



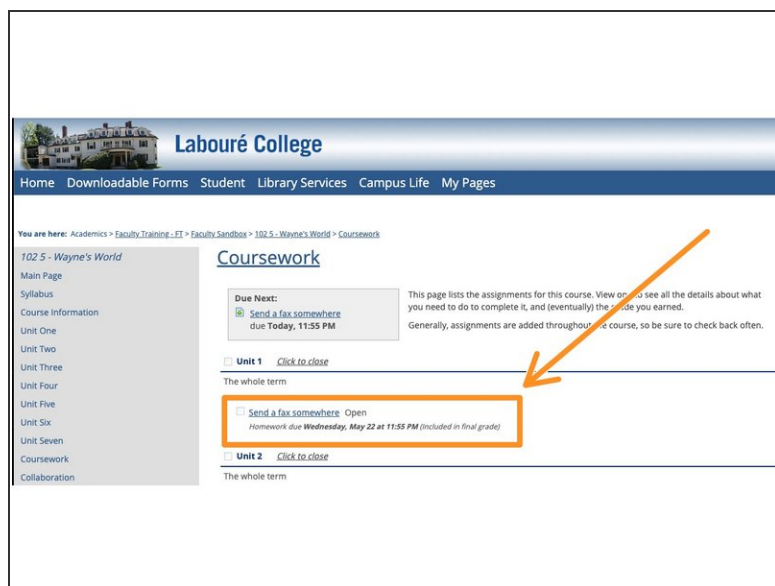
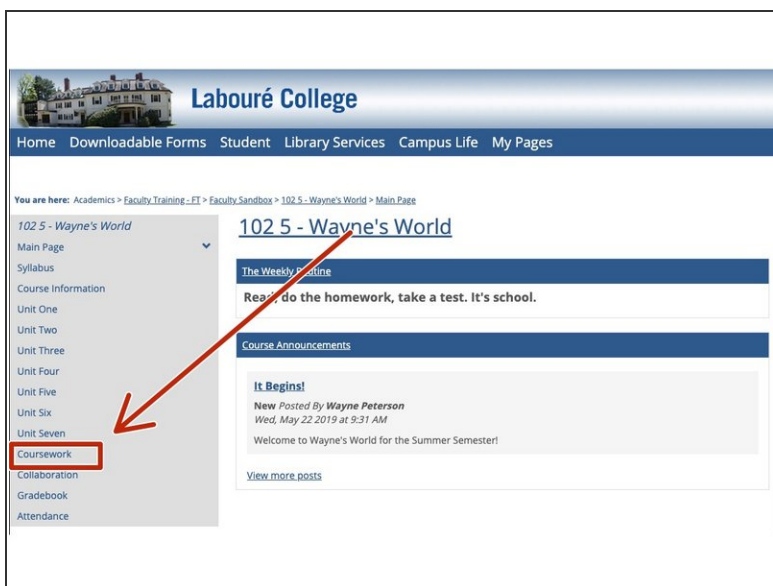
Submit an Assignment

How to submit an assignment in eLearning.

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Submit an Assignment

Step 1 — Locate the assignment



- From the Main Page of your course, select **Coursework** from the left-hand menu.
- Locate and select the assignment that you would like to submit.

Step 2 — Select your document

The screenshot shows a web interface for a course titled "102 5 - Wayne's World". The left sidebar contains navigation links: Home, Downloadable Forms, Student, Library Services, Campus Life, My Pages, and a list of units (Unit One to Unit Seven), Coursework, Collaboration, Gradebook, and Attendance. The main content area is titled "Coursework" and displays a homework assignment for "Unit 1". It includes instructions: "Send a fax somewhere. Upload the confirmation page as proof of completion." and a note that the homework is included in the final grade and is scored out of 10 points. A red box highlights the instructions, and an orange arrow points to the "Upload a file" button. An "Upload a file" dialog box is open, showing a "Choose File" button, a "Label" field, a "Description" field, and "Add File" and "Cancel" buttons. The dialog box also shows a "No file chosen" message.

- Here you will find instructions and other pertinent information about your assignment.
- Select **Choose File**. A new window will open allowing you to attach the document you wish to upload.
- Make sure you label your document with your name and the assignment number.
- When finished select **Add File** to upload.
- ☞ Make sure your document is saved in a format that is readable by your professor. If you are unsure of what format your document should be, reach out to your professor to confirm.

Step 3

The image displays two side-by-side screenshots of a web application interface for a course titled '102 5 - Wayne's World'. The interface includes a top navigation bar with links: Home, Downloadable Forms, Student, Library Services, Campus Life, and My Pages. A left sidebar lists various course components: Main Page, Syllabus, Course Information, Unit One through Unit Seven, Coursework, Collaboration, Gradebook, and Attendance. Below the sidebar, there are 'Quick Links' for My Pages, My Courses, and a link to the Labouré College Catalog & Student Handbook.

The main content area is titled 'Coursework'. The left screenshot shows the 'Send a fax somewhere' section for 'Homework in Unit 1'. It features a yellow banner stating 'This homework is open and you can now upload files (See below)' with a due date of 'Today, at 11:55 PM'. Below this, there is an 'Add a comment' link, instructions to read the 'instructions', and a note to 'turn in your homework'. A file named 'Summer Roberts-Assignment_1 (.docx, 12K, 5/22/2019 12:40 PM)' is listed. At the bottom, there is an 'Upload a file' button and a blue button with a checkmark that says 'or if you are finished... Turn in your Send a fax somewhere homework'. A red arrow points to this button.

The right screenshot shows the same 'Coursework' section, but the status has changed. A blue box with a checkmark and the text 'Your homework is not yet graded' is highlighted with an orange border. Below this, there is an 'Add a comment' link, instructions to read the 'instructions', and a list of uploaded files: 'Summer Roberts-Assignment_1 (.docx, 12K, 5/22/2019 12:40 PM)'. A message states 'This homework has been turned in, so you can no longer add or edit files.' At the bottom, there is a 'Send a fax somewhere' section for 'Homework in Unit 1'.

- You can now upload another document or select the button to the right to submit your assignment.
- You will see the status of your assignment here.