

Submitting Assignments

Submitting Assignments to the Assignment Folder

To open an assignment or submission, simply click its title. When you access an assignment from the Dropbox, the assignment opens in a screen that provides you with the assignment instructions and due date. Your instructor might also attach a file for you to download with additional information regarding the assignment.

From this screen, you can upload your assignment submission by attaching a file that contains your submission. You may also record a quick comment to accompany your submission.

Submit Files

Files to submit *

(0) file(s) to submit

Upload files
from here

After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

Comments

Leave a
comment

Rich text editor toolbar and content area. The toolbar includes icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent. The content area contains placeholder text: "Lorem ipsum dolor sit amen, quo ex mazim mundi aliquid, sed ex inani adolescens, illum dicunt ea quo. Et per fugit facilisis incorrupte, nec agam libris audire te, nibh feugait consulatu ei mel. Te ius augue qualisque. Verear definitiones eu has, ea commune conceptam definitionem sea, ea quo congue voluptatibus. Enim fabellas accusata in per."

Submit to
instructor

Submit

Cancel

Submit an Assignment to a Assignment Folder

To submit an assignment, simply select the folder into which you want to place it. You can also click on the **Browse** button to find the correct file. You can then add a brief description of the file and click **Upload**. If you wish to view a file you have already submitted simply click on the **View Submitted File** button on the bottom right hand side of the screen.

From the main Assignment page, select the folder to which you would like to submit an assignment.

Do the following:

- Click the **Add a File** button to browse for the file you want to submit. You can attach files from your local computer or storage device, or from a group locker.
- Enter any **Comments** you want to submit with the file.
- Click **Submit**.

Please note: Any rubric against which submissions are evaluated is listed on the submission page so you know how your submission is evaluated and to which learning objectives the folder is related.

Rubrics are an assessment tool used to evaluate an activity or item based on a predefined set of criteria. They help ensure that activities and items are evaluated fairly and consistently. If rubrics are used in your course, they will be listed in the Rubrics tool, found on your course navigational bar.