

# How to Upload!



A user's guide to submitting assignments in Accelerate

# Types of submissions...

There are several types of submissions you might encounter on Accelerate:

Sometimes there are activities that are completed and simply marked as complete and no document is uploaded and submitted.

Other assignments are completed and submitted for grading. There will be a submission page that has a blue circle with a plus sign in the lower right corner.

There are recordings using a built-in recorder.

# Ways to upload:

There are many ways to upload a document or sound clip you have printed out or made. What you need is to make sure the item gets to your student's google storage (Drive) where they can easily upload it.

You'll need a Smart Phone to take a picture and send it through the Google Drive app on your students' school account. You can also use a scanner, like the notes app in iPhone to take a picture.

Download the Drive app (Drive is basically an online place to store files) and log in with your students' ID account.



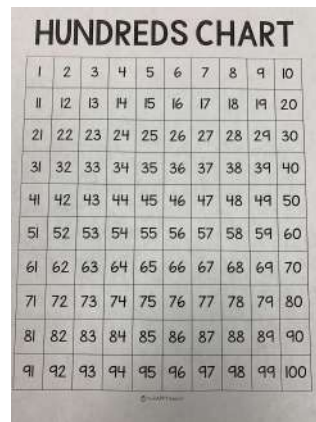
Still having trouble? Email it from your phone to your student's email address. They can save the document from there to their Drive and upload from there.



# Step 1) Take a picture

Your child/student has finished their assignment. Way to go! Your first step is to take a picture of the assignment. Make sure it's fully in frame and well lit. You can use your Smart Phone to take the picture. If you don't have a smart phone, you can use the computer camera software. This will work for both iPhone and Android.

Bad example:  
Far away, in  
shadow, low  
light



Good  
Example: Fills  
the whole  
frame, more  
light

# Step 2) Download the Google Drive App

Download the Google Drive app in the app store and log in.



After you download it, log in with the student account:

Username: First initial Last  
initial student ID number  
@student.oregonk-12.com

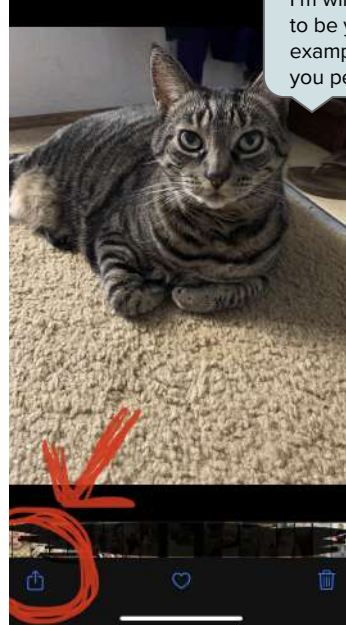
Password: student ID number  
and first 3 letters of first name  
(don't include initials).

If you already have Drive on your phone, add the student account so you can send your documents through that account.

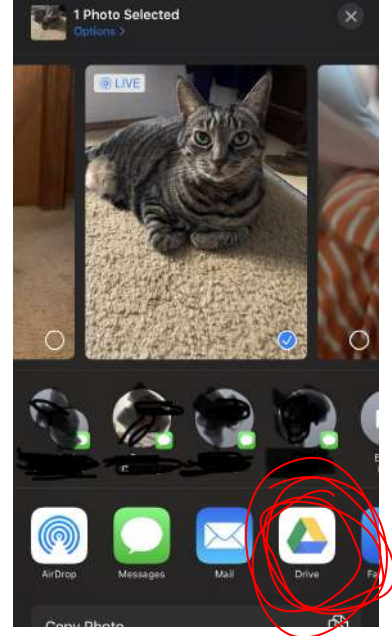
# Step 3) Send it to the Drive

You may already be familiar with the fact that phones will let you send photos via text, email, and through apps. This is what we are doing. You can choose to send it to a Google Drive account! I'll show you an example:

1) "Send" or upload the picture/  
document

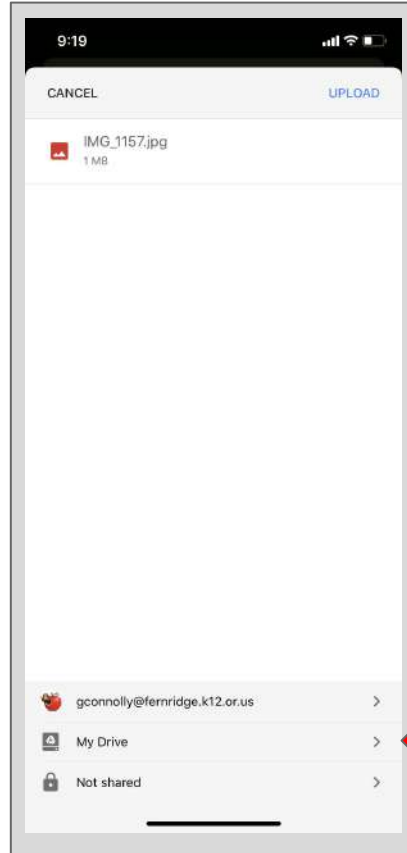


2) Click on the  
Drive app icon



## Step 3) Send it to the Drive (pt. 2)

3) Choose your student's drive account email and you'll see this screen. Click upload at the top right. That's it!



Note: if the upload link is not blue like the picture, it may need you to select a folder, which is here. I have selected "My drive" as my folder.

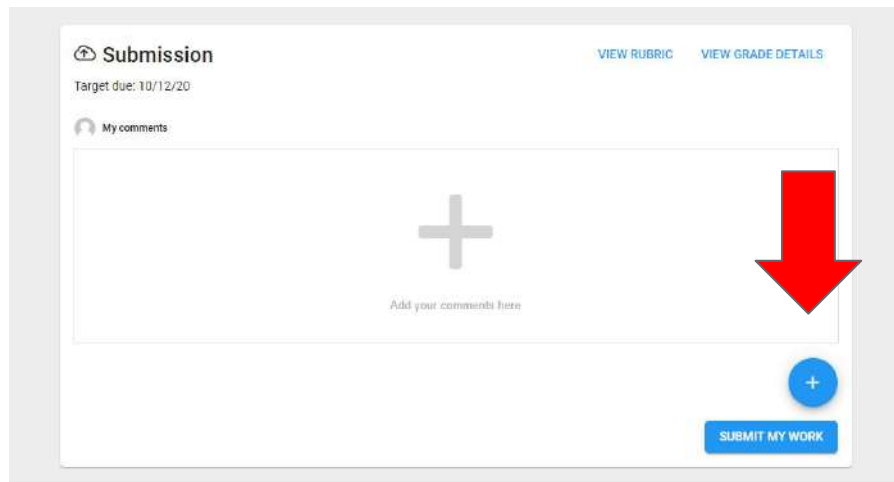
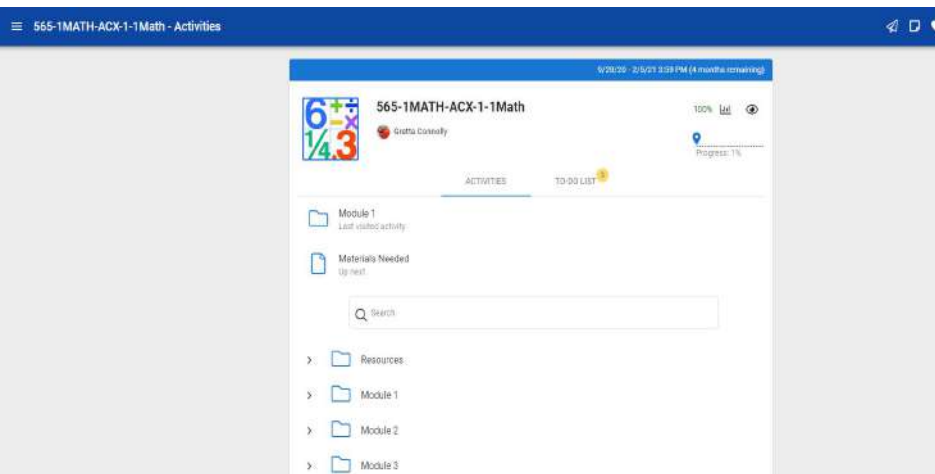
## **Step 4) Now it's in the Drive! Head back to Accelerate!**

That's all you need to do to get it in your student's drive. Anything you put into the drive is safe from being lost, like if your computer crashes, because it's securely online.

From here, you will go back to the assignment submission page on Accelerate and press the blue plus icon to add it in. I'll show you an example in a Math module.

# Step 5) Find the assignment submission page

From the Module, choose the assignment, click into it and you'll see the assignment box. It should have a blue plus icon. Click on it!



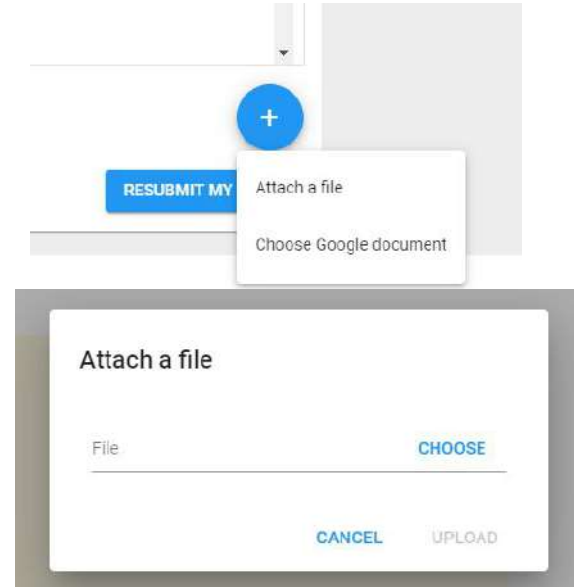
## Step 6) Add the Submission

Click on the blue Plus icon near the bottom of the page. It will give you the choice between “Add a file” and a Google choice. Use “Add a file”

It will prompt you with a box and want you to choose the file. Click “choose” and it will open a window, go to the Drive icon and select the file inside it. Click “open”

You should see a paperclip image in the submission box. That means it's there!

TA-DA! Now click “Submit my work” You did it!

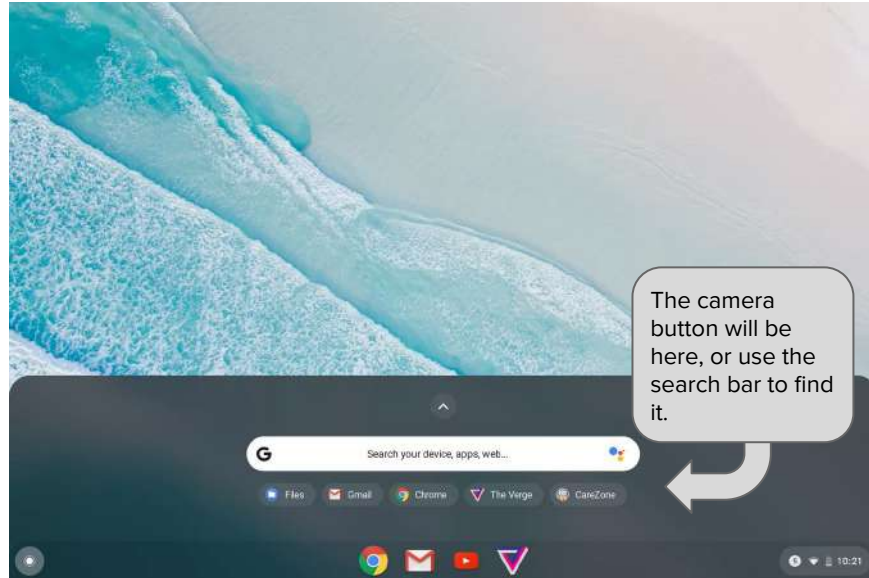


# If all else fails...

You can also take a picture directly using the camera on the chromebook from the launch circle. Save that picture into the Google Drive (which is already in your child's account) and use that to submit.

This is a workable, but not ideal way to submit an image, because it's harder to see it properly, especially if it's not well lit.

The launch circle



# **We're here to help!**

Thanks so much for being brave and working through this. We're here for you if you need help.

We are all learning this new tool! Take a deep breath! This year is going to be an adventure!

The word "THANKS" is rendered in large, bold, 3D block letters. Each letter is a different color: 'T' is cyan, 'H' is green, 'A' is yellow, 'N' is cyan, 'K' is magenta, and 'S' is orange. The letters have a slight shadow beneath them, giving them a three-dimensional appearance.