Turning in Work

Along with quizzes, self-check activities and discussion boards, your coursework will also include written assignments.

Most of these documents are in Adobe PDF format, so make sure you have Adobe Reader installed on your device, which can be found at: get.adobe.com/reader. See our videos later in this guide for help using PDFs on your specific operating system.

Click the **Activity** button to download your assignment. You can choose to either save it to your local computer, or store it on the cloud in your Google Drive. Remember that anything stored online will only be visible to you unless you **share** it with your teacher. Check the Google Drive documentation for more on sharing your work with others.

When working with PDFs, remember to edit them in Adobe Reader, not in the web browser, otherwise your work may be lost. When your assignment is complete, save your progress, and update your documents on the cloud if needed.

Browse to the assignment in your syllabus, then click the **Plus Sign** to bring up two options for submitting work. If you've saved your file locally, you can simply upload it from your computer by clicking **Attach a File**, choosing your assignment, and clicking **Upload**.

Or you can **Choose Google document**. You might have to allow popups. Choose the Google Account you're using, then **allow** Buzz access. Browse to the correct folder, and double check that your teacher has permission to view your work. Then choose the file, and press **Select**. You can also send your teacher comments. Press Submit My Work to finish turning in your assignment.