

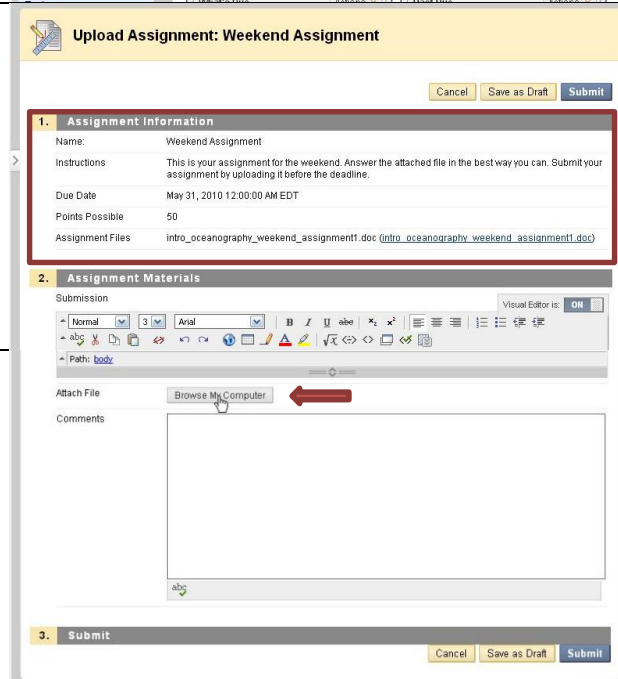
Submitting Assignments

To submit assignments in your course, take the following steps.

1. Navigate to the assignment. It can be in placed anywhere inside the course, so your instructor shall tell you where to look via e-mail, an announcement, or notification. Once you find the assignment, click it.



2. Under *Assignment Information*, it will tell you the assignment name, instructions on how to complete the assignment, the due date, total number of points possible, and files that might be attached with the assignment. To download an attachment simply click the link next to the assignment file's name.



3. If you wanted to attach a file to your assignment, click the *Browse My Computer* button, find the file you want to attach and upload it. Once it is uploaded it will appear below the text editor. If you wanted to put additional information for the assignment simply type in the text editor.

4. You can also add comments for the instructor to read in the *Comment* box. You can save your work and finish it later using the *Save as Draft* button. Once you're done with your assignment, click the *Submit* button at the bottom or top of the screen. You will be notified at the top that you have submitted your assignment.

