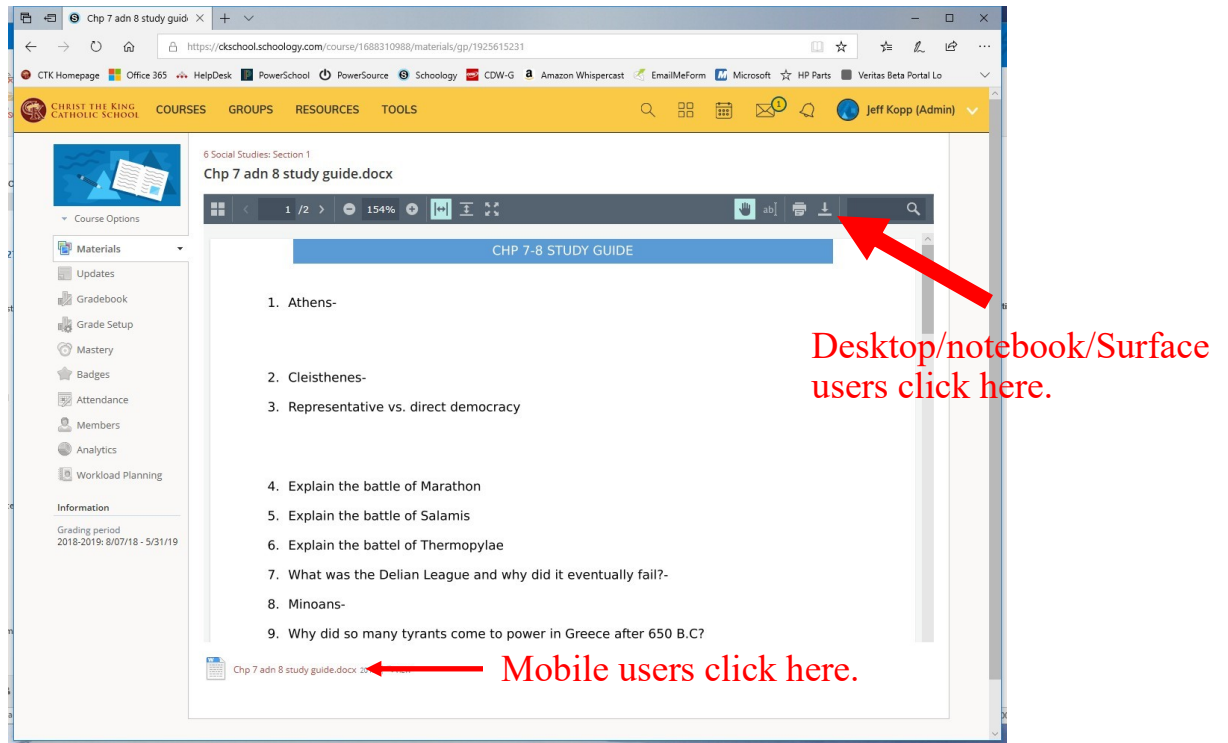
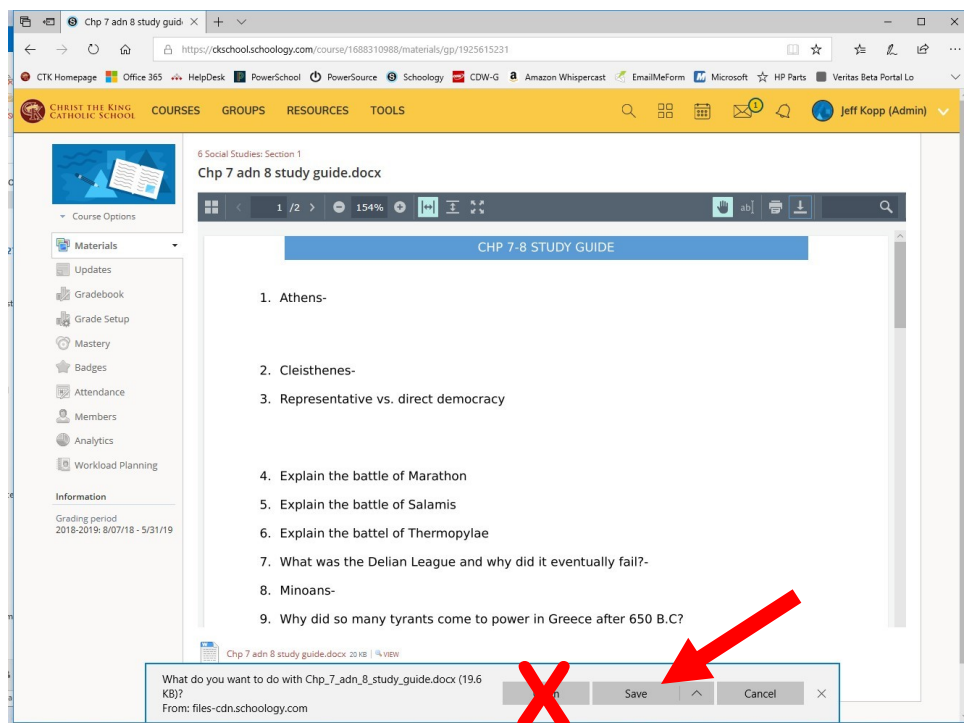


This guide will assist you in downloading and saving an assignment from Schoology. Not saving a file properly will result in the file being deleted or lost!

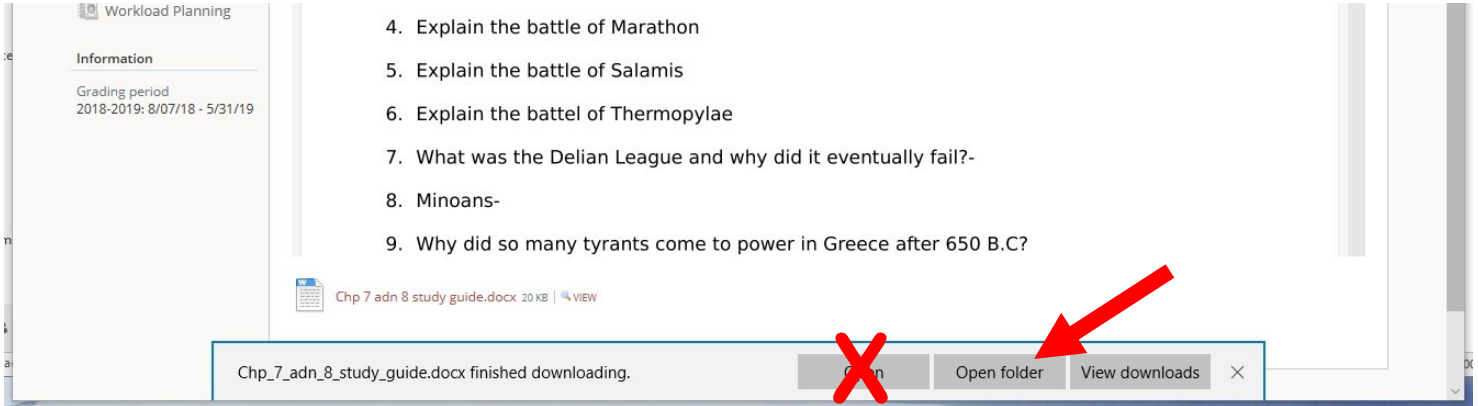
First navigate to the assignment you want to download.
Click the download button.



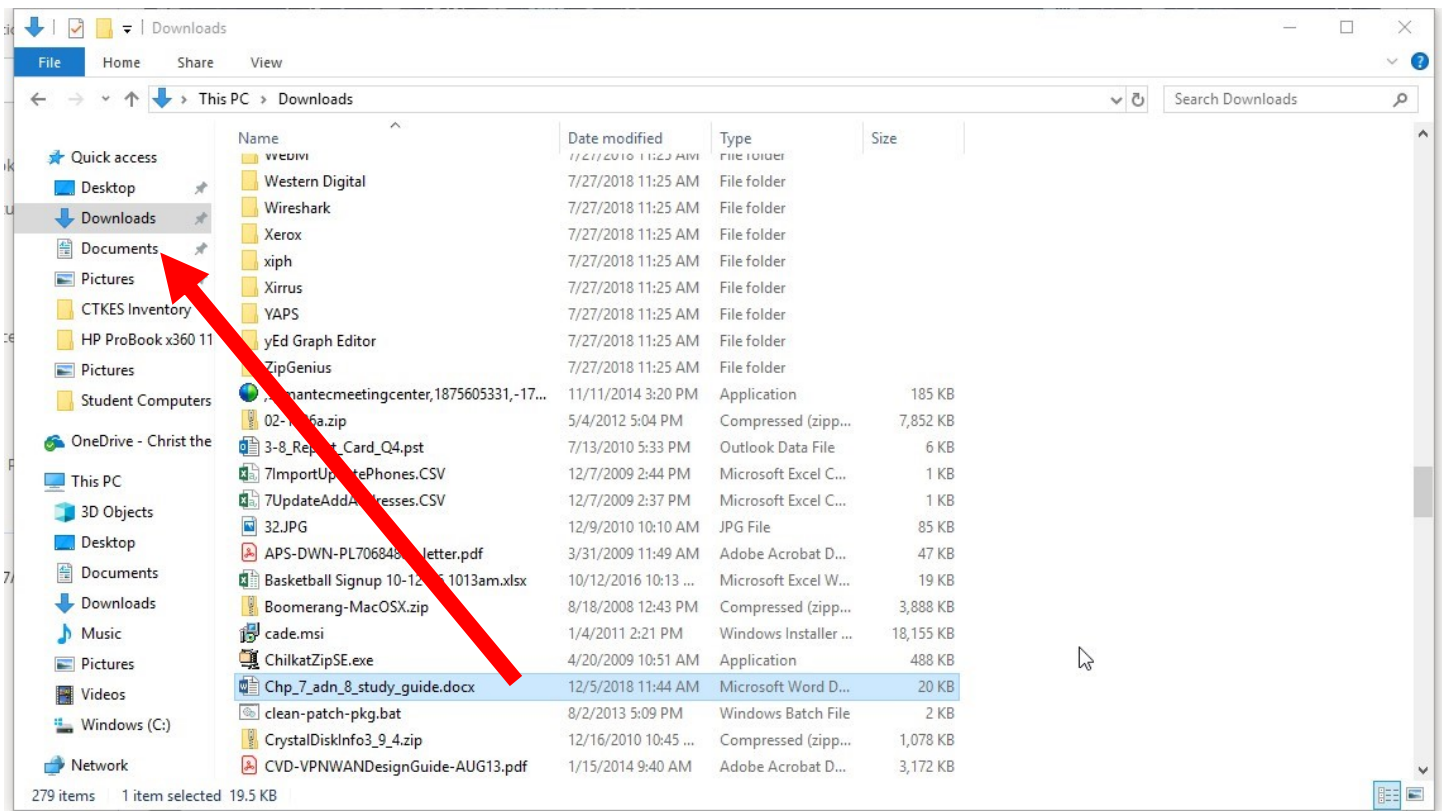
A box will pop up asking what to do with the file. It is extremely important to click save. Clicking open will result in the files being saved to a temporary file. At some point the file will be deleted and not recoverable!



Next click open folder NOT open.



A box will pop up with the filename highlighted. Click and drag this file to the Documents folder.



Now the file is ready to be edited in Word, Excel, PowerPoint, etc.

If you have questions please come see Mr. Kopp or Mr. Petree. You can also send us an email at support@ckschool.com.