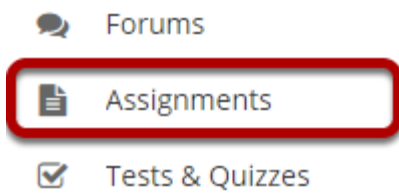


How do students submit an assignment?

Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

Click on the title of the assignment.

Assignments

Select an assignment to view details, start working or edit your previous work.

1	2	3	4
Assignment Title	Status	Open Date	Due Date
Assignment 2	Not Started	Feb 20, 2020 9:15 AM	Feb 27, 2020 9:15 AM
Assignment 1	Not Started	Feb 19, 2020 10:40 AM	Feb 26, 2020 10:40 AM

Viewing 1 - 2 of 2 items
|< < Show 200 items... > >|

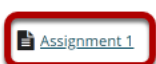
You will a list of all assignments in the site. The following information will be displayed for each assignment.

1. **Assignment Title**, or name of the assignment
2. **Status** (i.e., Not Started, Assignment submission required, Returned, etc.)
3. **Open Date** when the assignment becomes available to students
4. **Due Date**, or deadline to turn in the assignment

Select the assignment you want to submit by clicking on the title of the assignment in the list.

Or, click the direct link to the assignment in Lessons.

LESSONS



If your instructor has included a link to the assignment in the Lessons tool, you may also access it from this location within the course content.

Enter and/or attach your assignment.

Assignment - In progress

Complete the form, then choose the appropriate button at the bottom.

	Draft - In progress	Submitted	Returned
Title	Assignment 1		
Due	Feb 26, 2020 10:40 AM		
Number of resubmissions allowed	0		
Status	Not Started		
Grade Scale	No Grade		

Instructions
Read the short story "The Yellow Wallpaper" and prepare a topic of discussion.

Additional resources for assignment
No attachments yet

Submission

Assignment Text 1

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**

Rich Text Editor toolbar and text area containing the text: "The completed assignment is attached."

Attachments 2

No attachments yet

Select a file from computer **Choose File** No file chosen **OR SELECT FILES FROM 'HOME' OR SITE**


Proceed **Preview** **Save Draft** **Cancel** **Don't forget to save or proceed!**

Depending on the assignment settings, you may be allowed to enter your submission in-line and/or attach a file or files.

1. Enter your submission text into the **Assignment Text** area using the [Rich Text Editor](#).
2. Under **Attachments**, click the **Choose File** button to browse for an select a file to upload from your computer. (Alternately, you may also click the **or select files from 'Home' or site** button to select a file you have already uploaded.)

View attached file.

Attachments

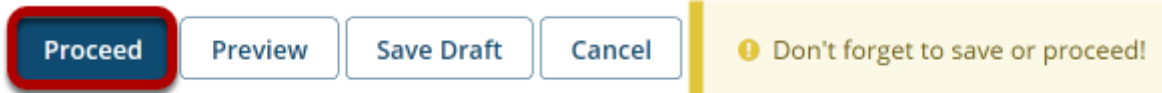
 [Assignment1_DemoStudent.docx](#) (11 KB; Feb 20, 2020 10:40 am) **Remove**

Select more files from computer **Choose File** No file chosen **OR SELECT MORE FILES FROM 'HOME' OR SITE**

Once you have attached your file, the name of the file, as well as the file size and upload time stamp will be displayed under **Attachments**.

*Tip: You may click **Remove** to remove the attachment if you selected the wrong file.*

Submit your assignment.

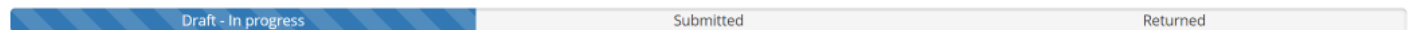


When you are ready to turn in your assignment, click the **Proceed** button to complete your assignment submission.

*Tip: If you are not yet ready to submit, you may click **Preview** to preview the submission, or **Save Draft** to save your submission and submit it later. Click **Cancel** to exit the assignment without saving or submitting.*

Confirm submission.

Submission Confirmation



Alert: If you are ready to submit the completed assignment, click "Submit". Otherwise, click "Edit" and you will then be able to make any changes or save it as a draft.

Title	Assignment 2
Due:	Jan 31, 2021 9:55 AM
Status	Draft - In progress
Grade Scale	Checkmark
Modified by instructor	Jan 24, 2021 10:19 AM

Submission

No attachments yet



Review the submission details and, when you're ready, click the **Submit** button.

Submission confirmation.

ASSIGNMENTS

[Link](#)[? Help](#)

Submission Confirmation

Draft - In progress

Submitted

Returned

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: Demo Student 1 (demostudent01)
Class site: TEST 003 015 Summer 2020
Assignment: Assignment 1
Submission ID: **d62eda3e-2639-4952-a1d3-5b6a2759e467**
Submitted on: Feb 20, 2020 10:46 AM

Your submission included the following:

The completed assignment is attached.

Submitted Attachments

Assignment1_DemoStudent.docx (11 KB; Feb 20, 2020 10:46 am)

[BACK TO LIST](#)

Once you have submitted your assignment, you will receive a confirmation message on screen. In addition, if you have opted to receive email notifications, you will also receive an email confirmation of your submission.