Submitting Assignments
We understand that there are some frustrations with the online systems that we are using for distance learning and grading. Unfortunately, there is no perfect system and we are doing what we can to make everything as simple to use as possible, while still enabling our teaching staff to receive the student work they need for grading and assessments. We have found that there are two consistent student submissions issues:
1. Google Forms Submissions

- Submissions will not be received if it is not from their school account (@ekacademy.org) and teachers will not be notified about the submission.
  - If it is a technical issue, the sender/student should notice that the normal sent screen/action does not appear or happen. Again, the teacher has no knowledge of the issue from their end, it just looks like a student did not submit an assignment.

- Clicking “Mark as Done” on the assignment page in Google Classroom, does not submit the form to the teacher.

- If a student believes the assignment did not send, they should contact the teacher immediately to verify it. Unfortunately, if a student waits until Sunday night to submit assignments, there will not be time for a teacher to give feedback.
2. Attachment Submissions

- We are seeing this issue more often. It is difficult to determine if the student is forgetting to add the attachment, or if the system is not permitting the attachment to be sent.
- If the teacher receives a blank submission, we are asking that they contact the student to let them know to resubmit.
  - If it is a weekend submission, when teachers are not contracted to work, they may not respond until their next work day (Monday or Tuesday).
- Unfortunately, we have had students just hit the "Mark As Done" or “Submit” button on the weekends, without any work attached hoping that they will receive credit from the teachers. Teachers cannot grade what they do not receive.
- We suggest submitting as much work as possible by Friday at the end of the school day, and double check submissions that are made on the weekend.
Please Note:

- We understand that technology can have its mishaps that we cannot control. We suggest checking on Sundays, before midnight, to be sure that all work for the week is still ‘submitted’ as intended.

- Please continue to check Infinite Campus for student grades on a weekly basis and work with your student's teachers for any issues that arise from the use of our online programs.

- All assignments, other than project/multiple week assignments, are due on Sunday by midnight.
Steps to submitting your work that requires an attachment (photo, document, slides, graphics, etc.)

Most work needs to be submitted through Google Classroom. Once in the Classroom, the student needs to go to the assignment found in the Classwork tab.

1. This is what the assignments look like before you submit. It says “Assigned” at the top right or “Missing” if it is late. If you click “Mark as Done” you will be sending the teacher a BLANK assignment with nothing attached. Do Not click “Mark as Done” if you are intending to submit an assignment with an attachment.
2. Click “Add or Create” to attach the work. This is what it looks like after you upload the attachment. The “Mark as Done” button has changed to “Turn In”. You can see that a picture is attached in the box on the right. Now, click “Turn In”
3. This popup screen will confirm your submission. Check to make sure that the submission has the attachment. You can also click on this attachment to confirm it is the right file. Once confirmed, click “Turn in”. You have now completed the turn in process.
4. Once you have submitted the assignment, the box will now say turned in on the upper right corner. Do Not click “Unsubmit”.

5. This is what the page should look like once the teacher has graded the assignment, if they are grading within Google Classroom. It should say “Graded” at the top and have the option to Resubmit. You Do Not have to re-submit unless requested by the teacher.
Checking Private Comments

When a teacher places a private comment on an assignment, the student should get an email notification. This comment could be the reasons behind their grade, any mistake they may have made, and/or any corrections the teacher may be requesting. It is important to check these private comments because this is where the teacher would announce if there is something wrong with the submission.
To receive email notifications for Google Classroom you must turn on notifications in the Google Classroom Settings.

1. Go to the 3 bars at the top left of your Google Classroom Home Page, scroll all the way down to Settings.

2. Turn Email Notifications on by switching the toggle blue. Turning this will give you email notifications for private comments on assignments, returned work and grades, due-date reminders, etc.

2. Turn on Class Notifications for each class you are enrolled in.