

## Locating & Submitting Assignments

### Where do I Find my Assignments?

There are 2 areas where you can find your **Assignments**:

1. From a link on the **course menu** called "Assignments."
2. Or, your instructor might incorporate assignments into each week's content.

**\* Ask your instructor if you have questions about how your course is organized.**

### How to Submit an Assignment:

1. **Access the assignment.** On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.
2. Select **Write Submission** to expand the area where you can type your submission. You can use the functions in the editor to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.
3. **Select files by:**
  - a. Browsing **My Computer** to upload a file from your computer.
  - OR
  - b. Drag files from your computer to the "hot spot" in the **Attach Files** area.
4. Optionally, type **Comments** about your submission.
5. Select **Submit**.

**\*The Review Submission History page** appears with information about your submitted assignment and a message with a confirmation number for successful submissions.

