

Catoosa Online Academy

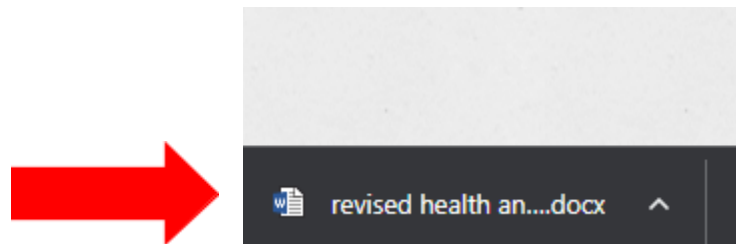


Uploading files in Edmentum

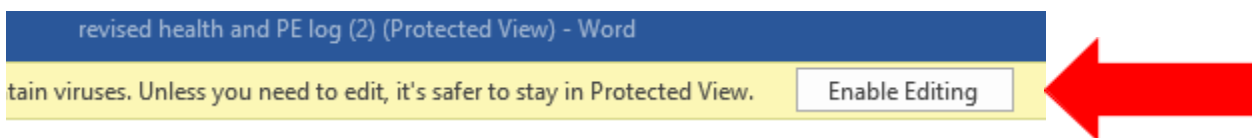
Step 1 Download the assignment by clicking on the “download to my computer”



Step 2 Open the File by clicking on it



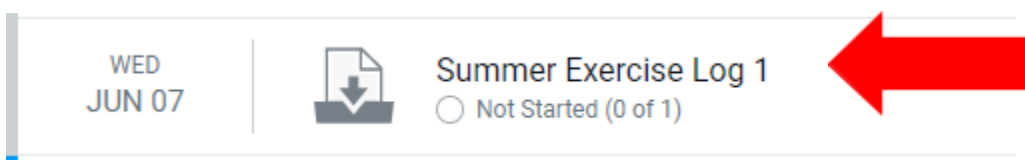
Step 3 Click on “enable editing”



Step 4 Save the file as a word document. I recommend naming the file with your name and assignment name with unit number.

Step 5 Complete the assignment following the rubric.

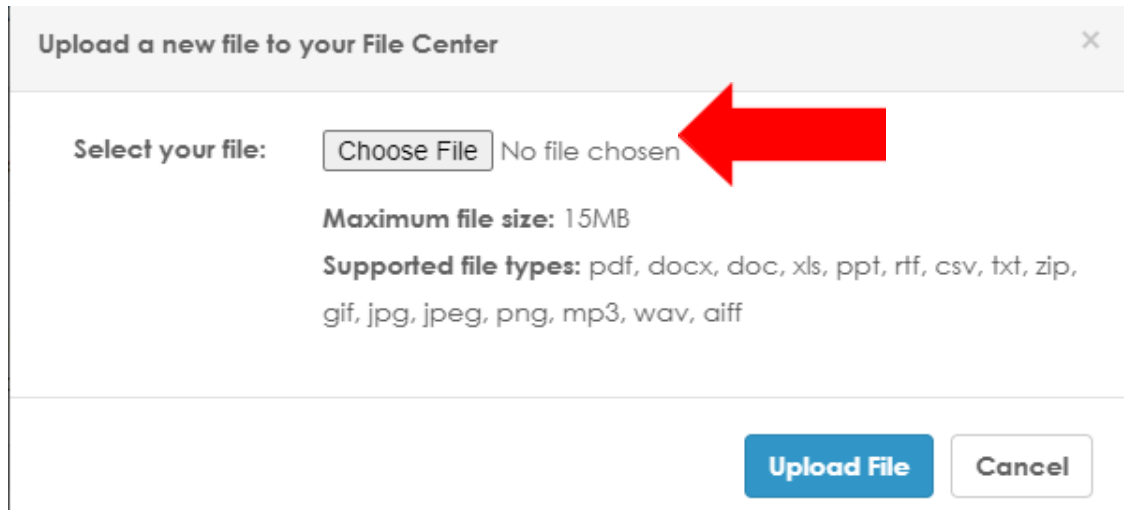
Step 6 When you are ready to submit, go back the assignment in Edmentum, and click on the assignment



Step 7 Click on “upload new file”



Step 8 Click on “Choose File,” choose the file.



Step 9 Click on “upload file”

