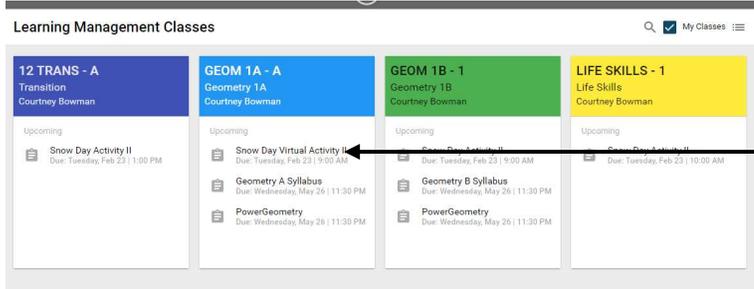


***How to Find an Assignment on LMS:**

Log in to LMS. It will open to your **DASHBOARD**.

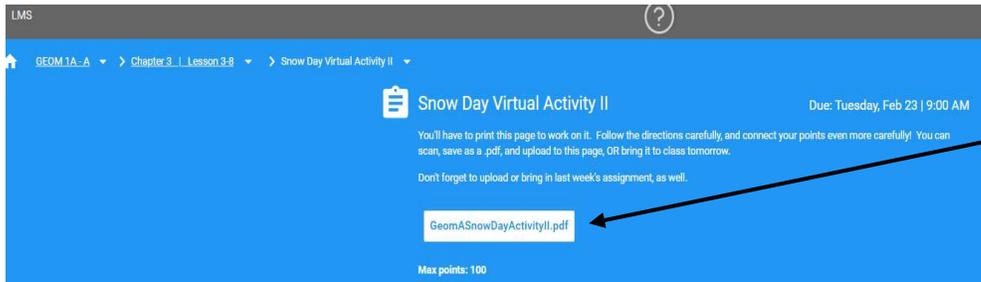


Look for the name of the assignment listed in the box of your class. If the due date hasn't passed, it will be there.

Click on it.

If the due date HAS passed, you'll have to find the assignment in the **CALENDAR**. (see next section)

When the assignment opens, your page will look something like this:

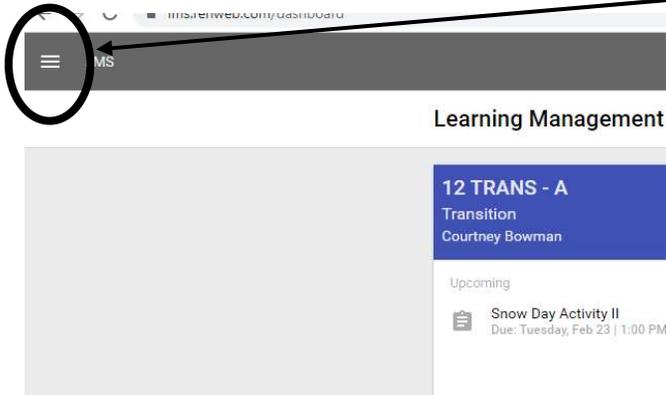


If the assignment has an attachment to read or print, it will be here.

Click on it to open the .pdf file.

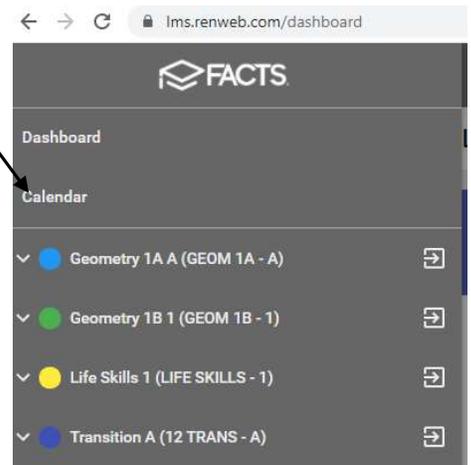
***How to Find a PAST DUE Assignment on LMS:**

On your **DASHBOARD**, go to the upper left corner and click the Menu icon.

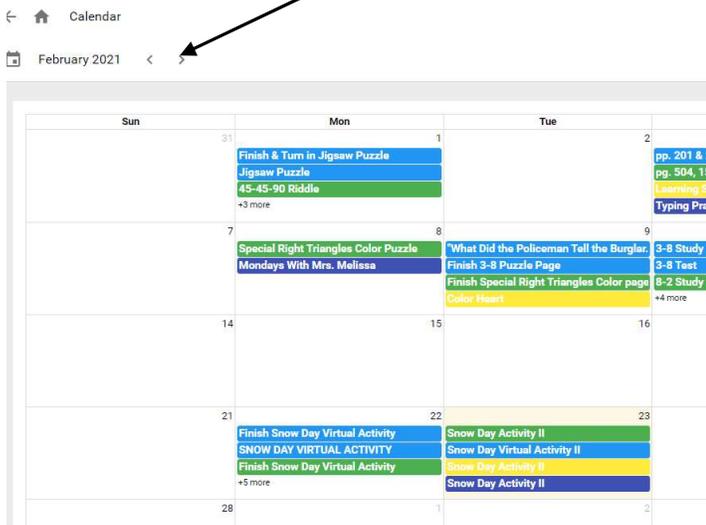


This will give you 2 options – **DASHBOARD** or **CALENDAR**.

Click on **CALENDAR**.



The assignments on the CALENDAR are color-coded to match the colors of your classes on the DASHBOARD. You can scroll through the months using these arrows.



When you find the past due assignment you need, just click on it, and it will open. Any attachments or links will still be available to you.

Teachers ARE NOT notified by LMS when a student uploads a past due assignment, so they will not know that you have done it.

ASK YOUR TEACHER HOW THEY PREFER PAST DUE ASSIGNMENTS TO BE TURNED IN!

*How to upload an Assignment to LMS:

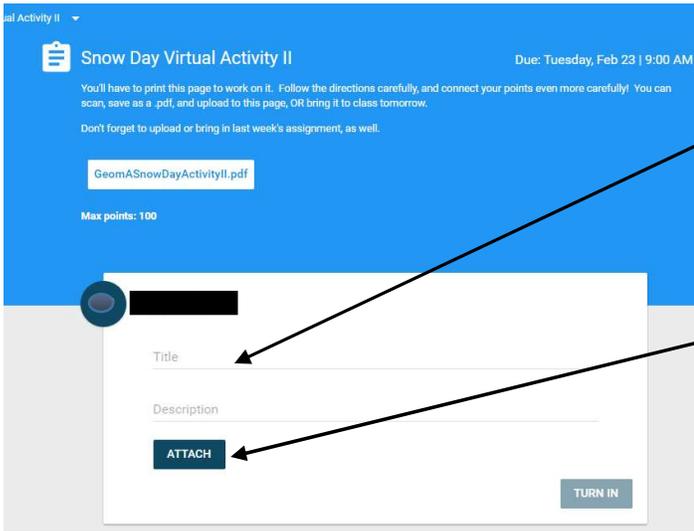
When you finish your assignment, you'll need to scan it. You may either use a scanner (many printers also scan), or use an app on your phone that is designed to turn photographs into .pdf files.

Photograph files (.jpg, .png, etc.) are too large to store in LMS – DO NOT UPLOAD PHOTOS TO LMS.

I use AdobeScan – it is a free app, and I just take a picture of the page I want to upload, then save it as a .pdf file. The app allows me to send that by text, email, etc., or just store it on my phone. I just email the .pdf file to myself, then save it to my computer. Now it can be uploaded directly to LMS.

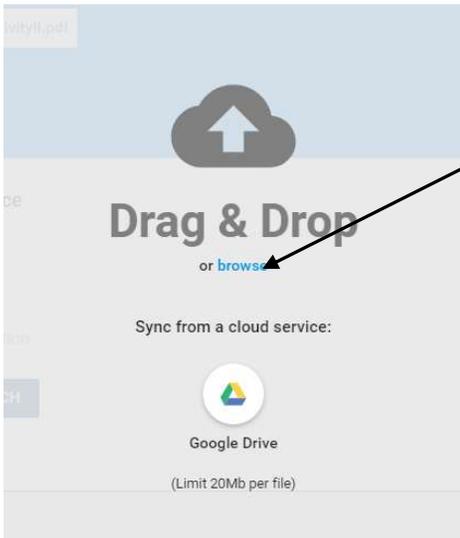


When you're ready to upload your work, click on the red circle.



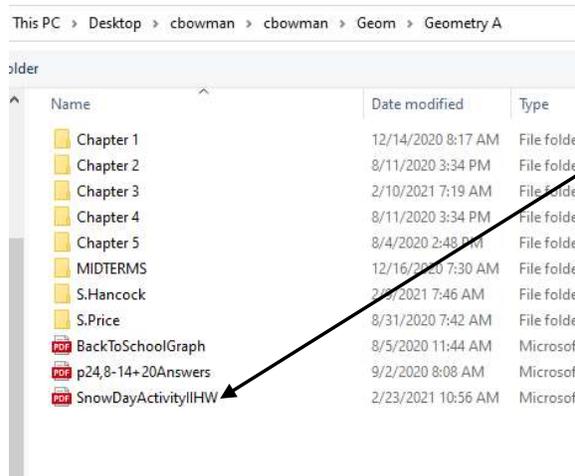
This is what will open. Type in the name of the assignment here. You don't have to add a description.

Now click here to attach your file.

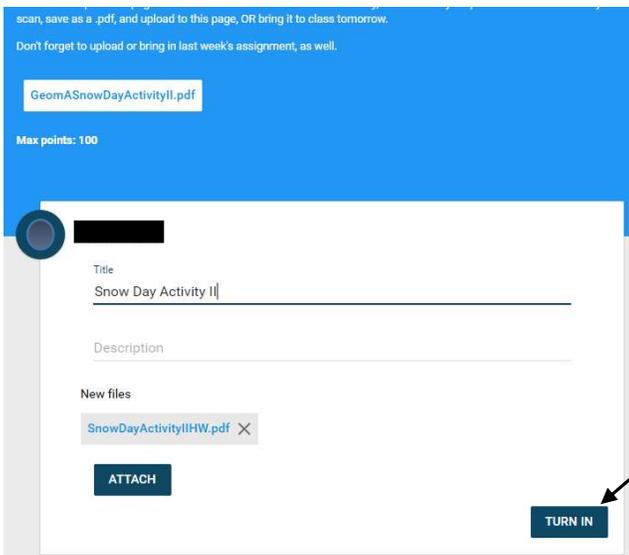


This is what my screen looks like after clicking "Attach".

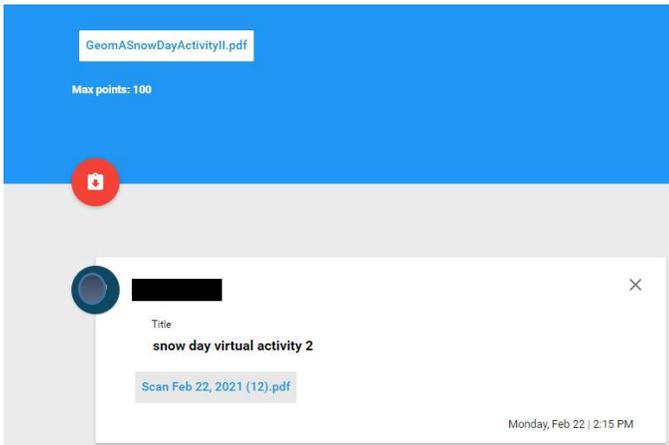
Choose "browse".



Now find and choose the .pdf file with your work.



This is what you should see now. Click "Turn In".



When you've uploaded your assignment successfully, this is what you'll see.

***ONE MORE THING...**

Be sure to check for Notifications – Look for the bell in the upper right corner of the **DASHBOARD** screen.

