



How to Submit an assignment in Buzz....the correct way!



When you get to the part of the lesson where it has the box to submit your assignment, follow these important steps to avoid extra work and the possibility of resubmitting.

If you are using the Kami app to add text or annotate on the PDF, you should be saving it in your Kami file or your Google Drive. If you are creating a Google Doc, taking a picture, and inserting it in the doc, you should be saving it in your Google drive and saving with the title that matches the assignment. The screen shot below helps to show the steps.

- 1 Click on the red plus icon.
 - 2 Select: Attach a file
 - 3 Choose the correct file for that assignment.
 - 4 Select Upload.
 - 5 Click on Submit My Work or Resubmit My Work.
- ✓ The file must have a paperclip icon showing on the file.

Failing to follow these steps may add the file, but your teacher will not be able to view your assignment. Your teachers want to see all your hard work!

Once you submit your assignment, do not delete that file from your drive. Files in your drive are "live files" and cannot be viewed by the teacher if you delete them.

The screenshot shows the Buzz app interface. At the top, there are browser tabs and a URL: kne.agilixbuzz.com/student/145851549/activity/1382_assignment. Below the browser tabs is a blue header with the activity title "01.06 Module One Review and Reflection" and a back arrow. The main content area has a large grey plus sign with the text "Add your comments here" below it. To the right of the plus sign is a red plus icon with a blue circle containing the number 1. Below the plus sign is a file selection menu with three options: "Attach a file" (with a blue circle containing the number 2), "Create Google document", and "Choose Google document". To the left of the file selection menu is a green checkmark and a file icon with a paperclip. Below the file icon is the text "ne_review_and_reflection_000000". At the bottom of the main content area is a red button with the text "RESUBMIT MY WORK" and a green circle containing the number 3. Below the main content area is a section titled "Objectives". At the bottom of the screen is a mobile status bar with icons for signal strength, Wi-Fi, battery, and the time 4:36.