How to Attach a Document to SchoolWork in MBC

1. Start the assignment, then read through the questions you need to answer.
2. Find the question that asks you to upload the document.
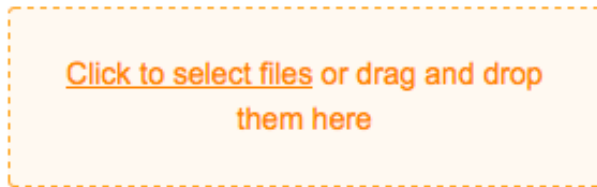   a. Check- what TYPE of document do you need to upload? (I.e. PDF vs. .doc)

3. Select the first icon. If you hover over it, it will say "Upload Photo/File"

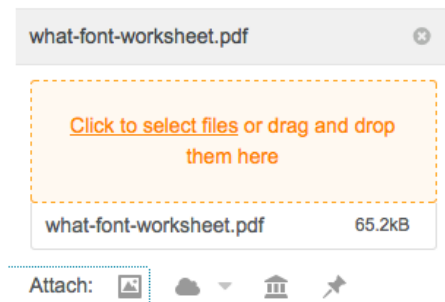

4. Click where the orange box says "Click to select files"

5. Find the correct document in your files, then select "open"

6. You'll see the file upload, then if there is a light gray box above the orange, the file has been attached.

7. Click "Submit" at the bottom if you are FINISHED completing the assignment. Click "Save" if you want to go back and make changes later.