



LINCOLN
LEARNING

HOW TO SUBMIT AN UPLOAD ASSESSMENT

This document is designed to provide instructions to complete an Upload Assessment.

TIP: If you clicked on this document without using the **CTRL + click method**, it opened in the same browser as your assessment. To return to your assessment, use the **back arrow** on your browser to navigate back to Buzz.



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HOW TO SUBMIT AN UPLOAD ASSESSMENT

To submit an Upload Assessment, make sure you have saved your completed work and are ready to upload your file. You can upload a file from your computer or choose to attach a Google document.

Click the **blue plus sign**.



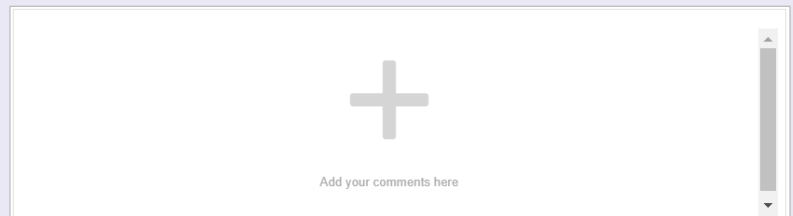
Click **Attach a file** or **Choose Google document** and select the file(s) you wish to attach.

TIP: For help with choosing a Google document, [click here](#).

Attach a file

Choose Google document

Write any comments to your teacher in the comment box with the large gray plus sign.



Click **SUBMIT MY WORK** when you are finished to send the assignment to your teacher, *or* click **X** in the upper left corner of the window to close the assessment and save your assignment progress for later submission.

SUBMIT MY WORK



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