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| https://lh5.googleusercontent.com/dHA6DtYDvLuwun4M82N60U_Cdf2k8AFYUkPAvoDJ9oTrGIkZuQn6RRtI9su2VYPYobd3X8AMay2quSX6TmhVgmiJH4NS_r4jCkcYQYRGQDatNY0CSgI8YCqW-u8RG-fK0ALwOpfI4sKHuPZj | 300 W. Fort St  Boise, ID  idla@IdahoDigitalLearning.org  Phone: 208.342.0207  Fax: 208.342.1031 |

**How do I upload/attach a file to an assignment and submit it for grading using a Chromebook?**

1. Open the document (for example, the worksheet your teacher asked you to fill out) in Google Docs. To do this, click the document link
2. Your file will open in a new tab in your browser. Make changes to the Google Doc as directed by your teacher.
3. Click the red SAVE link at the top of the document. Make sure you notice where in your Drive the document is saved. You should get a confirmation that says “File saved. All edits will be saved automatically”
4. When you’re finished making changes in your document just close that tab to return to Blackboard.
5. To submit the document to your teacher for grading:
   1. Click the title of the assignment. It is actually a link.
   2. You will see the directions repeated. Scroll down to get to the assignment submission area.
   3. Click the **Browse My Computer** button.
   4. Find the file you saved earlier. Remember, it should be in the area titled “My Drive”. Click that file name to select it. Click Open.
   5. Scroll down to the very bottom of the page and click Submit.
6. You should get a confirmation that your file has been submitted. Now just use the Course Units link at the left or the Breadcrumb trail at the top to go to the next item in your class.