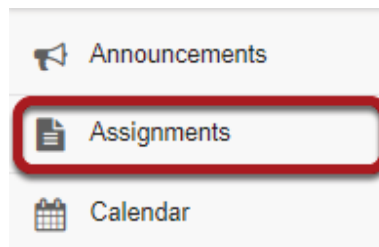


### How do students submit an assignment?

Once your lecturer has created and opened up an assignment you should be able to see the Assignment either directly in the Assignments tool or as a link on a Lessons page.

Go to the Assignments tool in the relevant module site.



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

Click on the title of the assignment.

## Assignment List

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

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

1 <a href="#">Assignment Title</a>	2 <a href="#">Status</a>	3 <a href="#">Open</a>	4 <a href="#">Due</a>
<a href="#">Assignment 1</a>	Not Started	Feb 13, 2018 12:00 PM	Feb 20, 2018 5:00 PM


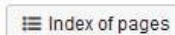


You will a list of all assignments in the site. The following information will be displayed for each assignment.

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

 Print view  Index of pages  Link  ? Help

**Reading:**  
Chapters 1 and 2

**Activities:**

 Assignment 1

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.

ASSIGNMENTS

Assignment - in progress

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

Title	Assignment 1
Due	Feb 20, 2018 5:00 PM
Number of resubmissions allowed	0
Status	Not Started
Grade Scale	Points (max 100.00)
Modified by instructor	Feb 13, 2018 3:14 PM

Instructions

Please submit a 10 page research paper.

Submission

Assignment Text

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.**

My research paper is attached:

Attachments

No attachments yet

Select a file from computer **Browse...** No file selected or select files from Home or site

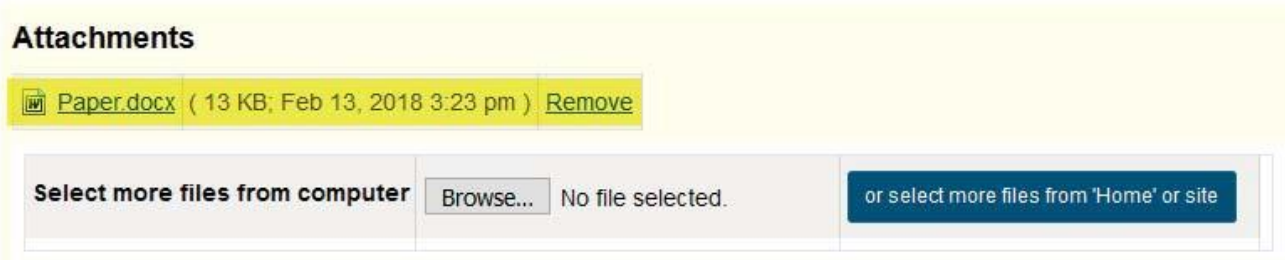
Submit Preview Save Draft Cancel

Don't forget to save or submit!


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 [RichTextEditor](#).
2. Under Attachments, click the Choose File button to browse for, and select a file to upload from your computer. (Alternately, you may also click or select files from workspace or site button to select a file you have already uploaded.)

## View attached File.



**Attachments**

 Paper.docx ( 13 KB; Feb 13, 2018 3:23 pm ) [Remove](#)

Select more files from computer  No file selected.

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 Submit 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.*

## Submission confirmation.

### ASSIGNMENTS

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

#### Submission Confirmation

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

**User:** Demo Student 2 (demostudent02)  
**Class site:** DAC-EDUCATION-DEPT1-SUBJ1-476  
**Assignment:** Assignment 1  
**Submission ID:** **018f7578-f275-46ae-b358-6f40fe560899**  
**Submitted on:** Feb 13, 2018 3:30 PM

#### Your submission included the following:

My research paper is attached.

#### Submitted Attachments

Paper.docx ( 13 KB; Feb 13, 2018 3:30 pm )

[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.