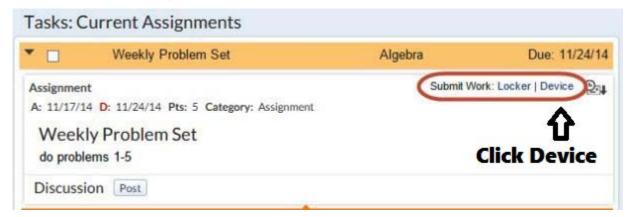
Student Record: Submitting work

SUBMITTING WORK FROM YOUR PHONE OR COMPUTER

Students can submit work for any gradebook assignment via School Loop directly to the teacher's account. An archive is kept with date and time stamps of each submission for the student and the teacher.

When a student clicks on the name of an assignment from their portal calendar or from the Task List: Current Assignments on their Dashboard, they will find two Submit Work links; **Locker** and **Device**



SUBMITTING WORK FROM DEVICE

Instead of submitting from the **Locker**, students can also submit from **Device**, the drive of their current machine. After clicking

the **Device** button, students will see this screen. Students will clearly see the course and assignment. They can use the button, or drag/drop files from the computer onto the indicated area. Finally, they will see a success message when the file is uploaded and submitted.

Submit work from your drive

