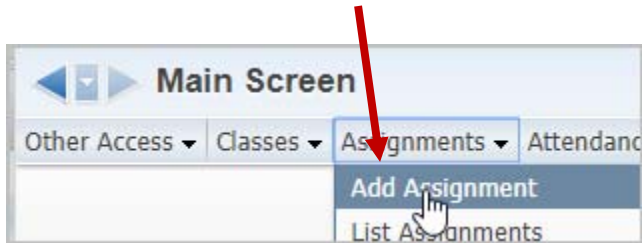


Skyward Assignments and Attachments

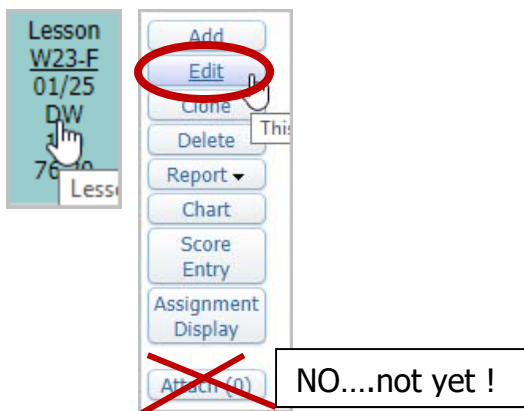
Attachments can be added to your assignments in Skyward
You can do this as you ADD an assignment



If you want to add an Attachment to an EXISTING assignment....you can do this one of two ways:

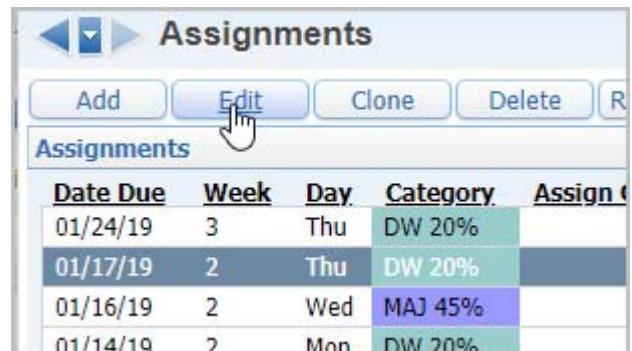
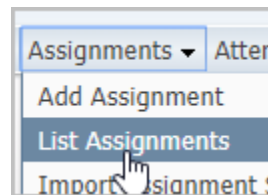
---First Way.....

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.



---Second Way.....

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



- 1 – Select the CHOOSE FILE button. Browse to the location of your file
- 2 – Click the UPLOAD button
- 3 – Click the SAVE button

The interface is titled "Attachment Maintenance". It features a "Gradebook Assignment Attachments" section with a large empty box. To the right of this box are buttons for "Save", "Delete", and "Upload". Below the box is a "Choose File" button with the text "No file chosen" and a prompt "Click on Choose File to select a file". The interface also includes a "Back" button and a help icon.

Annotations: A box labeled "1st" points to the "Choose File" button. A box labeled "2nd" points to the "Upload" button. A box labeled "3rd" points to the "Save" button.

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.

The interface is titled "Attachment Maintenance". It features a "Gradebook Assignment Attachments" section with a list of two attachments: "Skyward - Overview.doc" and "New Student button - option 3.docx". To the right of this list are buttons for "Save", "Delete", and "Upload". Below the list is a "Choose File" button with the text "No file chosen" and a prompt "Click on Choose File to select a file". The interface also includes a "Back" button and a help icon.

Annotations: A box labeled "Attach (2)" points to the list of attachments. A box labeled "Options" points to the "New Student button - option 3.docx" attachment. A box labeled "Assign Benchmarks (0)" points to the "Attach (2)" button.