

Submitting Assignments

You can use the **Assignments** tool to view, complete, and submit assignments that are sent to you from the Instructor. If the **Assignments** tool is available, a link to it appears under **Course Tools** on the course menu. If there are new assignments, a square green icon appears next to **Assignments**.

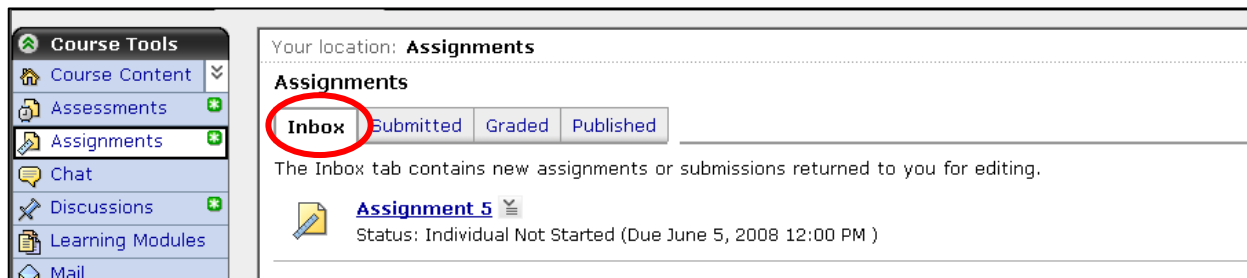
After you complete an assignment, you can either save it as a draft or submit it. If you submit an assignment, the Instructor can grade it and provide feedback to you. If an assignment does not require a grade, the instructor marks it as *complete*.

Each assignment has a due date. If the Instructor allows it, you can submit an assignment after the due date but it will be marked *late*. However, the Instructor may not allow you to submit an assignment after the due date; in that case, the assignment is marked *missed*.

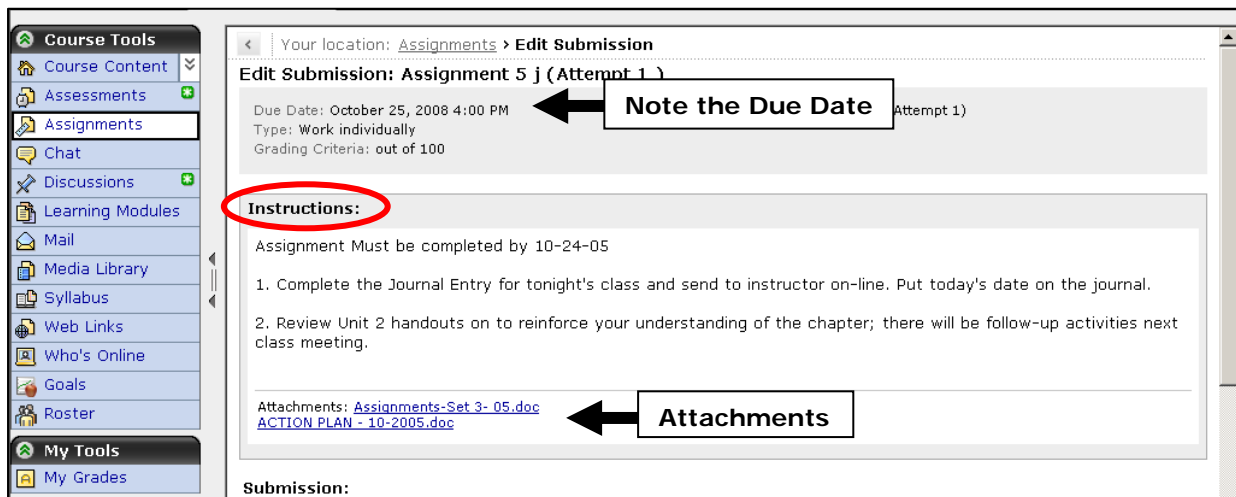
To complete an assignment, you must enter text using the **Assignments** tool or by attaching files.

Warning: Your attached files must be compatible with the software used by your Instructor, or he or she will not be able to view them. You may wish to save your files in Rich Text Format.

1. From the *Assignments* screen, click the **Inbox** tab.



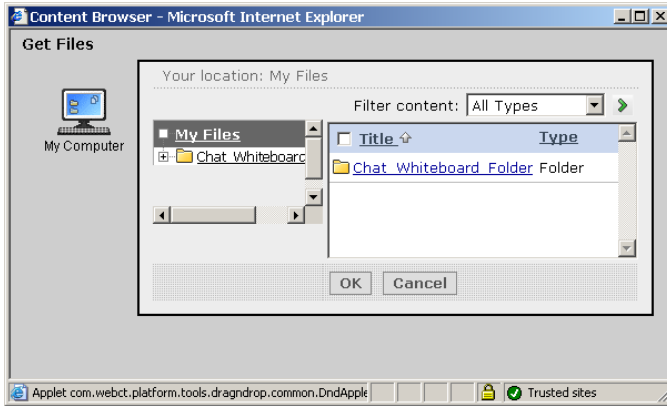
2. Locate the assignment and click its title. The assignment appears.
3. Read the assignment instructions.



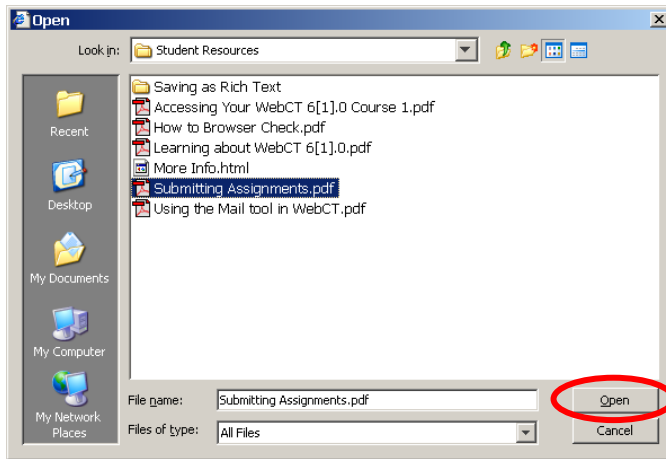
4. If your Instructor included attachments, view them by clicking the file names.
5. If you submitted the assignment previously, view any comments for your last attempt under *Most Recent Comment*. If you want to view all comments, including your own, click **View Previous Comments**. The *Comments on Assignment* pop-up window appears.
6. In the *Submission* text box or **HTML Creator** editing area, enter or edit text for your assignment.

7. If you want to attach a file:

- a. Click **Add Attachments**. The *Content Browser* pop-up window appears.



- b. Click the **My Computer** icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears. (If you do not see the **My Computer** icon, you may need to update your Java software—see instructions on page 3.)



- c. Locate and select the files, and then click the **Open** button. The files will be attached to the assignment.

8. If you want to add a comment for the person who is evaluating your assignment, enter it in the *Add Comment* text box.

9. Either save or submit your assignment:

- o If you want to save the assignment and submit it later, click **Save as Draft**. The **Inbox** tab appears and your assignment is marked *In Progress*.
- o If you want to submit the assignment, do the following:
 - a. Click **Submit**. A confirmation message appears.
 - b. Click **OK**. A confirmation message appears showing the date and time of your submission.
 - c. Using the print option in your browser, print the confirmation message as a record for yourself.
 - d. Click **OK**. Your assignment is submitted and moved to the **Submitted** tab.