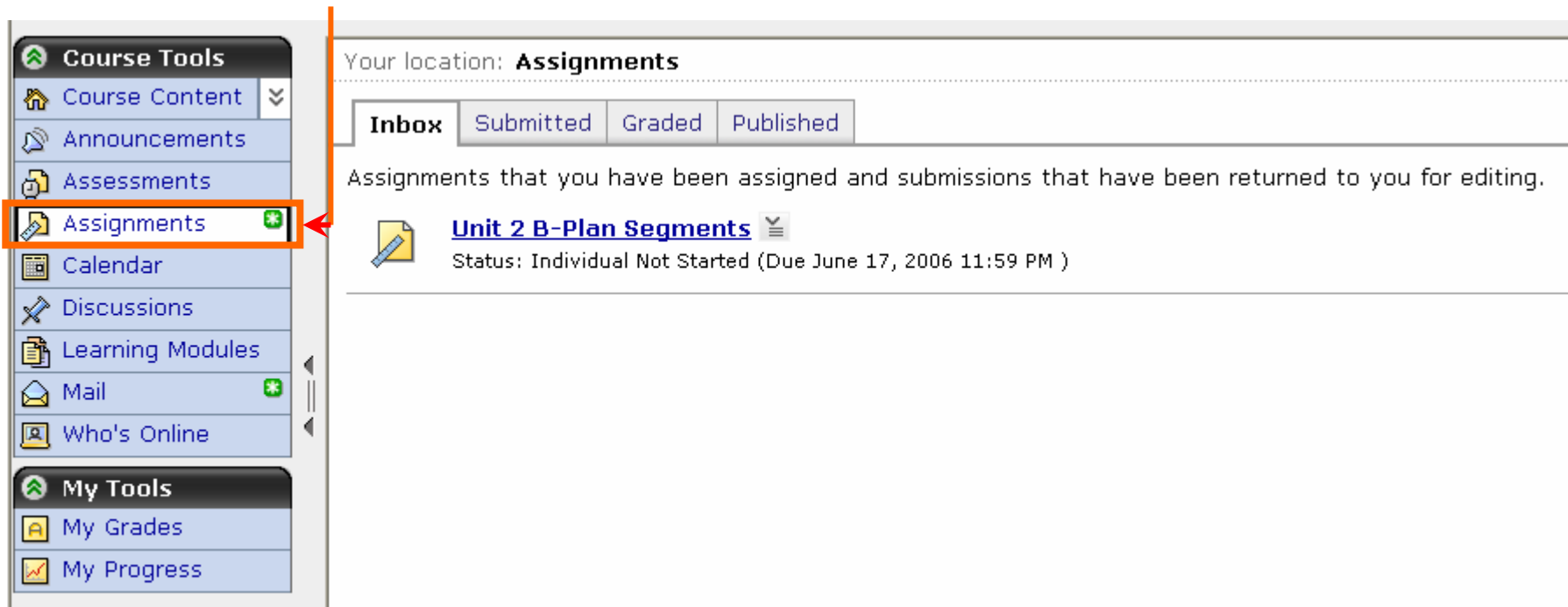


Inbox Feature

1. Click the **Assignments** tab on the **Course Tools** menu.



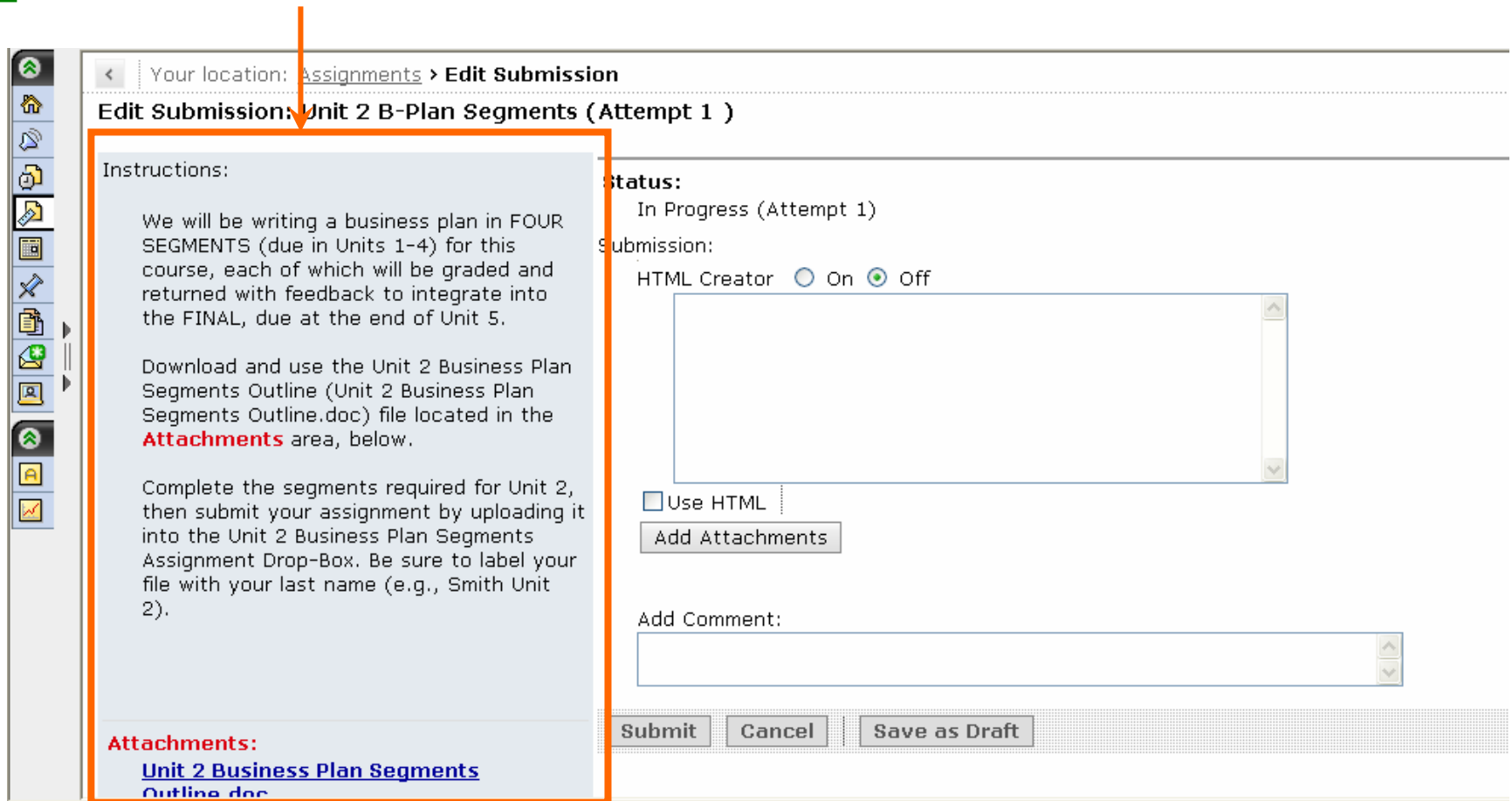
The screenshot shows the 'Course Tools' menu on the left, with the 'Assignments' option highlighted by an orange box and a red arrow. The main content area shows the 'Assignments' page with the 'Inbox' tab selected. Below the tabs, there is a description: 'Assignments that you have been assigned and submissions that have been returned to you for editing.' A single assignment is listed: 'Unit 2 B-Plan Segments' with a status of 'Individual Not Started (Due June 17, 2006 11:59 PM)'.

2. Assignments due are located under the **Inbox** tab.



3. Click a link to open an **Assignment**.

4. Read the **Instructions** for the assignment.



Your location: [Assignments](#) > **Edit Submission**

Edit Submission: Unit 2 B-Plan Segments (Attempt 1)

Instructions:

We will be writing a business plan in FOUR SEGMENTS (due in Units 1-4) for this course, each of which will be graded and returned with feedback to integrate into the FINAL, due at the end of Unit 5.

Download and use the Unit 2 Business Plan Segments Outline (Unit 2 Business Plan Segments Outline.doc) file located in the **Attachments** area, below.

Complete the segments required for Unit 2, then submit your assignment by uploading it into the Unit 2 Business Plan Segments Assignment Drop-Box. Be sure to label your file with your last name (e.g., Smith Unit 2).

Attachments:
[Unit 2 Business Plan Segments Outline.doc](#)

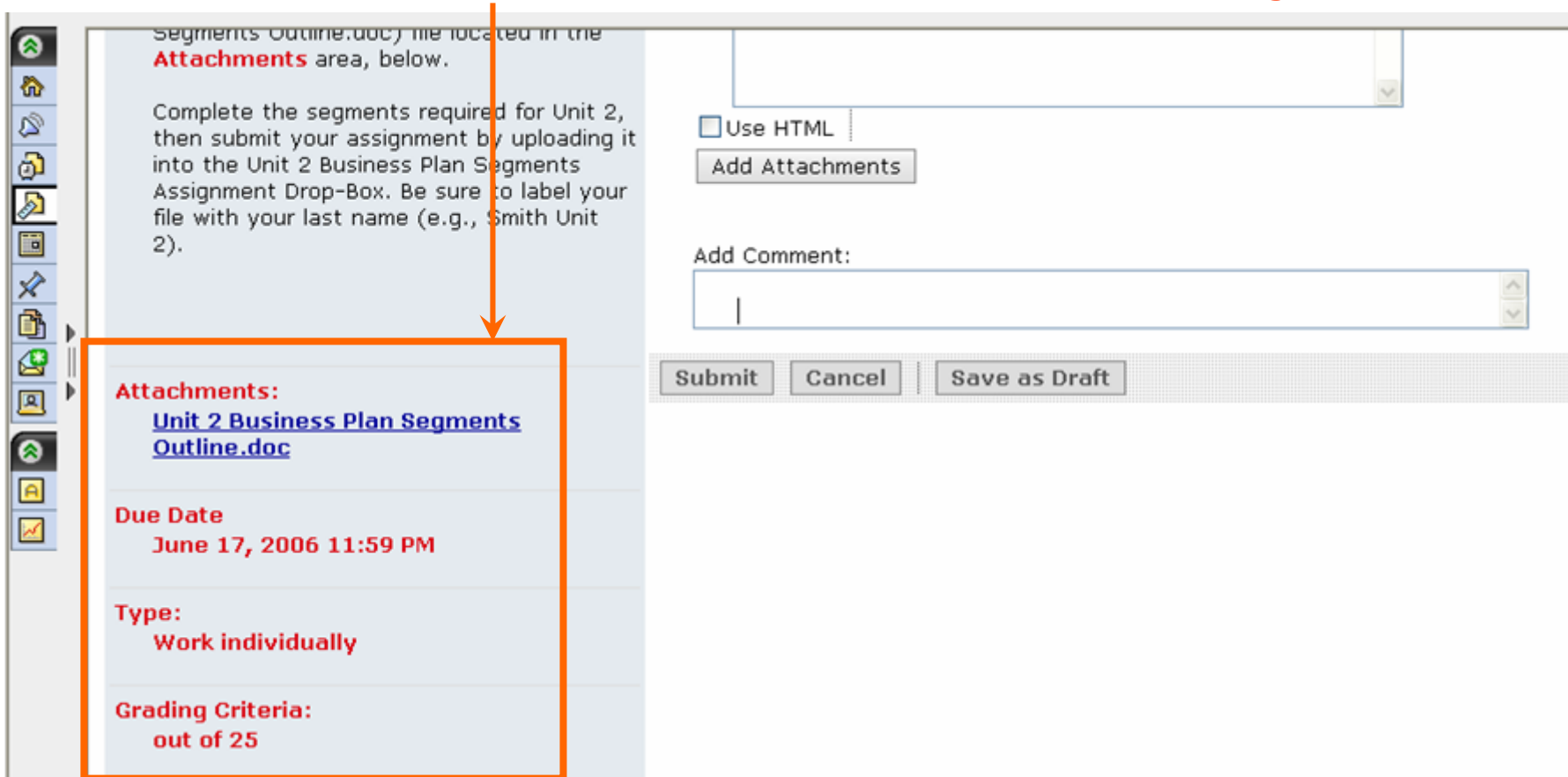
Status:
In Progress (Attempt 1)

Submission:
HTML Creator On Off

Use HTML

Add Comment:

5. Scroll down to access **Attachments**, and view the **Due Date**, and **Grading Criteria**.



Segments Outline.doc) file located in the **Attachments** area, below.

Complete the segments required for Unit 2, then submit your assignment by uploading it into the Unit 2 Business Plan Segments Assignment Drop-Box. Be sure to label your file with your last name (e.g., Smith Unit 2).

Attachments:
[Unit 2 Business Plan Segments Outline.doc](#)

Due Date
June 17, 2006 11:59 PM

Type:
Work individually

Grading Criteria:
out of 25

Use HTML

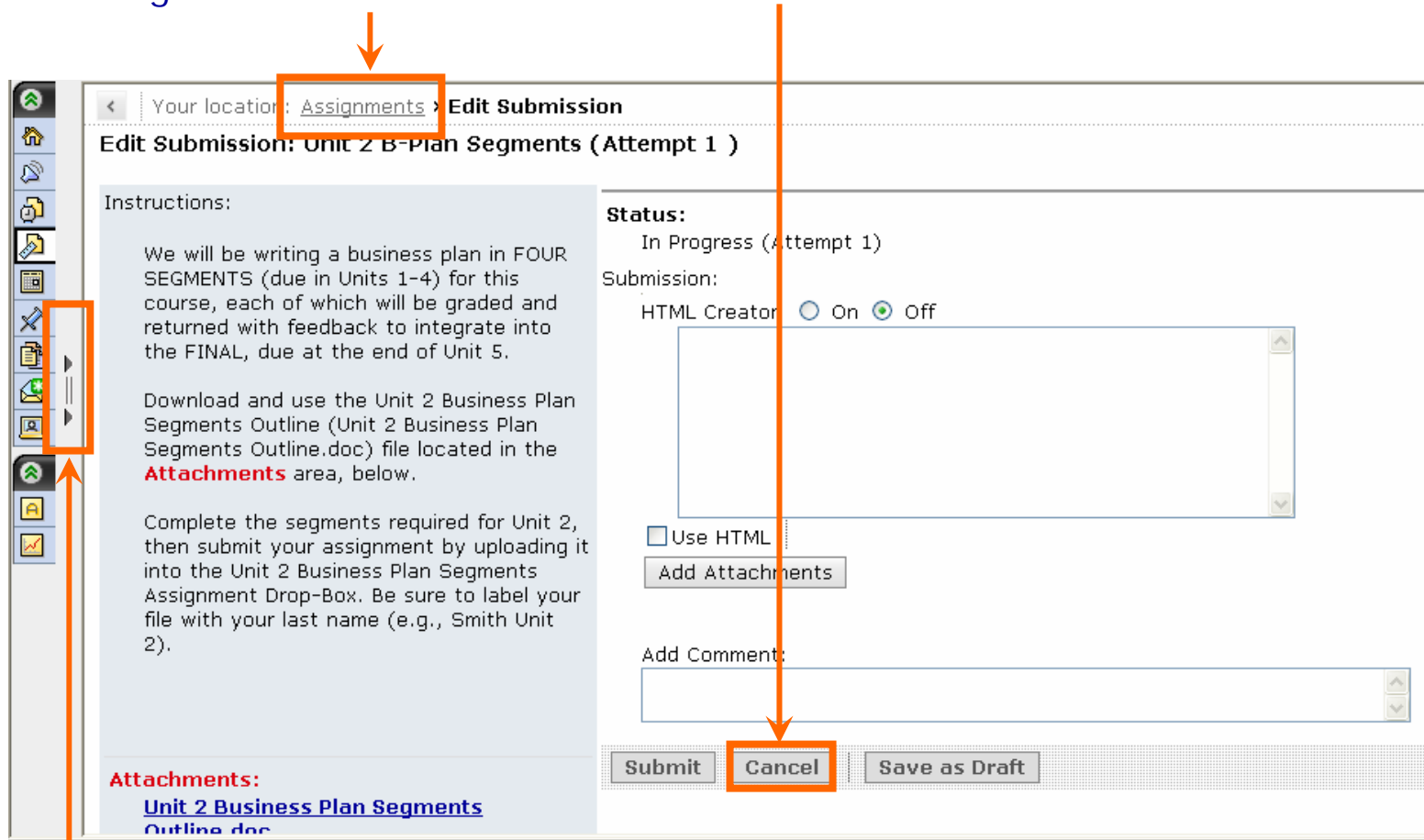
Add Attachments

Add Comment:

Submit Cancel Save as Draft

Review the **Submitting Assignments, Uploading and Downloading Files, and HTML Creator tutorials** for additional instructions.

6. Click the **Assignments** breadcrumb at the top of your screen or click **Cancel** to return to the Assignments area.



Your location: [Assignments](#) > Edit Submission

Edit Submission: Unit 2 B-Plan Segments (Attempt 1)

Instructions:

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Attachments:
[Unit 2 Business Plan Segments Outline.doc](#)

Status:
In Progress (Attempt 1)

Submission:
HTML Creator On Off

Use HTML

Add Attachments

Add Comments:

Submit Cancel Save as Draft

7. Click the **black arrows** to expand the **Course Menu**, if it was collapsed.