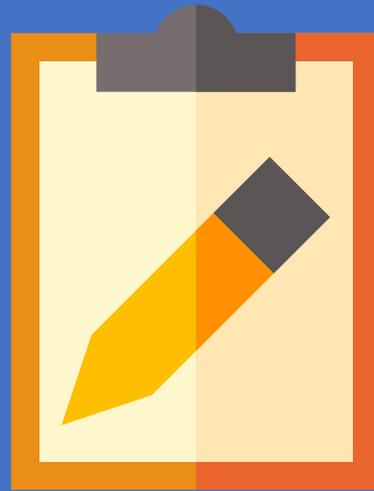


# SKOOLER

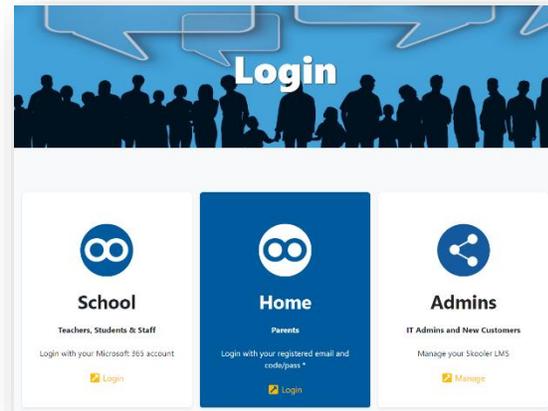
GUIDE FOR STUDENTS



How do I turn in  
assignments?

Not sure how to log-in?

Go to <https://skooler.com/login/> and click on the School Login. Use your school Microsoft 365 username and password:



From the Dashboard:

The dashboard is titled "SKOOLER" and "Dashboard". It features a sidebar on the left with navigation options: Liam Smith, Skooler Middle School, Toolbox, Dashboard, Absence / Attendance, Planning, Calendar, Assignments, PLP/ILP, and More. The main content area is divided into several sections:

- Next 30 days**: A section for current plans and events. It lists several plans and events with dates and descriptions.
- Office 365**: A section for Office 365 applications, including Outlook, Teams, Word, PowerPoint, OneDrive, and My Notebooks.
- 3rd party Apps**: A section for third-party applications, including Creaza, Flipgrid, Kahoot, Wakelet, Book Creator, Google, Loops, and YouTube.
- Skooler Kudos**: A section for student achievements. It shows a total of 23 kudos and a table of latest achievements.
- Absence and Behavior last 30 days**: A section for tracking absence and behavior. It shows a total absence of 0 days and 0 periods, and 0 students for both order and behavior.
- PLP/ILP**: A section for Professional Learning Plan (PLP) and Individualized Learning Plan (ILP). It includes a review section and a resources section.

Then you can go straight to a plan or assignment by clicking on the gray boxes. Otherwise, use the main menu on the left.



## Assignments

If you click on

you will see a list over what has been assigned to you and can also see teacher feedback. It might look something like this:

Assignment name	Due date	Subjects	Self/peer assessment
Hieroglyphs, petroglyphs & runes	02/28/2021 3:00 PM	Social Studies	
Book Creator hand-in	01/31/2021 5:00 PM	Language Arts	
Journal entry with picture	01/31/2021 3:00 PM	Language Arts	
Autumn weather	11/30/2020 3:00 PM	Science	
Counting pumpkins	10/31/2020 3:00 PM	Mathematics	
Autumn weather	10/23/2020 5:00 PM	Science	
BIO CheckPoint	10/22/2020 4:00 PM	Science	

Note the tabs: **Active**, **Under review**, **Assessed** and **Archived**. If you have something you want to send to a teacher you can use the **Submit to teacher** button. By clicking on one of the assignments, you will see more details. It might look something like this:

← Assignment list + Add something ► Hand in

**Journal entry with picture** **Due 01/31/2021 3:00 PM** (Expires in 101 days) **LA**

What was the most interesting thing you discovered last week? Include an illustration.

Scoring format: Grades A-F

**Assignment** Assessments Self assessment

Hand-in documents

Journal entry with picture.docx

+ Add something

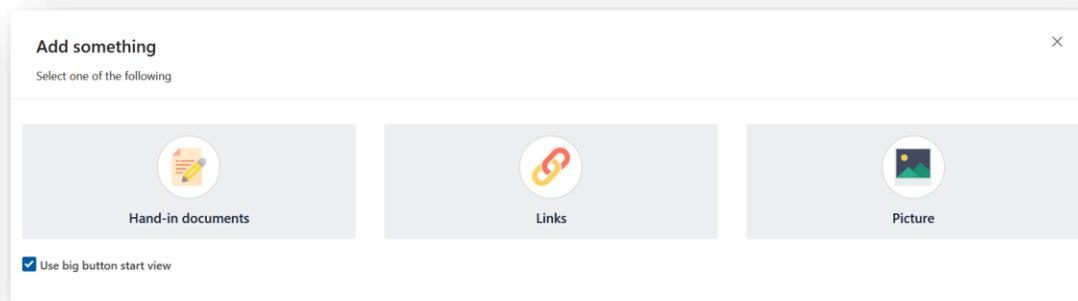
Resources and info

Teachers

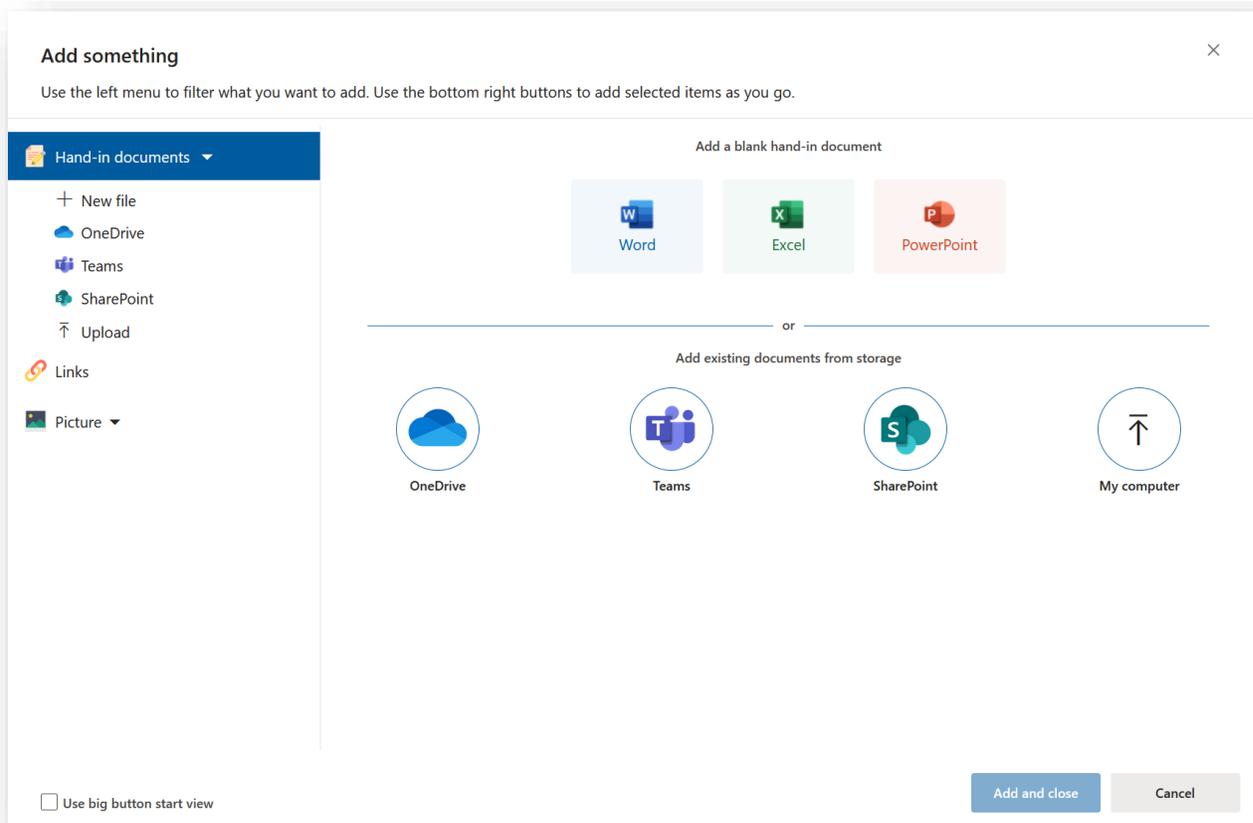
Megan Bowen

In this example, you can click directly on the Word document and start writing. Or, you could click on **+Add something** to turn in something from your device.

If clicking on **+ Add something**, the next screen might look like this:



Selecting Hand-in documents from here will get you to this next screen. Or, you may have wound up here:



Now, you can select files from OneDrive, a shared area or directly from your device.

You will get confirmation of uploading:

## Success!

Your file(s) were uploaded successfully. They can be found under 'Hand-ins'.

You can upload as many files as you wish. When you are satisfied, you can turn everything in using the **Hand in** button at the top of the screen:

▶ Hand in

Then, you will receive the following message:

### Submit this assignment?

You are about to submit this assignment. After it has been submitted, you will no longer have access to the original hand-in documents. If you are handing in files that you want to review later, we recommend that you keep a local copy.

Ok

Cancel

After selecting Ok, try clicking on the rocket to see what happens!

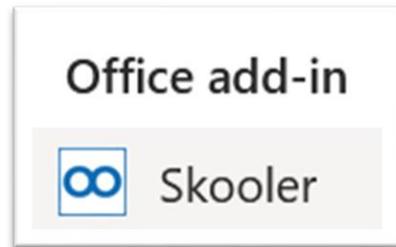


**Your assignment has been successfully submitted.**

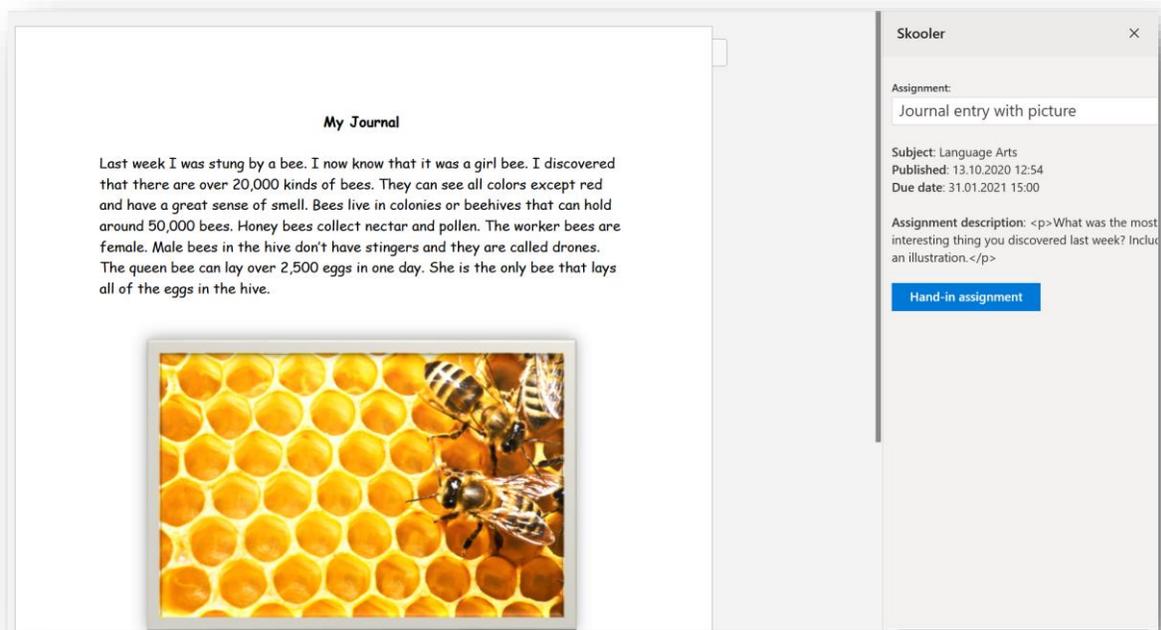
[Reload this assignment](#)

[Go to assignment list](#)

If turning in an assignment in Word, you may have a Skooler tool that allows you to do that easily. You will find it under the . . . menu in the upper right hand corner:



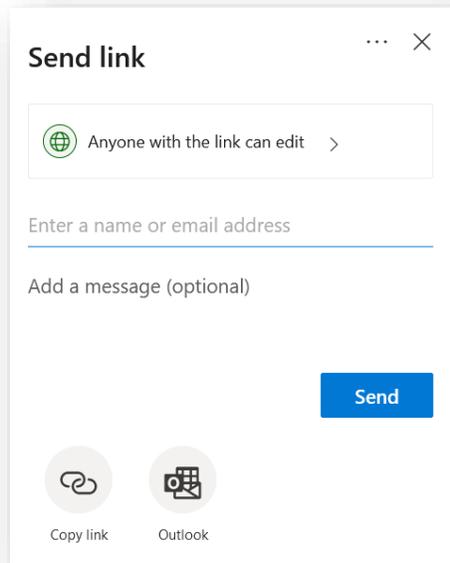
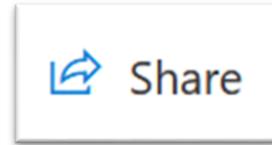
If you click on it then you will see:



By using **Hand-in assignment** your Word document is sure to be turned in successfully 👍

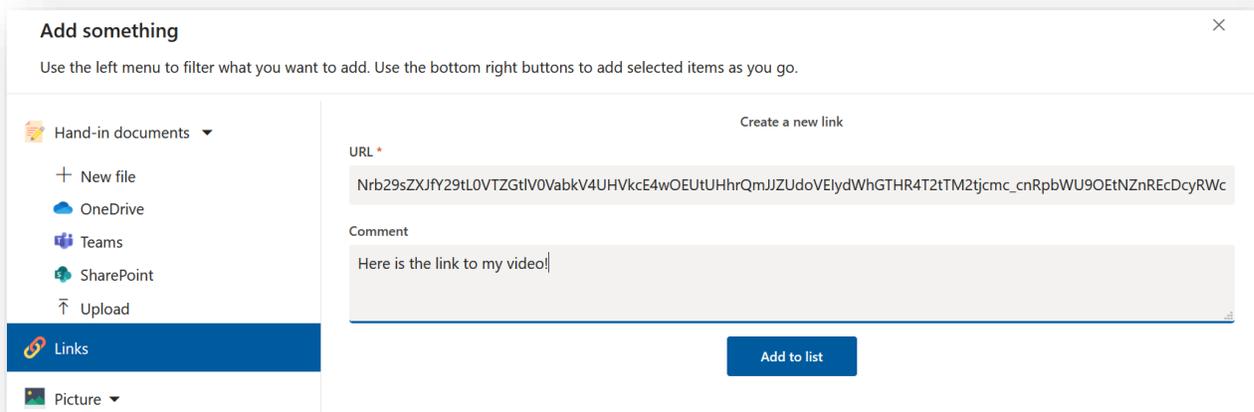
Wondering how to turn in a large file like a video?

You will need to find and copy the link. Look for a Share function:



Then click on **Copy link**.

Turn it in via **Links** in Assignments:



Did you get this graphic?

Success! 😊

