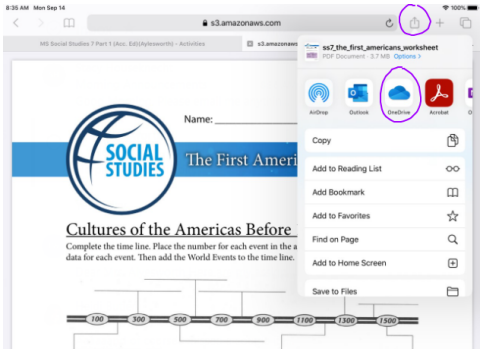
CAOLA

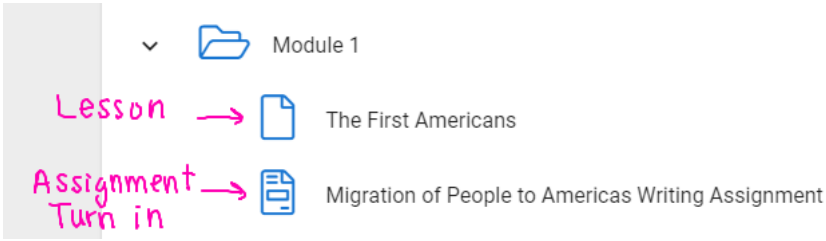
Directions to Save and Turn in Assignments—OneDrive

1. Save the file and edit in OneDrive.

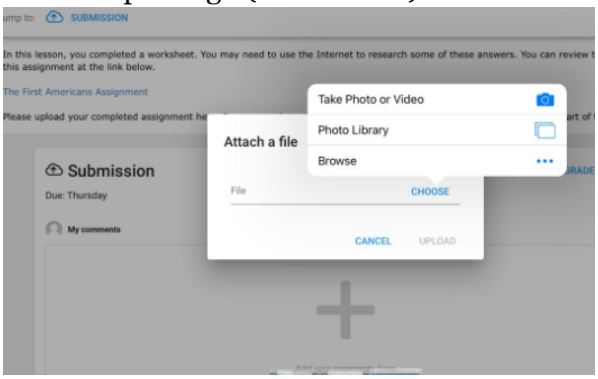


You may change the name and save it to a folder for the class at this point. From there, open the OneDrive app and make all of your edits within that app.

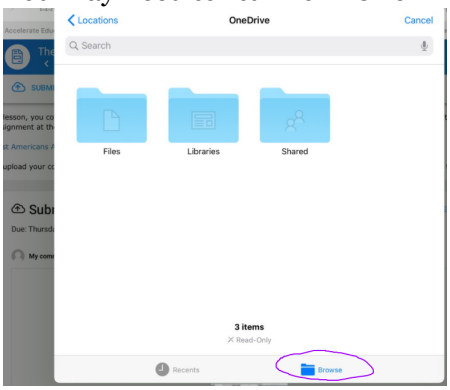
2. To turn in, open CAOLA and find the assignment listed under the Module. There will be a separate place to turn it in—it will not be turned in within the lesson.

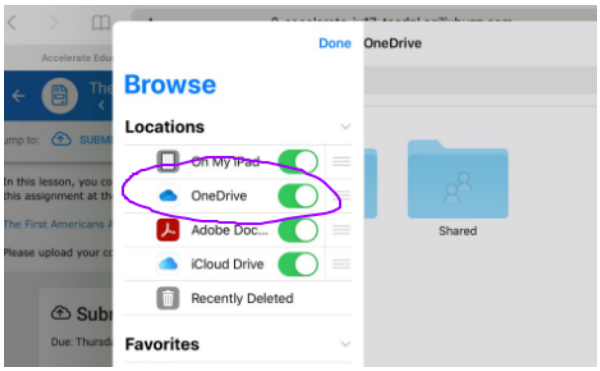


3. Click the plus sign (in the circle) and click attach a file. Click Browse to find OneDrive.



4. You may need to “turn on” OneDrive as an option as shown below.



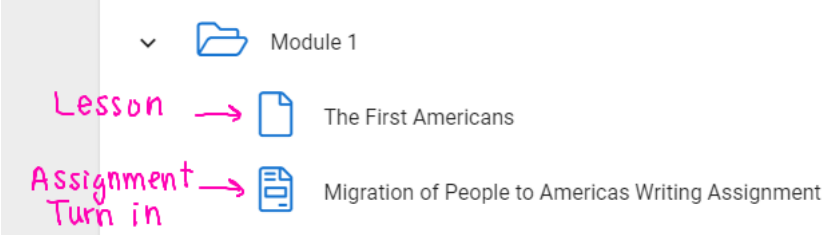


5. Select your file and upload it.
6. Click the Submit My Work button at the bottom.
7. You will receive a confirmation at the bottom stating, “You have successfully submitted the assignment.”

CAOLA

Directions to Turn in Assignments—Screenshot

1. Take a screenshot of the work (most likely typed on a Word document).
2. Open CAOLA and find the assignment listed under the Module. There will be a separate place to turn it in—it will not be turned in within the lesson.



3. Mark the previous lesson as complete (even if you are not done with all of it).
4. Click the plus sign (in the circle) and click attach a file to add the photo of your work.
5. Select your photo and upload it.
6. Click the Submit My Work button at the bottom.
7. You will receive a confirmation at the bottom stating, "You have successfully submitted the assignment."