

## 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**

Tasks: Current Assignments

Weekly Problem Set Algebra Due: 11/24/14

Assignment  
A: 11/17/14 D: 11/24/14 Pts: 5 Category: Assignment

Submit Work: Locker | Device

Weekly Problem Set  
do problems 1-5

Discussion Post

Click 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

Dropbox Contents: **1214.jpg** on 12/14/15 2:35 PM

✓ **1** Confirm Assignment  
Course: ALGEBRA 2 SPR P  
Title: E  
**Due: 12/8/15**

✓ **2** Choose File  
[Choose File](#) or drag and drop here

File Name: Basketball.png   
Size: 157.4 kB

**3** Submit File  
[Submit File](#)