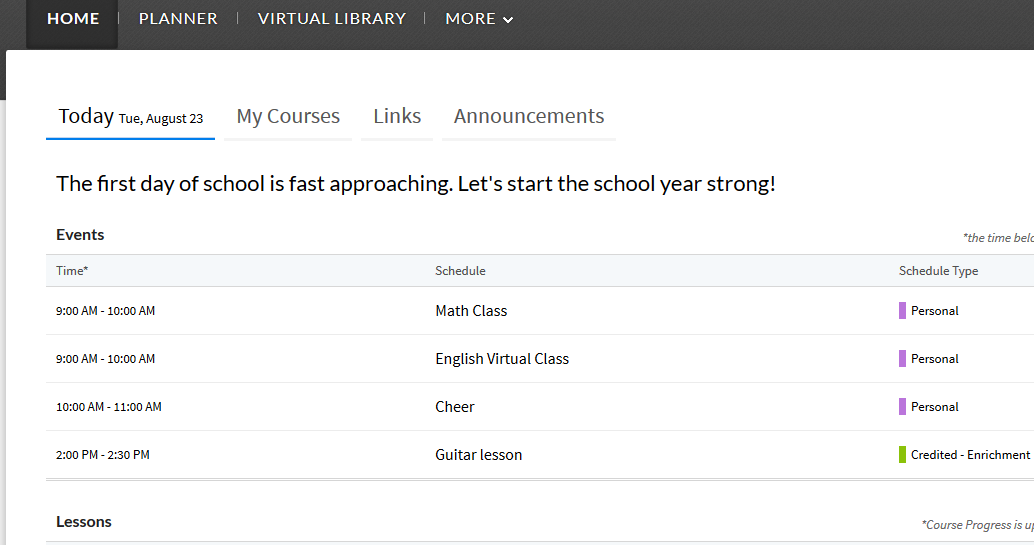
**How to Use CheckMyWork**

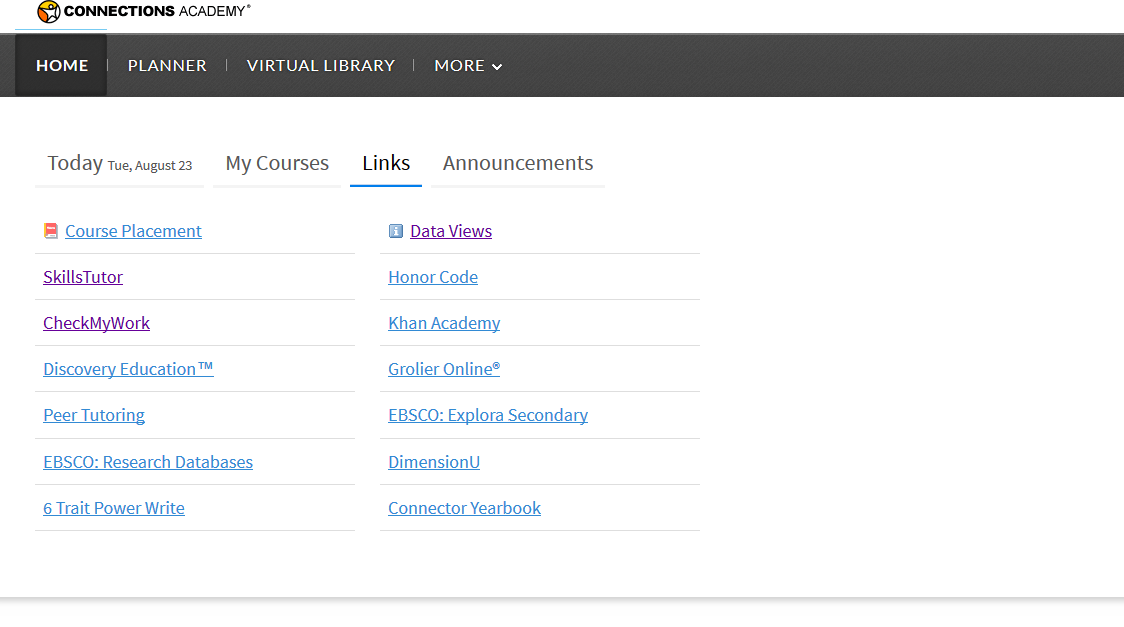
**Step 1:**

On your Home Page click the word Links located at the top.



**Step 2:**

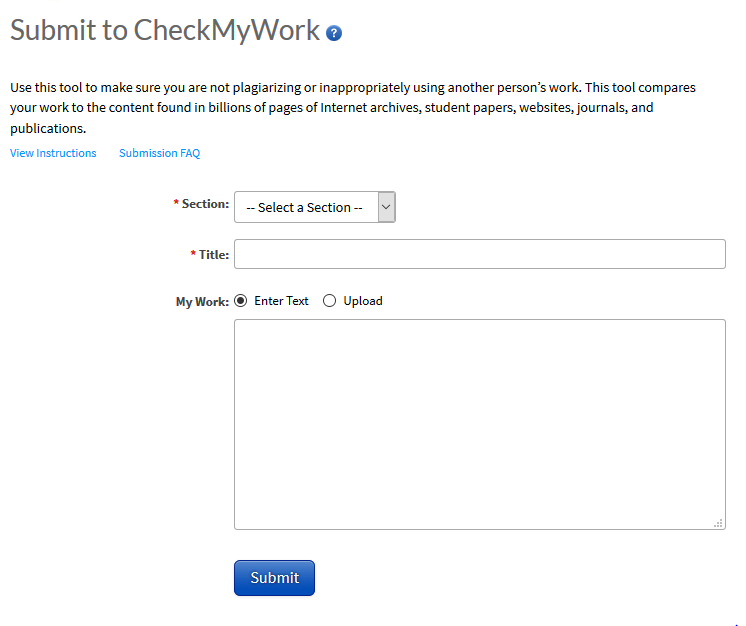
When the menu list appears, click CheckMyWork.



**Step 3:**

Here you will see your submission page.

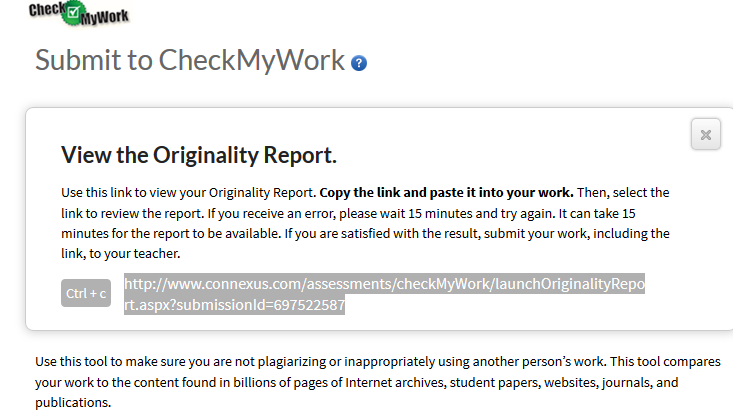
1. Choose the section you are submitting for by clicking the drop down arrow.
2. Enter a title for the assignment (include Unit and lesson #)
3. Either upload or copy and paste document in the MyWork section
4. Click Submit



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**Step 4:**

After submitting, an Originality Report link will come up. Copy this link and include with your test and portfolio submissions.



**FYI –** It takes several minutes for the report to be ready. If you get a strange message when you click on the link generated by CheckMyWork, it does not mean it didn’t work, it’s just not ready. Wait a few minutes and refresh the page. **If a link was generated your submission worked!**