

## Submitting Assignments Student Directions

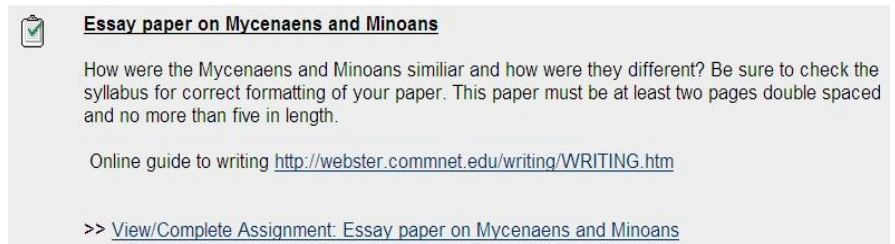
Assignment tool simplifies the process of submitting assignments for students. With the Assignment tool, students go to one location to review, turn-in, and view grade and instructor feedback.

Follow these steps to review assignment:

1. Locate assignment in course

Example:

2. Click View/Complete assignment link to open assignment

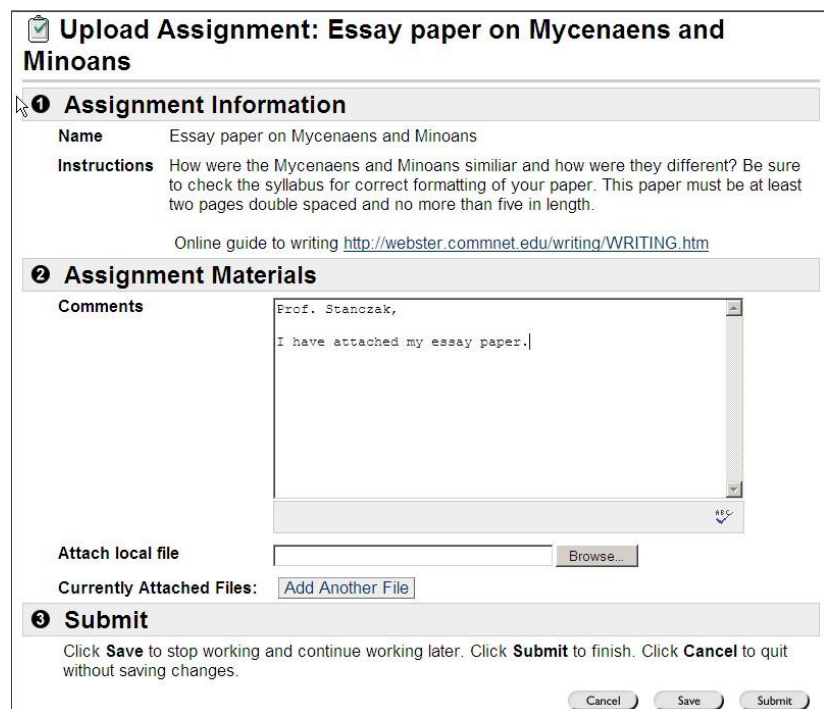


The screenshot shows an assignment card with a checklist icon and the title "Essay paper on Mycenaens and Minoans". The instructions read: "How were the Mycenaens and Minoans similiar and how were they different? Be sure to check the syllabus for correct formatting of your paper. This paper must be at least two pages double spaced and no more than five in length." Below the instructions is a link: "Online guide to writing <http://webster.comnet.edu/writing/WRITING.htm>". At the bottom, there is a link: ">> View/Complete Assignment: Essay paper on Mycenaens and Minoans".

3. The Upload Assignment page appears. The first section details assignment information. This includes the assignment name, instructions, and any assignment files that might be provided by instructor. Read and complete the assignment as stated in the instructions.

Follow these steps to submit assignment:

1. Once, assignment is complete you are then ready to submit your work.
2. The Upload Assignment page appears. Enter any assignment comments in the Comment text area.
3. Click Browse button and then locate assignment file on computer
4. Click Submit button
5. If successful a receipt of success page appears, click OK button.



The screenshot shows the "Upload Assignment: Essay paper on Mycenaens and Minoans" page. It is divided into three main sections: "Assignment Information", "Assignment Materials", and "Submit".

- Assignment Information:** Displays the assignment name "Essay paper on Mycenaens and Minoans" and the same instructions as seen in the previous screenshot. It also includes the link to the online writing guide.
- Assignment Materials:** Contains a "Comments" text area with the text "Prof. Stanczak, I have attached my essay paper." Below this is an "Attach local file" section with a text input field and a "Browse..." button. Underneath, it says "Currently Attached Files:" followed by an "Add Another File" button.
- Submit:** Provides instructions: "Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes." At the bottom right, there are three buttons: "Cancel", "Save", and "Submit".