

## Submitting Work

Once you've completed an assignment, it's time to turn it in! Let's take a look at how to upload your classwork to your teacher's gradebook, whether it's a worksheet, handwritten work, or even an audio or video clip.

Look through the syllabus for your next assignment, then click to open.

This is your assignment dropbox, and it's designed to help you turn in your best work. Let's take a look around.

At the top, you'll see the target due date for your assignment. If you'd like to go back to the lesson page and review what you've learned, click the link to the activity link.

The large box in the middle lets you add comments, insert images, and more.

To upload a worksheet or other document, just click the plus sign icon. Here, you can Attach a file from your hard drive. Click Choose, browse to your file, and then press Upload.

If you want to turn in a file that's stored on Google Drive, make sure you save it to your computer first! Do not use the Choose a Google document feature. This makes sure your teacher will be able to view it, and also helps you keep track of drafts and revisions as you improve your work. Just open your document in Google Drive, go to File > Download > and choose the correct format, such as Microsoft Word. Then attach the file to your dropbox as usual. When you're done, click Submit My Work.

Lots of your work can be submitted 100% digitally, but some assignments call for a good old-fashioned pencil and paper. For example, you might need to submit a drawing for an Art class, practice handwriting for English, or show a series of equations for your Algebra class.

You can snap a picture of any handwritten work right inside your online course, using the camera tool. Let's find out how.

Once your work is ready for its close-up, browse to the assignment in the Buzz syllabus. Click the My Comments section to bring up the style toolbar, then choose Insert Image.

You can upload an image, link to an existing image, or snap a picture of your work using your webcam or smartphone by clicking Capture image.

Allow your course to access your camera if needed. Make sure your image is clear, in focus, and readable. Hold the paper straight and make sure it is well-lit with no shadows.

Use the screen on the left to set up your shot, then click Capture. The picture will appear on the right. You can take as many photos as you like until you're happy with the results. When you're done, click Insert.

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Now you can resize your image so it's easier for your teacher to read. Click on the image for more formatting tools, including an edit option that lets you draw shapes, highlight information, or rotate and crop your image. Make sure to Save Changes.

When you've finished, click Submit My Work.

Some assignments ask you to turn in audio or video recordings, and the assignment dropbox makes it easy to send these straight from your course. Just click the comment section to reveal the style bar, and choose either Insert video or Insert audio.

You might have to give your browser permission to use your microphone and camera the first time.

Then, just click Record. You'll have three minutes to record your clip. Click Stop when you're done, and then you'll be able to play back your recording before turning it in. Don't worry if you don't get it right the first time, you can always click Cancel to try again.

When you're happy with your recording, press Insert. It might take a minute for your clip to appear in the comment section.

When you're done, click Submit My Work.

Now you're ready to turn in all kinds of different assignments. Great job!

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