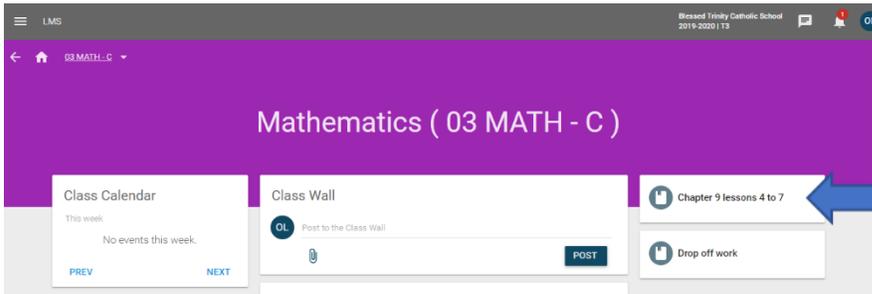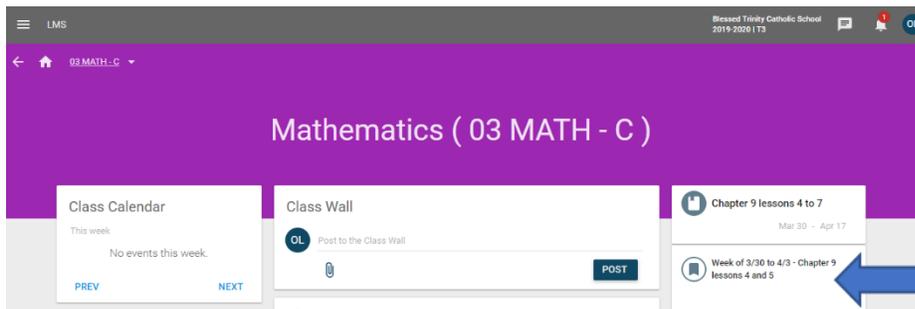# Student/Parent Guide for Turning in Work on our LMS

To turn in work through the LMS, select the subject and go to its Class Wall.
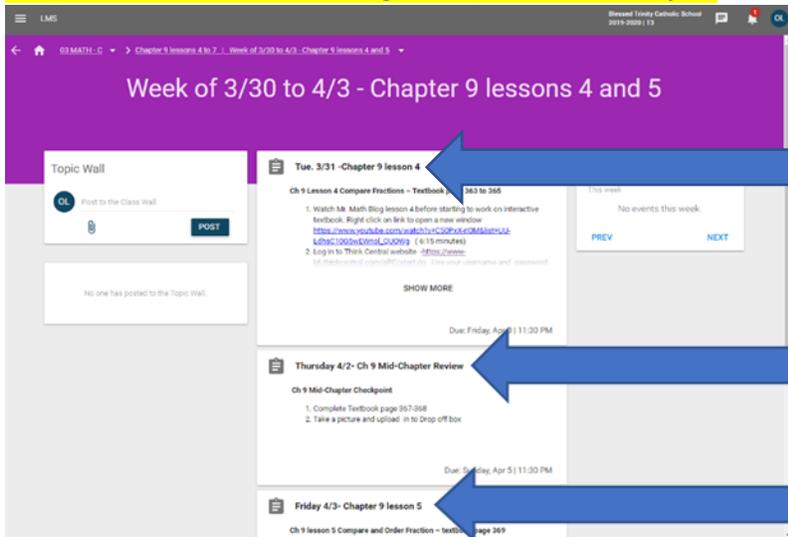

From the Class Wall, select the Unit…
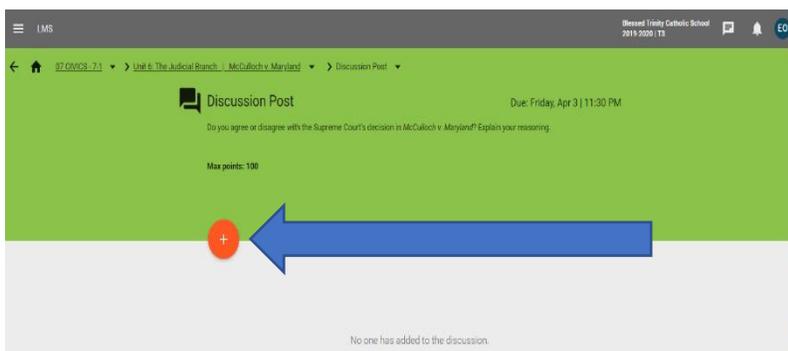

then select the Topic.

Then select the Title of the assignment, discussion, or quiz.

ALWAYS select the **TITLE** on the assignment, discussion, or quiz to activate the TURN IN function, if it has been used for that activity.

When an assignment or discussion post has work that is to be turn in through the LMS,

you will see a red plus icon on discussions
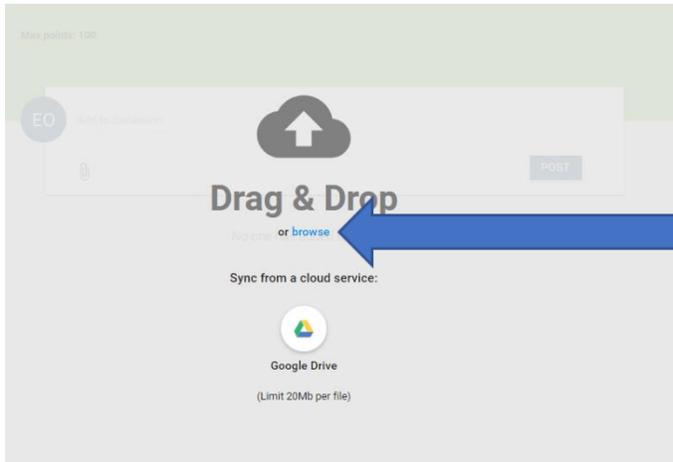
or a red circle with a down arrow on assignments,

appear when you select **the title** of the assignment or discussion post.

Selecting the ➕ will open a window to type a message or response, as indicated by the teacher. The paper clip icon in this window will allow you to upload a file, which can be a document or a picture.
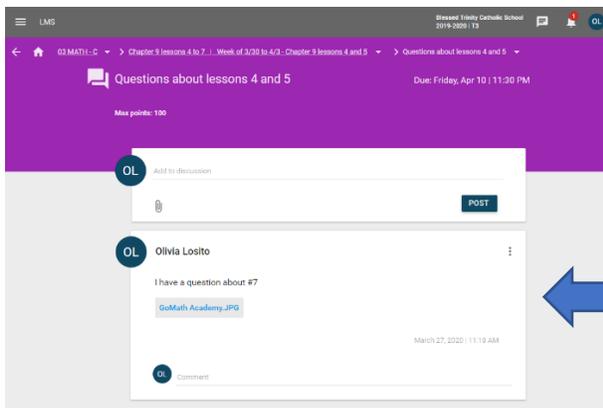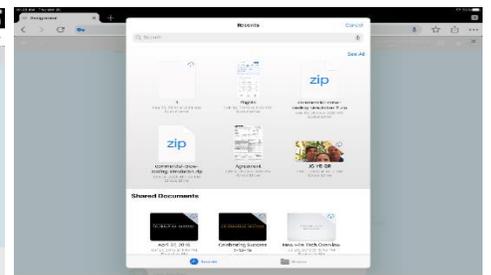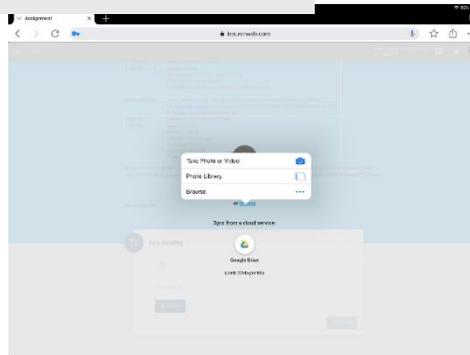
Then select POST or TURN IN to complete.

Selecting the paper clip icon, will open the Drag & Drop. If you are on a laptop, you can use the "Drag and Drop" function with your mouse, or upload through browse.

If you have a Google Drive, you can connect from here.
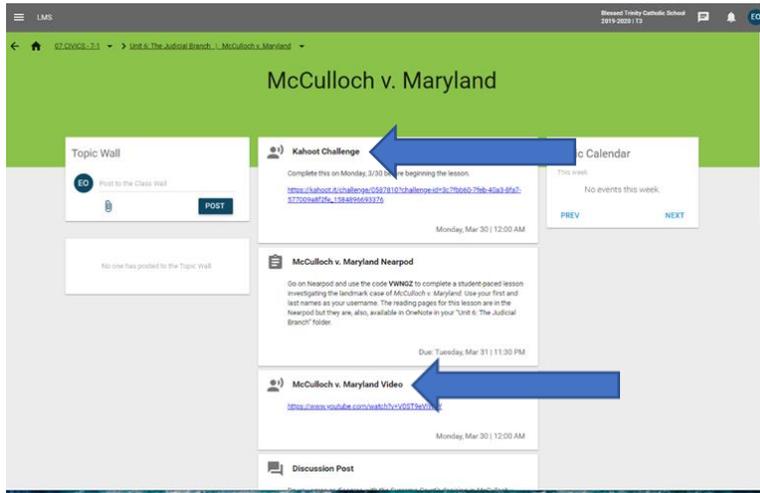
If you are on an iPad or iPhone, select browse, and it will open a window allowing you to take a picture, upload from your photo library, or upload a file.
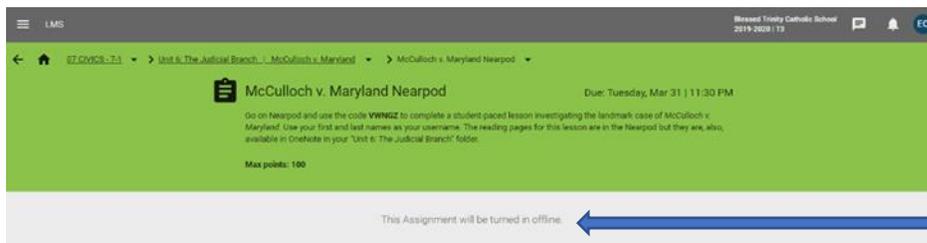
iPad or iPhone views

Once your upload is completed, it will show a window with the assignment or discussion information that you submitted.
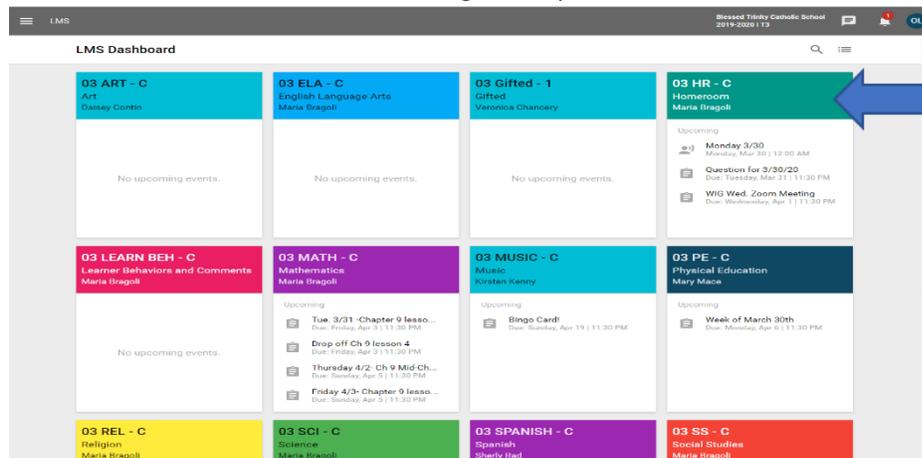
The announcements will not have anything to turn in through the LMS, however they might take you to an online resource where the work will be completed.

Some assignments might also have work that is turned in offline.

Last, but not least, here are a few navigation tips.

ALWAYS select the colored band of the class to get to your assignments.

Selecting the assignments from the Dashboard will cause you to miss important information your teacher may have posted on the Class or Topic Wall.

The house icon takes you back to the Dashboard

The "bread crumb trails" at the top of the screen, help facilitate navigating between assignments and topics.