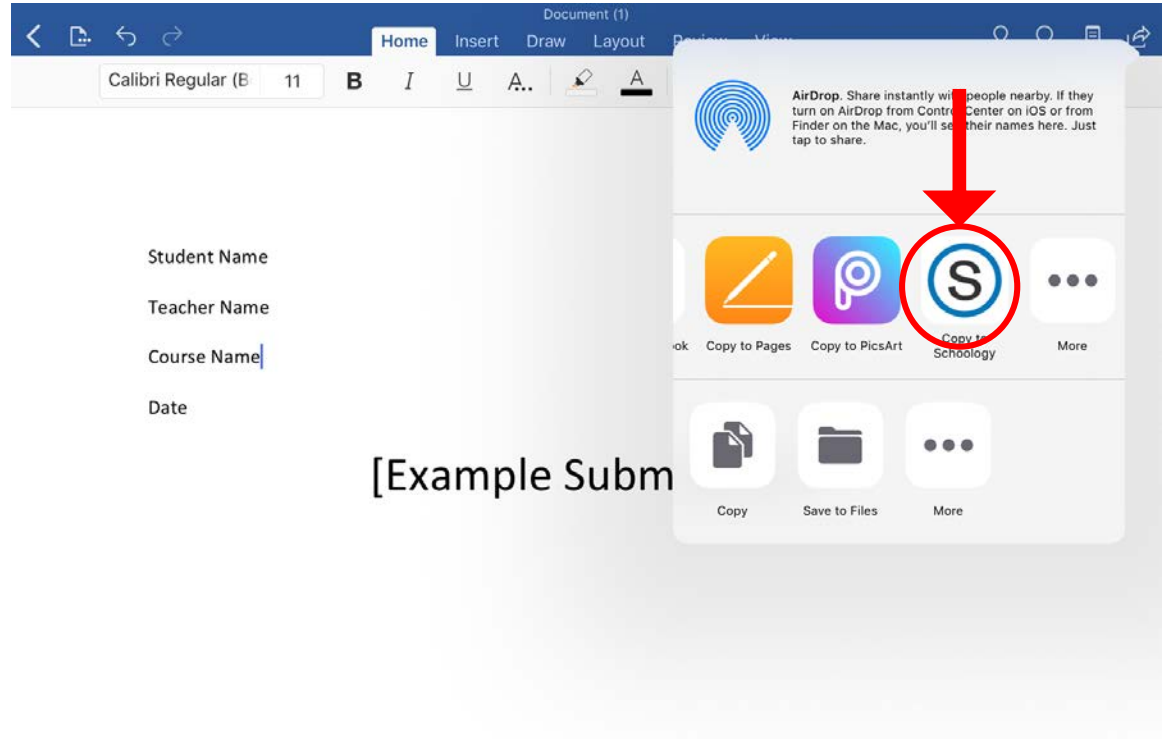
Student Name

Teacher Name

Course Name

Date

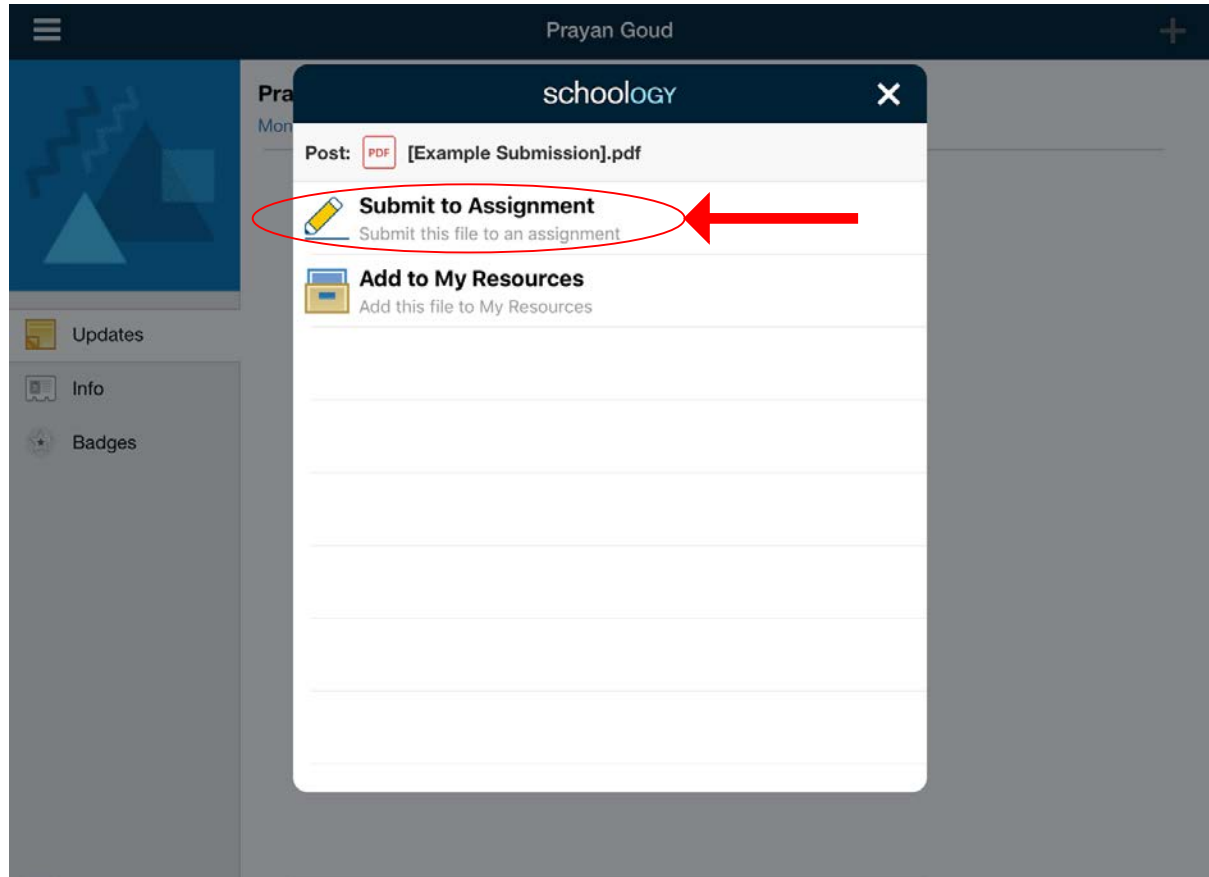
[Example Submission]



Microsoft App Step 5:

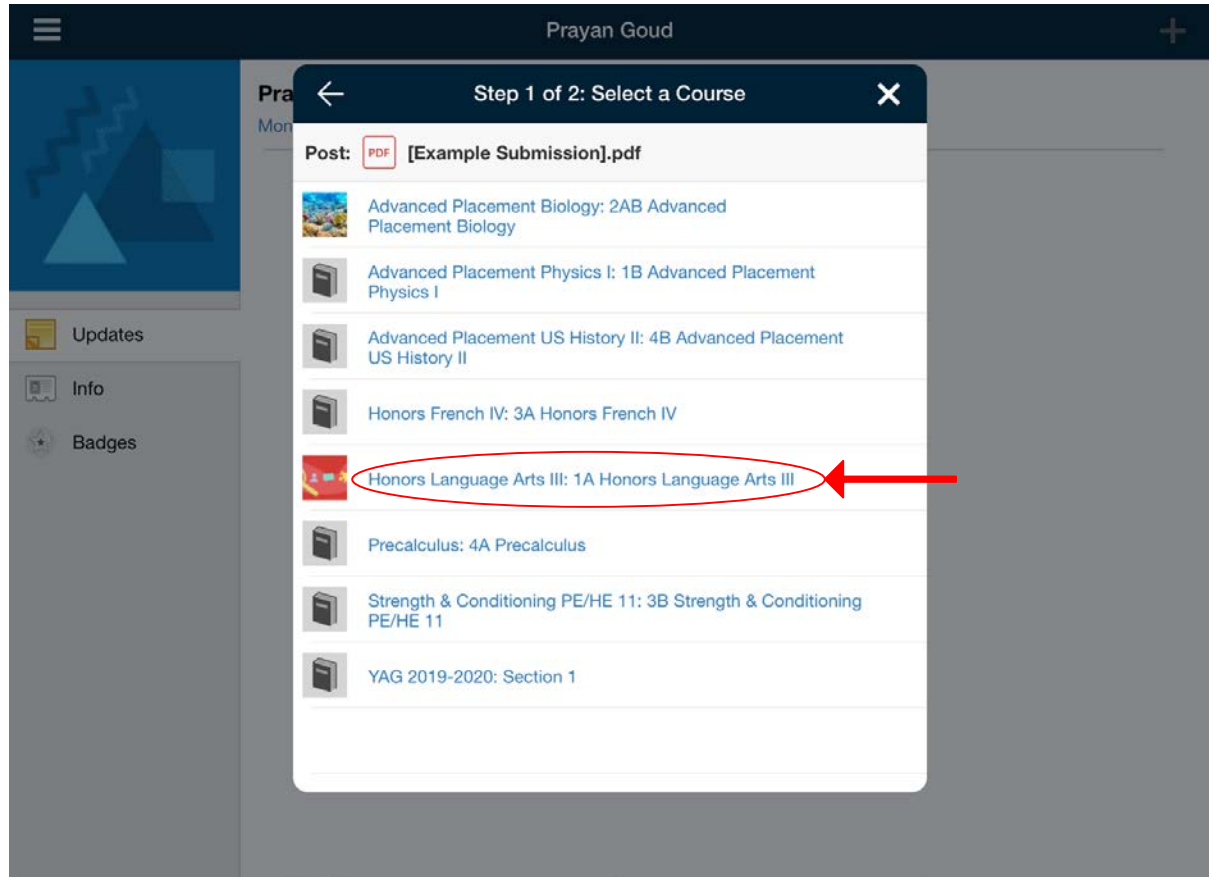
[Screen will switch to the Schoology App]

Select “Submit to Assignment”.



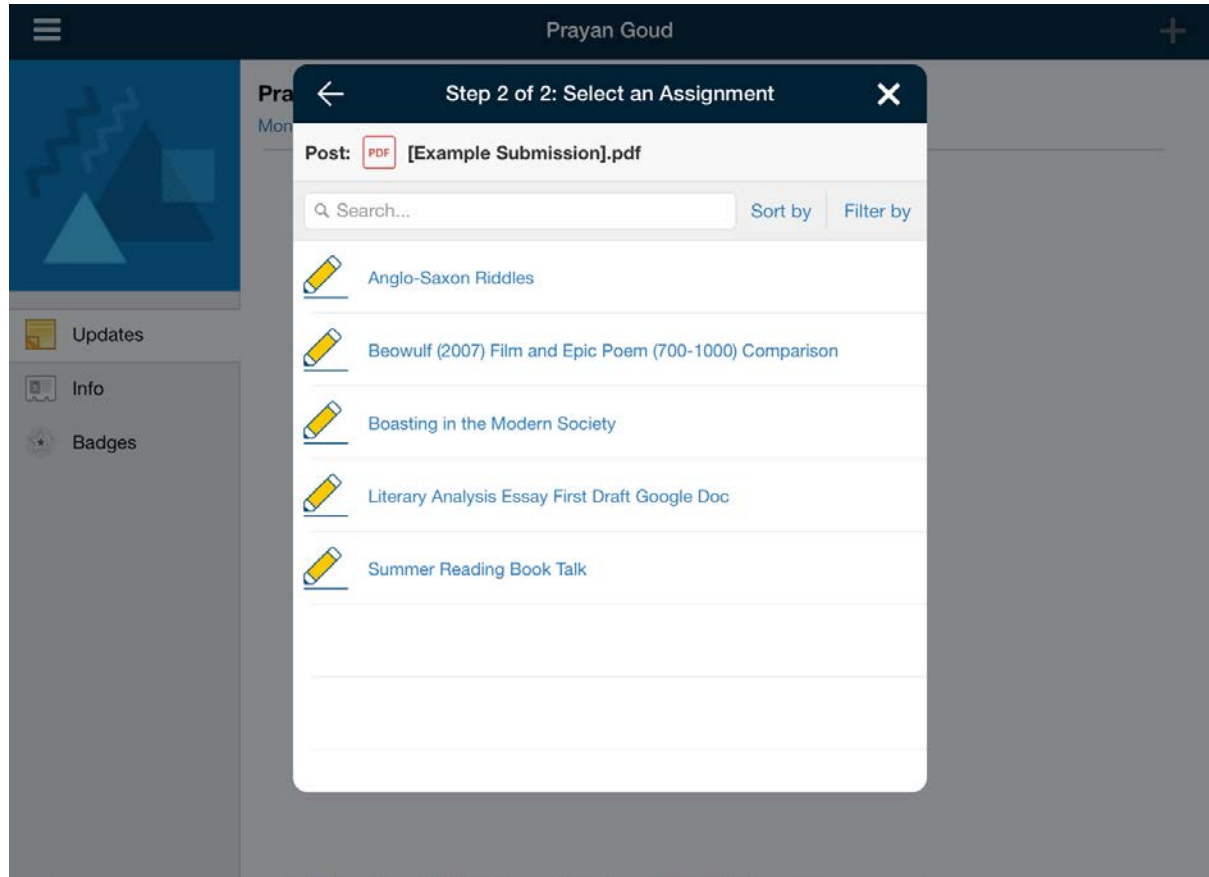
Microsoft App Step 6:

Select the course that contains the assignment.



Microsoft App Step 7:

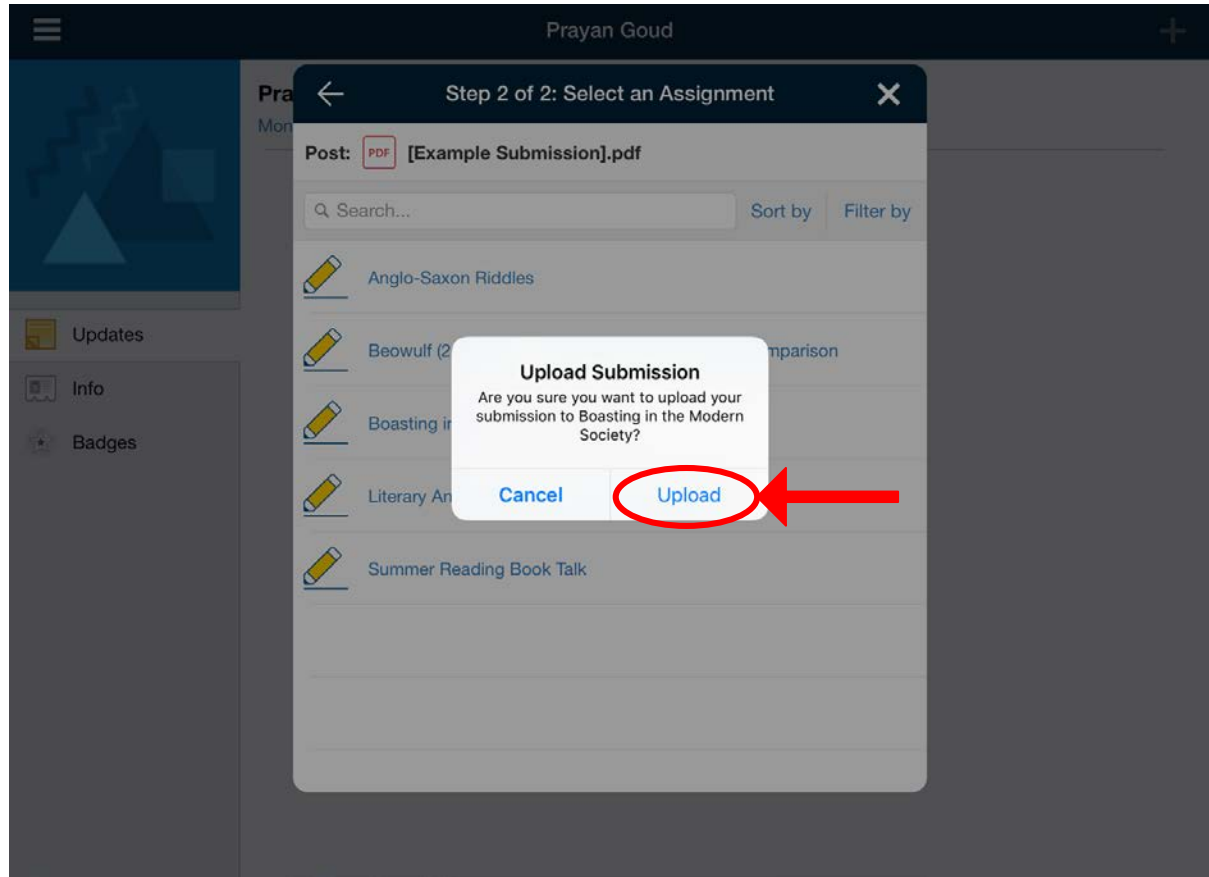
Select the assignment.



Microsoft App Step 8:

Be sure to select “Upload” to confirm the submission.

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Questions?