IDAHO
DIGITAL
LEARNING
ALLIANCE

support@idla.k12.id.us
Phone: 208.342.0207
Fax: 208.342.1031

How do I submit a Keynote file using the Schoology App on an iPad?

Submitting your File

*If you're not in the files section, click the **< arrow** in the upper left.*

Inside the Keynote app's file section:

1. Hold down on the Keynote file, select **share.**
2. Select the **Schoology app**.
3. This will open the app for you.
4. Select **Submit to Assignment**, which will give you a list of classes you are enrolled in.
5. Select the class you wish to submit this to and it will give you a list of assignments to submit it to. Choose the assignment.
   a. Note: if this was the last assignment you opened, you will see the Unit and Assignment number across the top of the screen.
6. Select **Upload** for the assignment to be attached.

As always, for more support email tech support using the content information above.