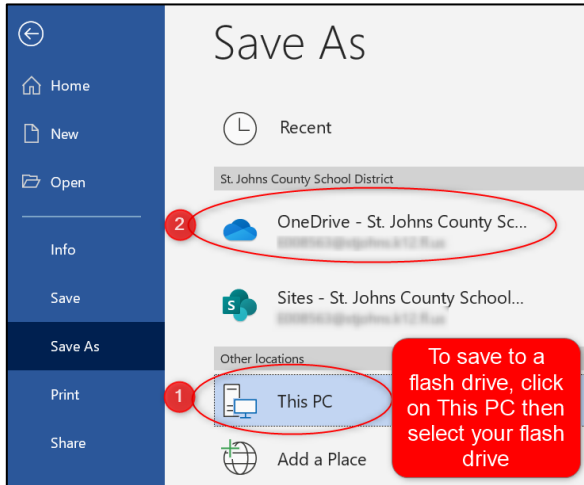


# Saving Files & Uploading to Schoology Using a School Computer

You are not able to save work directly onto a school computer. You have 2 options for saving your work. 1. Save your file onto a flash drive. 2. Save your file to your OneDrive account. Once your file is saved, you can upload it into Schoology. See directions below.



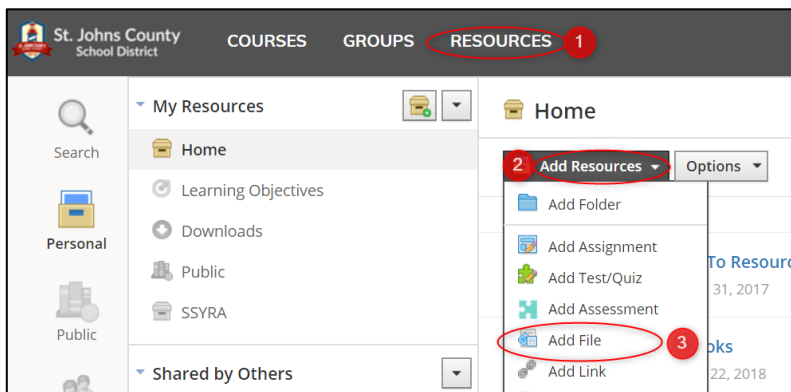
When you are ready to save your work, go to:  
File > Save As > and select

1. **This PC** to locate and save file to your flash drive **-OR-**
2. **OneDrive** to save file to your OneDrive account

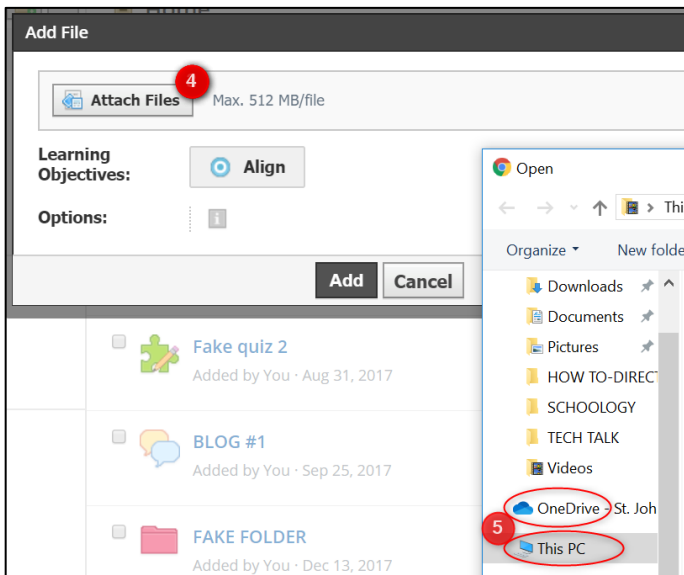
If you are asked to sign into OneDrive/Office 365, sign in using your SJCS D credentials, just like how you log into Schoology, S# email address first (i.e. S123456@stjohns.k12.fl.us).

Likewise, if you are using a personal computer without MS Office products, you can use the web versions by logging into Office 365 (the link is on the Links for Students page), opening Word (or other application), and save your work there in your OneDrive account.

Then, inside Schoology, go to your Resources tab and upload your saved file:



1. Click on Resources tab
2. Click on Add Resources
3. Click on Add File
4. Click on Attach Files
5. Select OneDrive or This PC (depending on how you saved it) to locate file to attach



Then, when you are ready to submit an assignment, attach the appropriate file from your Schoology Resources (or directly from your flash drive or OneDrive account if you prefer to skip saving to your Schoology Resources first).