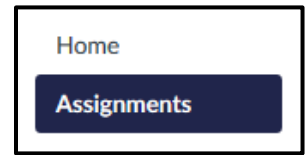


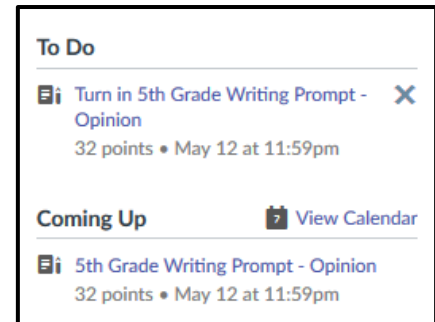
Upload a Microsoft Office 365 File as an Assignment Submission

- Navigate to the assignment by

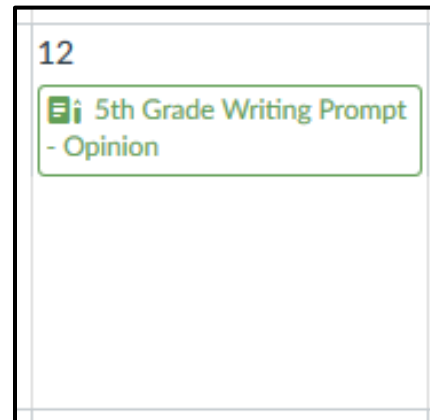


- clicking **Assignments** in the Course Navigation pane (if enabled by the teacher),

- clicking the assignment name in your To Do List,



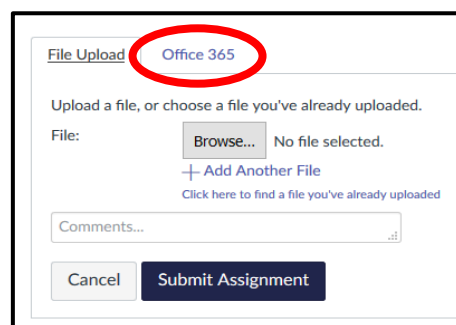
- or clicking the assignment on the course calendar.



- Click **Submit Assignment** at the top of the assignment.



- Click **Office 365**.



- If asked to log in to your account, click **Log In** and enter your email (student#@paulding.k12.ga.us) and password.

Log In

Click the "Log In" button to log in.

This screen will refresh after successfully logging in.

Log In

- Click the checkbox next to the file you would like to submit.

Name	
<input checked="" type="checkbox"/>	Document.docx

- Click **Attach File**.

Attach

- Confirm the file or click **Change** to upload a new file.

- Click **Submit Assignment**.

Submit Assignment

- Once the assignment is submitted, the sidebar will display a confirmation of your submission including when it was submitted and a link to the submission.

Submission

✓ **Turned In!**
May 9 at 12:14pm
[Submission Details](#)
[Download Tentative Schedule Fall 2017.docx](#)

Comments:
No Comments