Directions:
1. First save a word file to a folder of your choice with the following title format: your last name, first name – name of file (e.g. Smith, John – Works Cited Page).
2. Log into SchoolLoop and click on the appropriate assignment from your homepage, calendar or after clicking on US History.
3. From there, you will see a similar image as below. Click on the word "Locker" next to the red words "Submit Work."
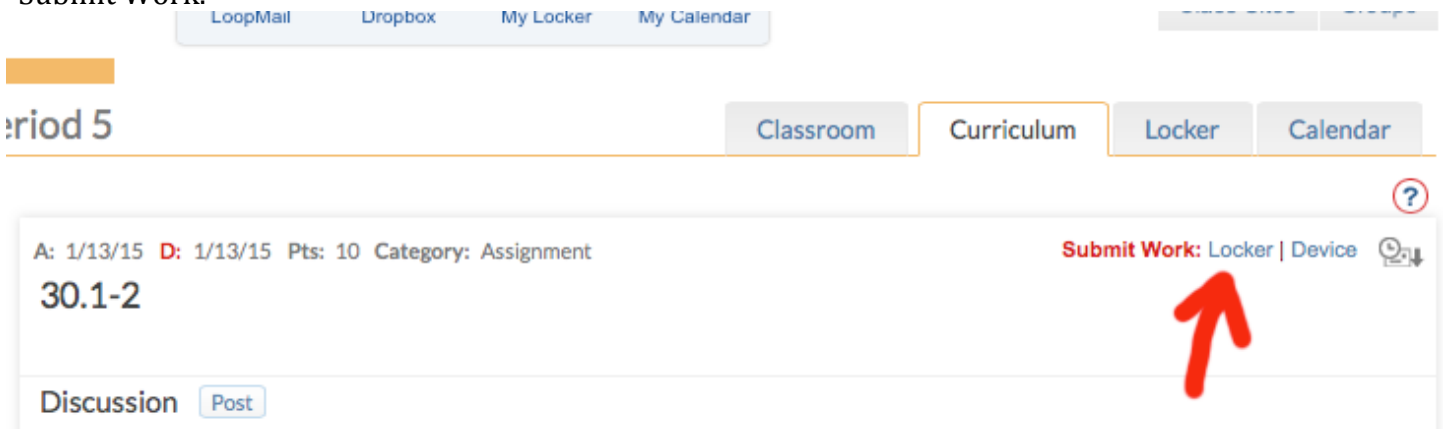
4. You will then see the following screen. Click on the "Add" drop down menu.
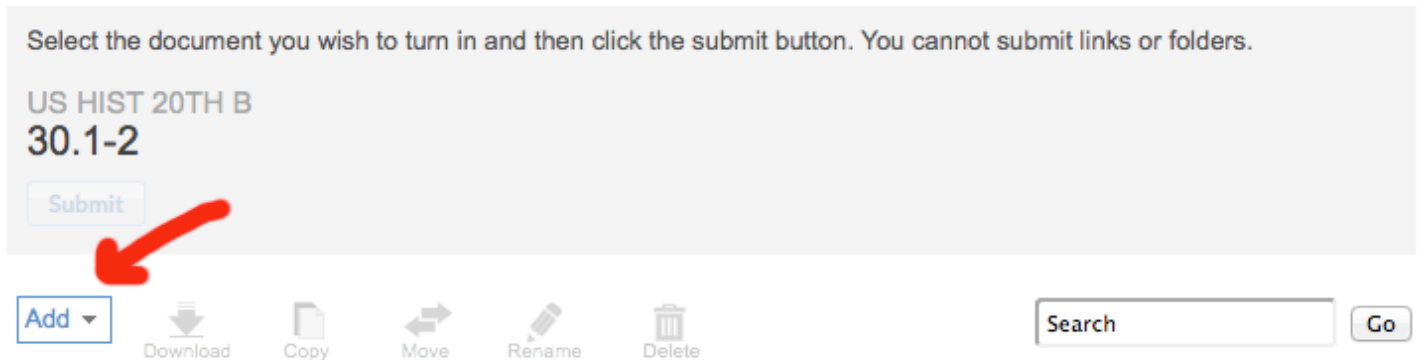
4. You will then see the following menu. Click on "File."
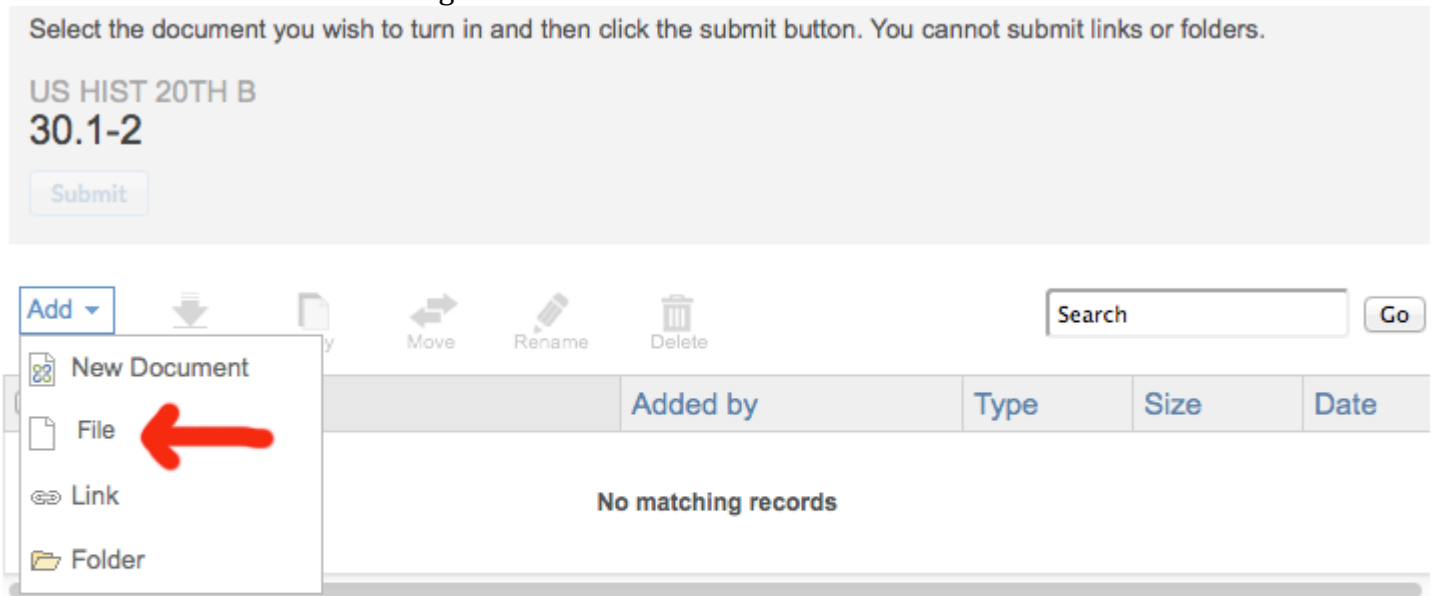
[GO TO NEXT PAGE]

5. From there, find your saved file and select it. It will then tell you that the upload was complete (a green box). Click the close X at the upper right hand corner. You should be able to see the file in your locker. You are almost done.

6. After you have uploaded it to your locker, you will need to submit it. Check mark the file you wish to submit and then click on the submit button. See the below.

7. To verify that you successfully submitted your file, go back to your calendar and click on the assignment. You should see this image below (click on the "Curriculum" tab if you are not already in it).