



## Submitting Assignments using the iPad Schoology Web Clip

### PURPOSE

#### Why Must I Do This?

Use the following steps to upload assignments using the iPad Schoology web clip (bookmark) found in all LAUSD issued iPad devices. Students are able to submit text responses and/or upload pictures and videos.

#### Before You Get Started

- Students should have their LAUSD single sign-on username and password.
- Students in grades K-2 may log in using the teacher provided QR code for Schoology.

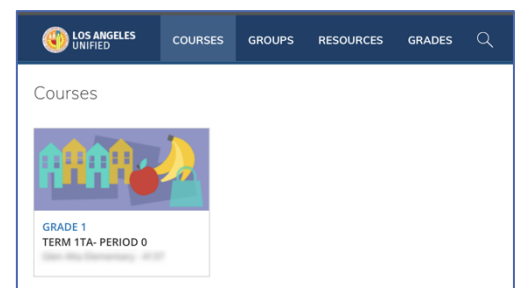
#### Log in

Log in to the LMS using the web clip or the Safari browser at <https://lms.lausd.net>.

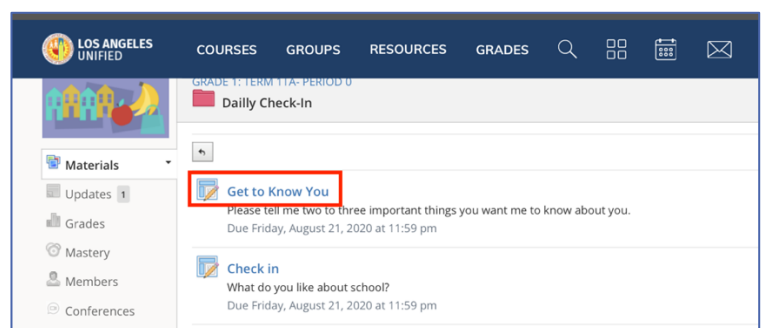
### PROCEDURE

To create a submission from the Schoology web clip on an iPad, students can:

**Step 1** Click on **Courses** to select a class.



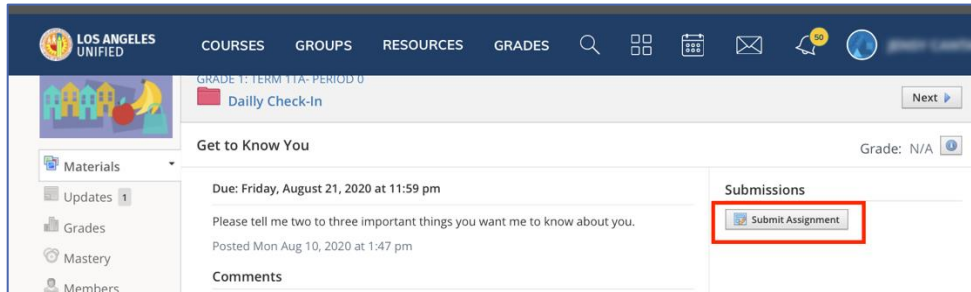
**Step 2** Select the assignment for which you would like to make a submission.





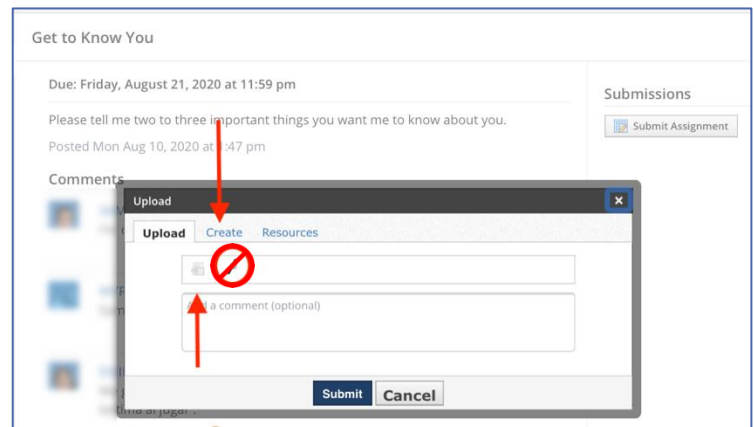
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**Step 3** Click on the **Submit Assignment** button.

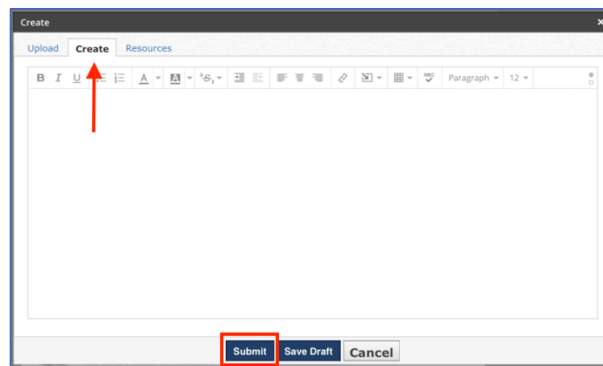


**Step 4** Select the option to **Create** a submission or **File Upload**. Do not use the microphone icon when using the Schoology web clip.

- a) **Create:** This allows students to type their response directly into a Schoology text editor box.
- b) **File Upload:** This allows students to upload an existing file from their iPad, including pictures and video recordings.



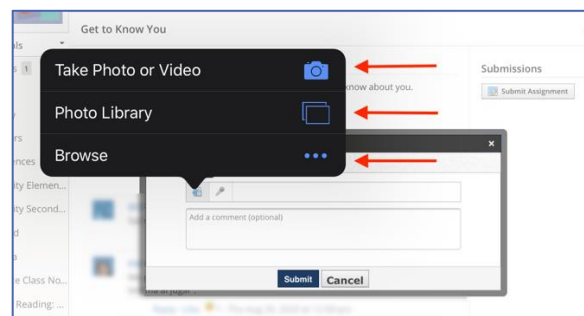
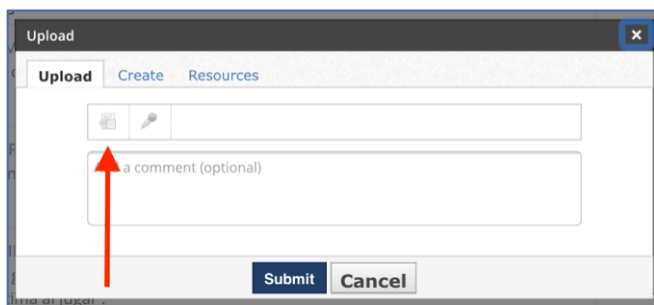
**Step 4a** Type your response for submission using the **Create** tab, then click **Submit**.



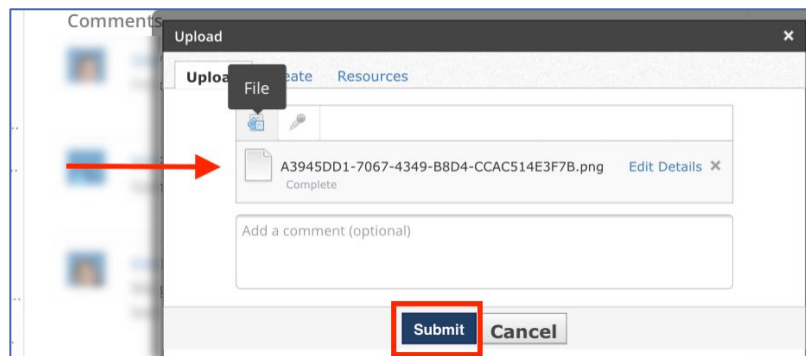
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**Step 4b** If you are uploading a file, click on the **File Upload** icon. Select the file type you wish to upload.

- Use **Take Photo or Video** to open the camera app
- Use **Photo Library** to select a video or picture you have saved on the iPad
- Use **Browse** to find other files on your iPad to upload



**Step 5** When the file has loaded, it will appear in the center of the screen. Click **Submit** when done.



**Step 6** Assignment submission will be displayed on the screen. If you need to re-submit the assignment, click on the **Re-submit Assignment** button.

