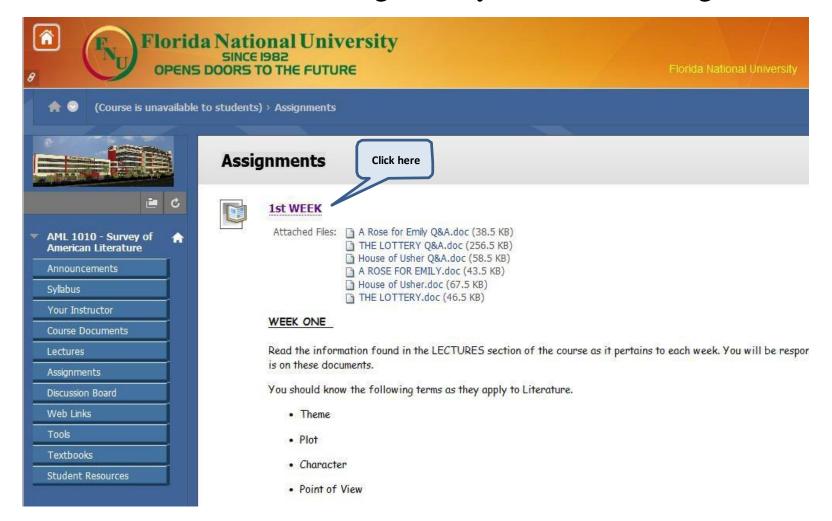


Click on the "Assignments" section of your online course, where the assignment was posted





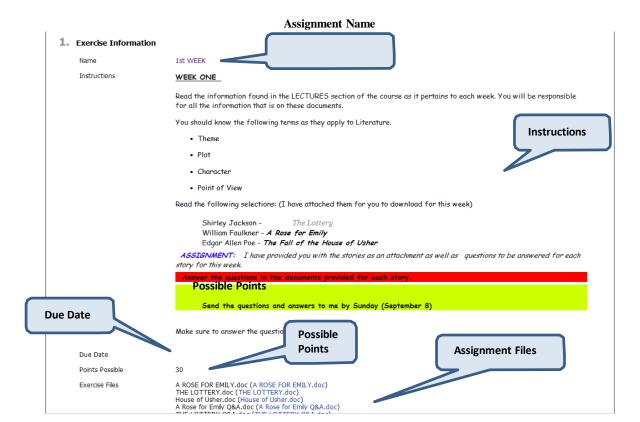
Click on the link of the assignment you are submitting:





Assignment Information:

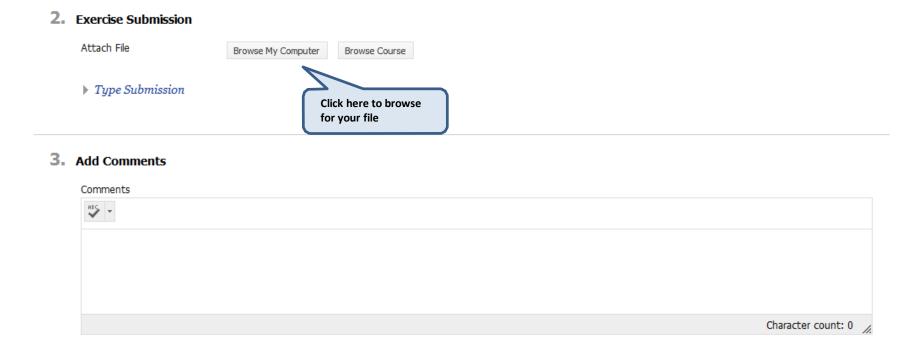
- All pertinent information that was entered when the assignment was created is displayed here for the student to see. If there is more than one file to be downloaded, then there will be a link for each file





Attaching Files:

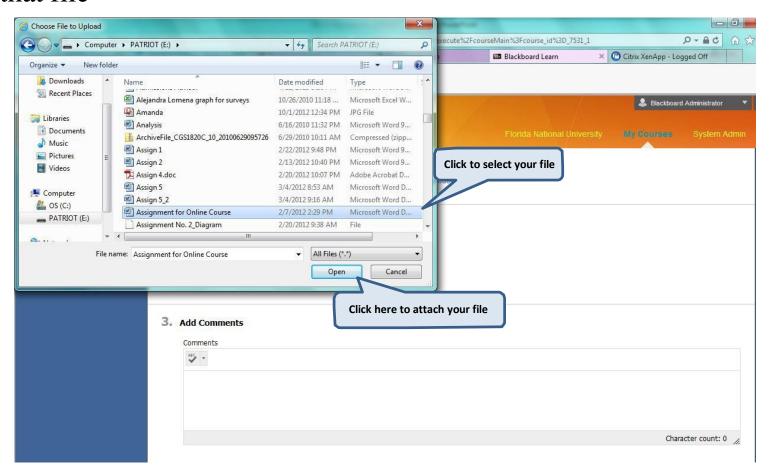
- If the assignment requires that a file such as a Word document, PDF or Excel spreadsheet needs to be submitted for grading, this is where the student will attach the file to the assignment





Browse for your file:

In the open window, first select your file and then click open to attach that file



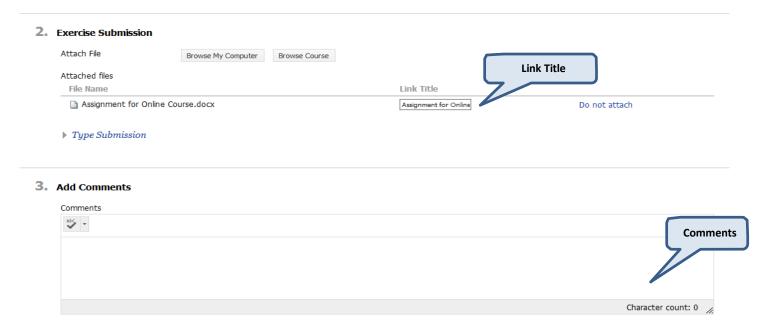


Name of Link to File:

- The link can be given a name different from the file name This is not necessary but makes it easier in some cases when students use their own naming scheme for files

Suggestion: Please keep it as simple as possible

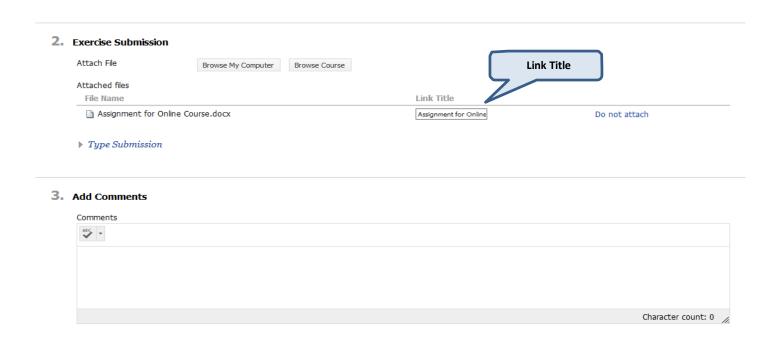
-You can also add any comments in the "Add Comments" section





Name of Link to File:

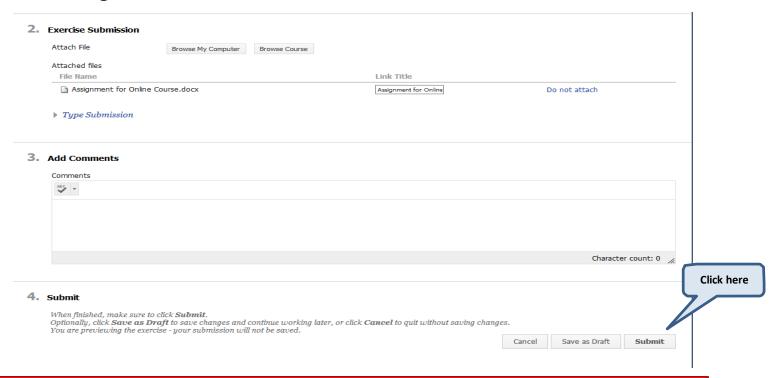
- <u>Suggestion:</u> Use the name of the assignment an underscore follow by your last name, ex: Week1Assignment_Smith



Warning! Do not use the following characters or symbols like "@", "&", "#", "~" ">" etc.



- Finally click the "Submit" button to send your assignment
- Unless multiple attempts are allowed you will not be allowed back into this assignment



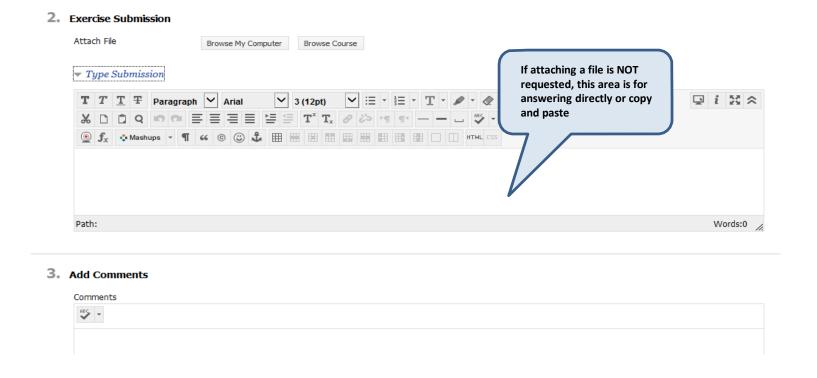


When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.



Assignments – *Type Submission* **Section**:

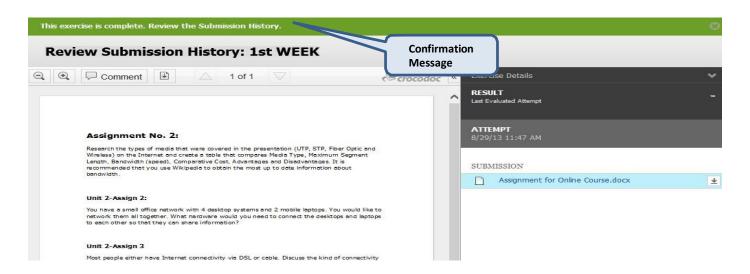
In the Submission box, students can enter text straight into the editing box if you are **not allowed to attach a file**. Images, hyper links, and equations can be imported into this area as well as text





Confirmation Message:

Once you submit your assignment, you will receive a confirmation message. You also have the option to start a new submission in case you want to attach another file or clicked the "**Submit**" button without attaching your file

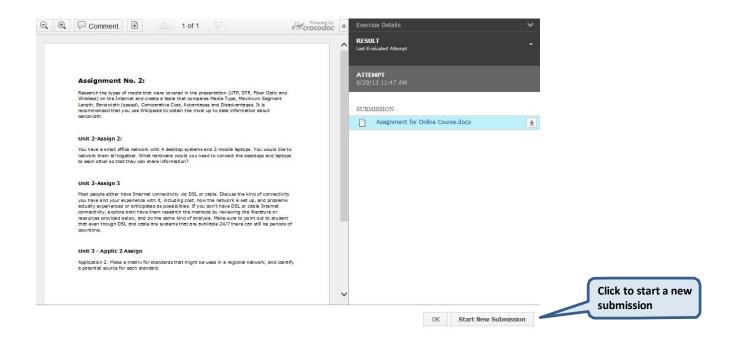


Keep in mind the "Start New Submission" option will **only** show if your instructor has made it available. Otherwise, you will only be allowed one submission



How to Resubmit an Assignment:

- -Your instructor may allow you to submit an assignment more than once for a variety of reasons
- If your instructor has allowed you to submit an assignment more than once, you will see a "Start New Submission" function on the Review Submission History page





Submission History:

- Once you click "Submit" you are returned to the Review Submission History page where your submission appears.
- View your past submission attempts by expanding the "Attempt" section
- You will have records of your assignment submissions with the date, time and the attached file (s)

