

## Steps to Download Schoology Assignments When You Have Limited or No Internet Access

**Step 1:** While you have internet access, login in to Schoology ( <https://florence5.schoology.com/> ), and download any assignments that have attachments or that require you to use Word or PowerPoint. Save any files to “Downloads” or “My Documents” not OneDrive since you will not have internet access. Note: You may need to click “Browse” to find the “Downloads” or “My Documents” folder. See examples below.



### Chapter 1 Discussion Questions

Due: Wednesday, November 11, 2020 at 8:00 am

Answer the questions on the attached document using details from the text as needed.

Please note that you must go to Content—>Novels—> Novel Unit 3: *Call of the Wild* novel folder in order to find the directions on how to access the ebook in order for you to read it.

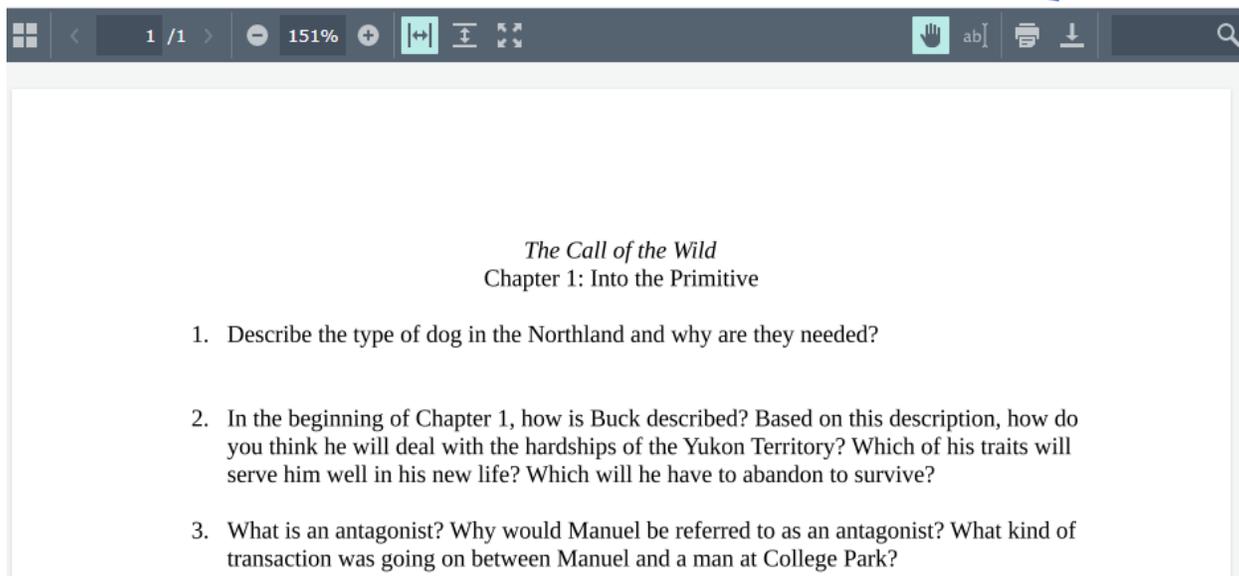
Posted Mon Nov 9, 2020 at 8:01 pm



Call of the Wild Chapter 1 Questions.docx 21 KB VIEW

Click on the file name to download and open in Word.

If you see the following screen, then you need to click on the download arrow in order for it to download and open in Word or PowerPoint.



**Step 2:** Complete your downloaded assignments which are now saved to either your “My Documents” or “Downloads.”

**Step 3:** Once you have internet access again, you will need to upload the completed assignments to Schoology. See images below.

1. Click on "Submit Assignment."  
2. Then click on "file icon."  
3. Browse through your "My Documents" or "Downloads" to find your file.  
4. Select the file and click "open."  
5. Then click "Submit" in Schoology.

Name	Status	Date modified	Type	Size
Custom Office Templates	✓	7/30/2020 10:50 AM	File folder	
Act 1	☁	10/26/2020 1:28 PM	Microsoft Word D...	25 KB
Advanced Composition (4th Block) Grad...	☁	6/1/2020 2:03 PM	PDF File	65 KB
English 3 (1st Block) Grade Verifications--...	☁	6/1/2020 2:03 PM	PDF File	73 KB
English 3 (2nd Block) Grade Verifications--...	☁	6/1/2020 2:03 PM	PDF File	80 KB
Novel_Response_1	☁	10/20/2020 11:18 AM	Microsoft Word D...	21 KB
Today's Agenda PowerPointx	☁	11/19/2020 8:03 AM	Microsoft PowerP...	147 KB
Unit_1-_A_Gathering_of_Voices_Backgrou...	☁	8/27/2020 12:37 PM	Microsoft PowerP...	57 KB

File name: The Crucible

All Files

Open Cancel

**Step 4:** Make sure to check that the submission went through before logging out of Schoology.

**Step 5:** Download any new assignments as needed by following the above steps. Remember to email your teachers if you come across any issues.

### Other Things to Consider

- Not all assignments will require you to download a file so you may need to view those assignments from your phone or make sure to copy and paste the directions into a Word document. You can even take a screenshot using your phone or “snipping tool” on the laptop.
  - To locate the “Snipping Tool,” go to the search bar in the bottom left of your screen. Type in “Snipping” to locate this app.
- If you receive an “error message” when trying to submit your work in Schoology, try the following:
  - Make sure you have not lost internet connectivity
  - Try a different browser (Chrome, Firefox, Edge, etc.)
  - Try multiple times to submit the assignment
  - If none of the above work, email the assignment to your teacher with a short explanation of the problem you are experiencing.
- The Schoology App is available to download on your phone. If you choose to download the app, make sure you choose your school before logging in.