

# How to Submit Assignments

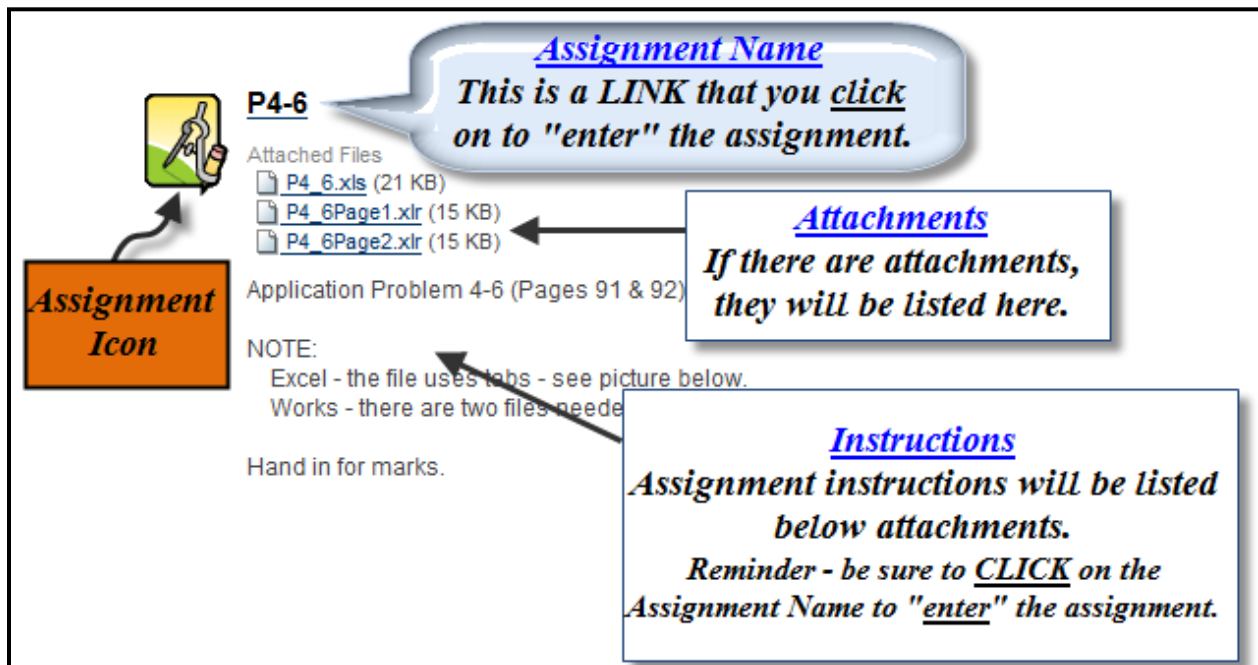
For this example, I will be using an assignment from an Accounting online course. The Assignment Icon (shown on the right) will be standard between the different online courses.



Assignment Icon

Please take time to read through the explanations below.

- For this example, the assignment we will look at is called “P4-6”. (Refer to the diagram below)
  - Take note of the Assignment Icon
  - You will see the name of the Assignment. This is the link that you will click on to “enter” the assignment.



The diagram shows a sample assignment page with several callouts:

- Assignment Name:** A callout bubble points to the text "P4-6" and states: "This is a LINK that you click on to 'enter' the assignment."
- Attachments:** A callout box points to a list of files: "P4\_6.xls (21 KB)", "P4\_6Page1.xlr (15 KB)", and "P4\_6Page2.xlr (15 KB)". It states: "If there are attachments, they will be listed here."
- Instructions:** A callout box points to the text "Application Problem 4-6 (Pages 91 & 92)" and states: "Assignment instructions will be listed below attachments. Reminder - be sure to CLICK on the Assignment Name to 'enter' the assignment."
- Assignment Icon:** A callout box points to the green icon and is labeled "Assignment Icon".
- NOTE:** A callout box points to the text "NOTE: Excel - the file uses tabs - see picture below. Works - there are two files needed." and states: "Hand in for marks."

- Click on the Assignment Name to “enter” the assignment.
- Look at the diagram on the following page.
- Notice the:
  - Assignment name
  - Instructions
  - Due Date (may be blank) \*\*\*refer to teacher’s instructions for due date
  - Points Possible
  - Assignment Files – your assignment might need files that your teacher provides. These files will be listed here for you to save to your computer.



## Upload Assignment: P4-6

Cancel Save as Draft **Submit**

### 1. Assignment Information

Name: P4-6

Instructions Application Problem 4-6 (Pages 91 & 92) - combination journals are attached.

NOTE:  
Excel - the file uses tabs - see picture below.  
Works - there are two files needed.

Hand in for marks.

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*Instructions*

Due Date

Points Possible 80

Assignment Files P4\_6Page2.xlsx (P4\_6Page2.xlsx)  
P4\_6Page1.xlsx (P4\_6Page1.xlsx)  
P4\_6.xls (P4\_6.xls)

*Attachments*

*(there may not be any attachments)*

### 2. Assignment Materials

Submission Visual Editor is: ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

abc [Rich Text Icons]

***Please do not use this area. Send all assignments as an attachment.***

Path: body

Attach File Browse My Computer

*Submit ALL assignments as an attachment.*

Comments

***Please do not use this area. Send all assignments as an attachment.***

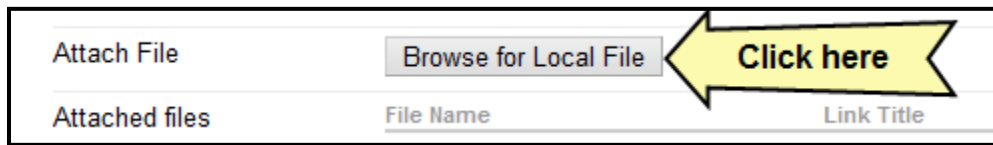
abc ✓

### 3. Submit

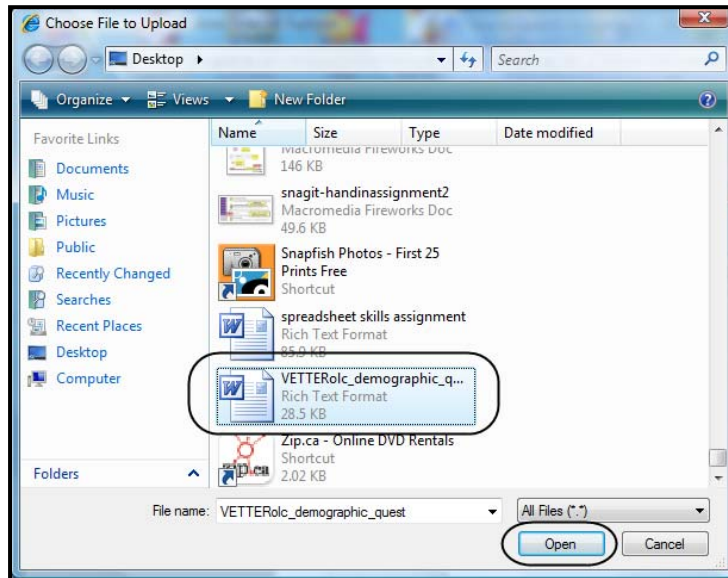
Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Save as Draft **Submit**

## How to ATTACH your file



- Click on “Browse for Local File”
- Find (on your computer) the file you want to hand in.




- Click on Open to select the file.
- Now you should see the file(s) you have attached.



- Can attach more than one file (if needed).
- Can choose to “Do Not Attach” a file if needed

## AFTER an assignment has been submitted

When you **Submit** your assignment, you will be taken to a page that looks like the following.


Submission History

OK
Start New Submission

1. Assignment Information

Name: Information Assignment

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Instructions

Download and complete the attached document.

To download this document to your computer, click on the document icon and click "Save".

Browse to where you want to save it (you will need to save it to your computer).

Once you have saved the document, upload it to the assignment.

Fill in the chart.

When you have finished, hand in the completed assignment to me.

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Due Date

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Points Possible      5

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Student Name      Student Vetter

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Assignment  
Information

2. Submission History

Submission ( August 30, 2009 6:06:22 PM GMT-06:00 )

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**Submission Materials**

Submission Field :

Student Comments :

Attached Files : [VETTERolc\\_demographic\\_quest.rtf](#)

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**Teacher Feedback**

Grade Center Item : Needs Grading

Comments :

Attached Files :

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Tells when you submitted  
an assignment and what  
files you attached.

*Might use this button if  
you forgot a file or made  
changes to the file you  
already submitted.*

3. Finish

Click OK to go back. Click Start New Submission to start new submission.

OK
Start New Submission