



Submit an Assignment

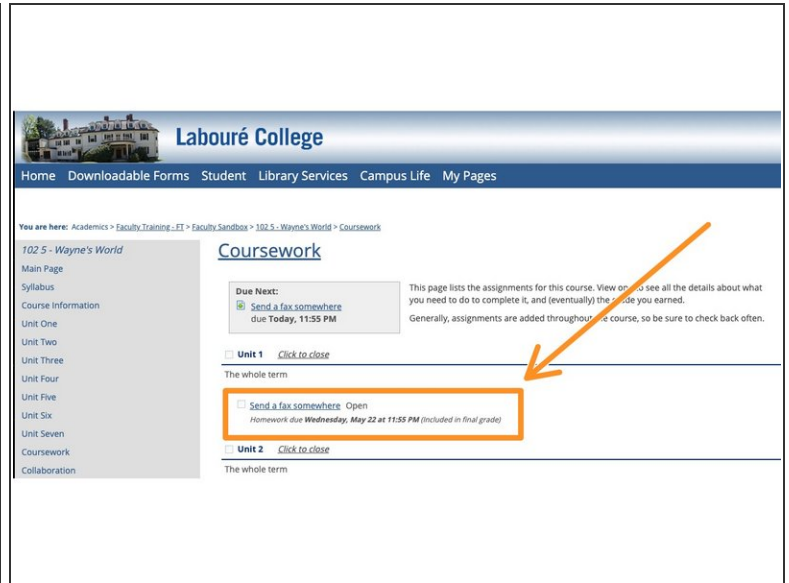
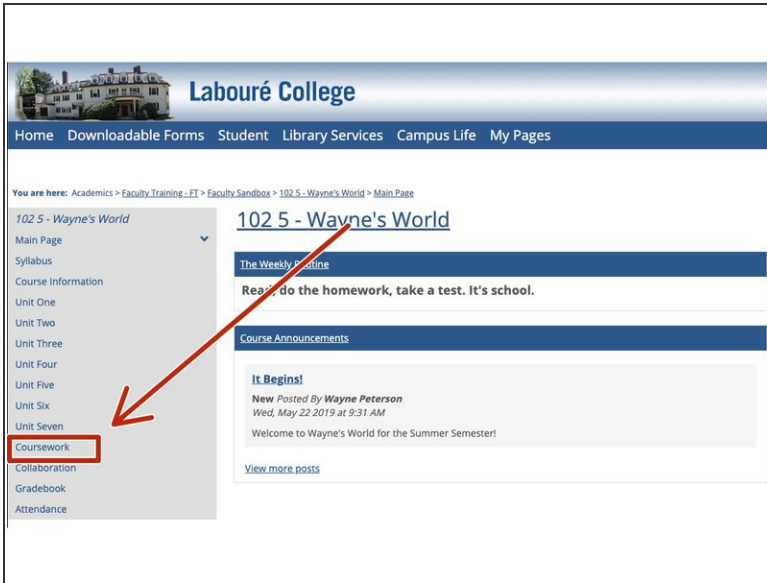
How to submit an assignment in eLearning.

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A large, blue-tinted image of a laptop. Overlaid on the image in large, white, bold, sans-serif font is the text "Submit an Assignment". The text is arranged in three lines: "Submit", "an", and "Assignment".

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 displays the 'Coursework' section of a web application. On the left, a sidebar contains navigation links. The main area shows a homework assignment for 'Unit 1'. A red box highlights the instructions: 'This homework is included in your final grade and is scored out of 10 points. Instructions: Send a fax somewhere. Upload the confirmation page as proof of completion.' An orange arrow points to the 'Upload a file' button. A modal window titled 'Upload a file' is open, showing a 'Choose File' button, a 'Label' field, a 'Description' field, and 'Add File' and 'Cancel' buttons.

- 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 named '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'. A yellow banner states: 'This homework is open and you can now upload files (See below) It is due Today, at 11:55 PM'. Below this, there is an 'Add a comment' link, instructions to read the 'instructions', and a note: 'If you are finished, remember 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 note: 'Here are the files you uploaded for this homework:'. The same file 'Summer Roberts-Assignment 1 (.docx, 12K, 5/22/2019 12:40 PM)' is listed. At the bottom, a message states: 'This homework has been turned in, so you can no longer add or edit files.' Below this, 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.