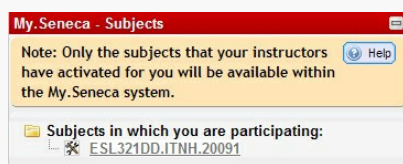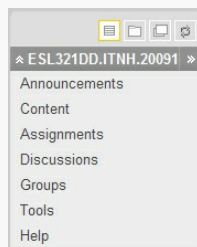# Assignments

Published 11/4/2020 by Anonymous

Accessing Assignments

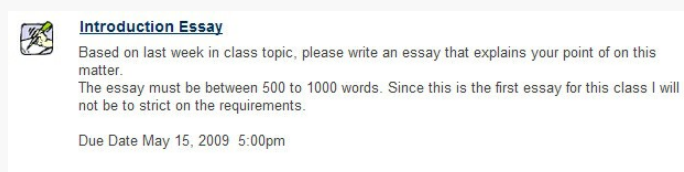Follow the steps below for accessing assignments:

1. Open the appropriate course with the assignments you would like to access.
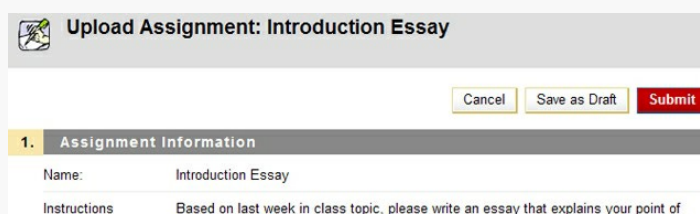

2. Locate the assignment in a content area, commonly they are under **Assignments**.

3. Once you have located the assignment read the instructions carefully. Then click on the title of the assignment.

4. The **Upload Assignment** page will load, the instructions will also be available here and if your instructor has attached any files, they will be available for download.

on this matter.

The essay must be between 500 to 1000 words. Since this is the first essay for this class I will not be to strict on the requirements.

Due Date May 15, 2009 5:00pm

Due Date	
Points Possible	0
Assignment Files	Topic notes (Topic notes)

Submitting Assignments

1. You can provide submit your file by copying and pasting the content into the **submission** text area. However, we strongly recommend you to upload the final file with your assignment.

2. Files partially completed can be stored until you have completed them (via **Save as Draft**). Files can be submitted from the *Content System* area or from your local machine.

    Click on **Browse for Local File** or **Browse for Content Collection item** and select the file you wish to upload.

    <u>**IMPORTANT WARNING:**</u> after selecting your file you are **REQUIRED** to click on **Attach File** and wait a few seconds for the file to be uploaded. If you do not attach the file no file will be added.

    This way you can add more than one file if required

    NOTE: Do <u>**NOT**</u> attach multiple files with the same name, this will cause a problem

with your submission.

3. If necessary provide any comments for your instructor.

4. Click **Submit**.

tags : accessing-assignments