

Submitting Assignments

Quick Steps: Submitting an Assignment

When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.

1. On the Course Menu, select the Content Area that holds the assignment.
2. Click on the title of the assignment.
3. On the Upload Assignment page, review the instructions for the assignment. If your instructor has attached any files, click on the file to download and view it. Complete the assignment using one or both of the following:
 - a. If your submission for the assignment is in a separate file, click "Browse My Computer" and select your assignment file.
 - b. Click on the "Type Submission" option. In the Submission box, type your response.

Note: If your instructor is using a rubric and has made it available to students, click the View Rubric button to view grading criteria.
4. If you would like, type comments to your instructor in the Comments Box.
5. Click "Submit".

WARNING! Assignments can only be submitted once, unless your instructor has allowed for multiple attempts. Make sure that you attached the correct files to your assignment before you submit it.

Upload Assignment: Test Assignment

CancelSave as DraftSubmit

1. Assignment Information

Name	Test Assignment
Instructions	Please type a 3 page paper.
Due Date	
Points Possible	100

2. Assignment Submission

Attach File

Browse My ComputerBrowse Content Collection

Type Submission

3. Add Comments

Comments

AD C

✓

Character count: 0

4. Submit

CancelSave as DraftSubmit