**Skyward Assignments and Attachments**

Attachments can be added to your assignments in Skyward

You can do this as you ADD an assignment



If you want to add an Attachment to an EXISTING assignment….you can do this one of

two ways:

---First Way…… ---Second Way……

Click on the Assignment Header.

Next…you MUST click the EDIT button. *\*\*Even though you are seeing the Attach button here….!!!*

Now that your assignment is in “edit mode”, click the ATTACH button.

You can click (not hover) on the ASSIGNMENTS – LIST ASSIGNMENTS option.

Then from your list of assignments, highlight the appropriate

assignment line and click the EDIT button



NO….not yet !

1 – Select the CHOOSE FILE button. Browse to the location of your file

2 – Click the UPLOAD button

3 – Click the SAVE button



**2nd**

**3rd**

**1st**

You can add **multiple** **attachments**.

You can add **any type of file**.

The **number** in the **parentheses** will indicate the number of attachments for that assignment.

**Edit the Assignment** to access the “ATTACH” button.

You can **ADD** additional documents to the assignment at any time.

You can **VIEW** the attached documents.

You can **DELETE** any of the attached documents.

