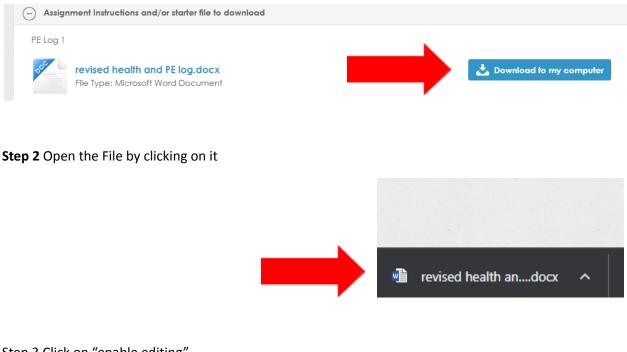


## **Uploading files in Edmentum**

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



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.

Upload a new file to	your File Center	×
Select your file:	Choose File No file chosen	
	Maximum file size: 15MB Supported file types: pdf, docx, doc, xls, ppt, rtf, csv, txt, zig gif, jpg, jpeg, png, mp3, wav, aiff	ο,
	Upload File Cance	ł

## Step 9 Click on "upload file"

Upload a new file to	your File Center	×
Select your file:	Choose File No file chosen Maximum file size: 15MB Supported file types: pdf, docx, doc, xls, ppt, rtf, csv, txt, zip, gif, jpg, jpeg, png, mp3, wav, aiff	ly.
	Upload File Cancel	