

Electronic Assignment Submission Guide

From the Course Home Page, the Assignments section from the sidebar menu will bring up a complete list of (posted)

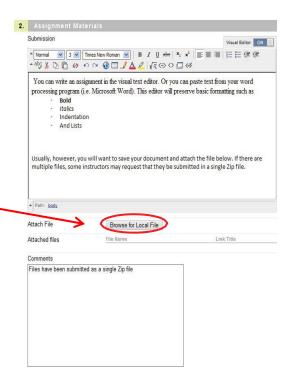
assignments for that course.

Click on the Assignment page where you can view the instructions and prepare the assignment for submission.

You can write an assignment in the visual text editor or you can paste text from your word processing program (i.e. Notepad).

Usually, however, you will want to save your document and attach the file below. If there are multiple files, some instructors may request that they be submitted in a single Zip or PDF file.

To attach your file click here.



Small Assignment

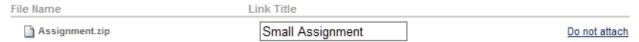
June 23 2009 7:00:00 AM EDT

Instructions

Due Date

Points Possible

You have the option to rename the attachment (Link Title) or, if you have made a mistake, choose "Do not attach" and pick a different file.



You may choose "Save as Draft" so you can return to finish the submission at a later time. If you "Save as Draft" your teacher will NOT see the assignment until you come back and submit it. Once you are finished, click the "Submit" button at the very lower right corner of the page to submit the assignment electronically to your instructor.

