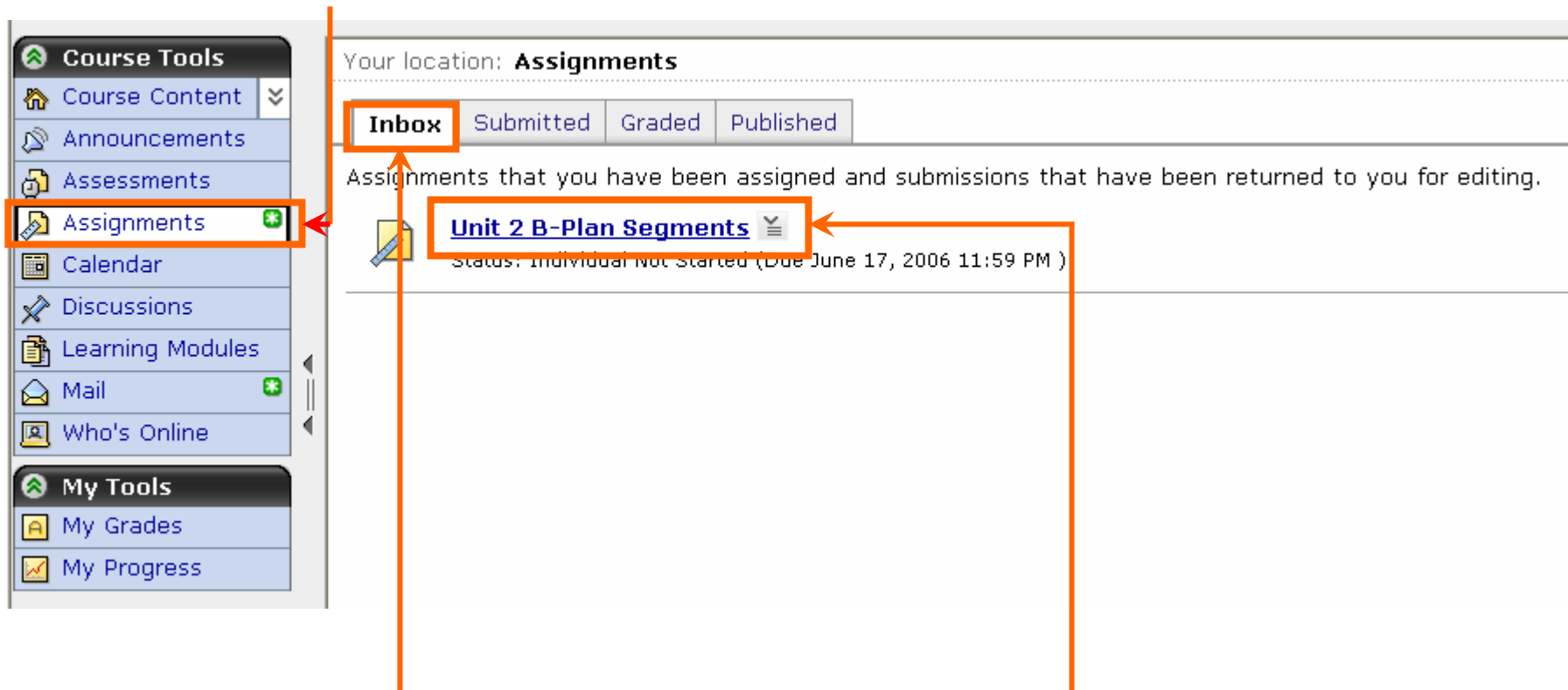


Submitting an Assignment

This tutorial shows how to Submit an Assignment into the Dropbox.

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



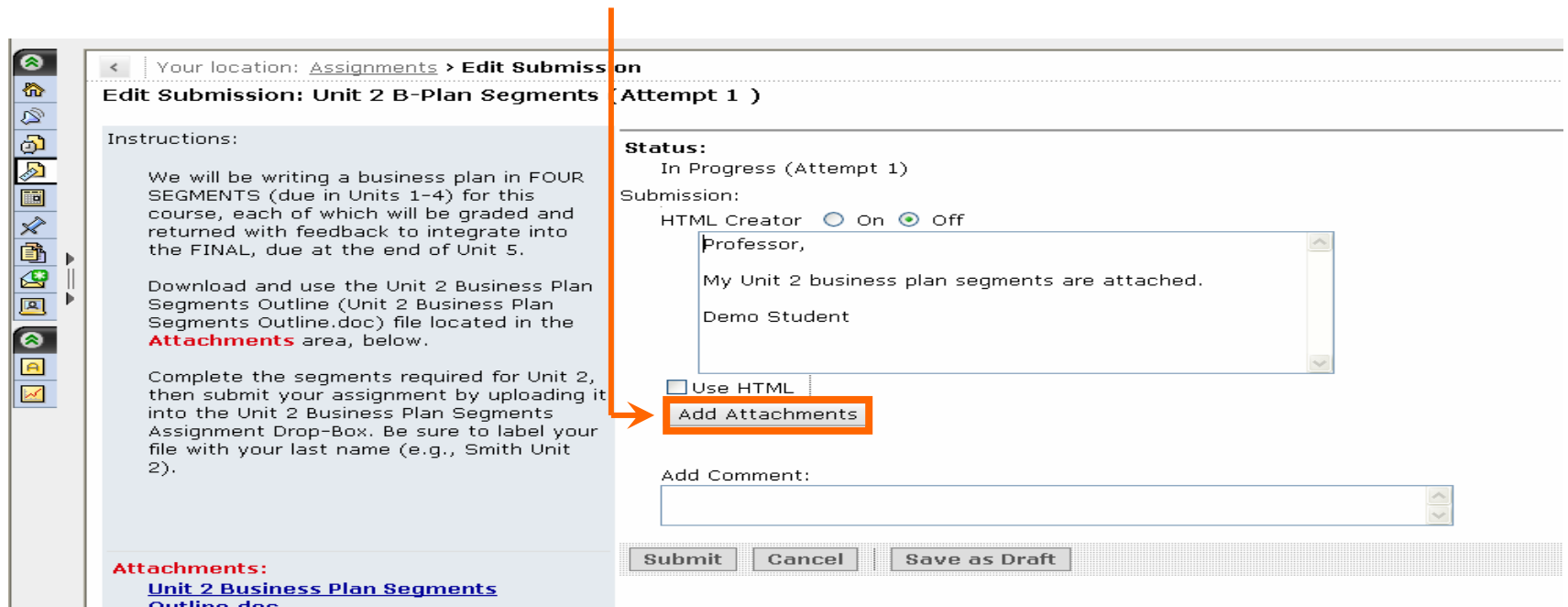
2. The **Assignments** appear under the **Inbox** tab. Click a link to open an **Assignment**.

3.

Check with your instructor about whether you should type your assignment in the message field, or upload an assignment file.

To type an assignment in the message field, refer to the HTML Creator tutorial. After composing your assignment in the message field, click the **Submit** button.

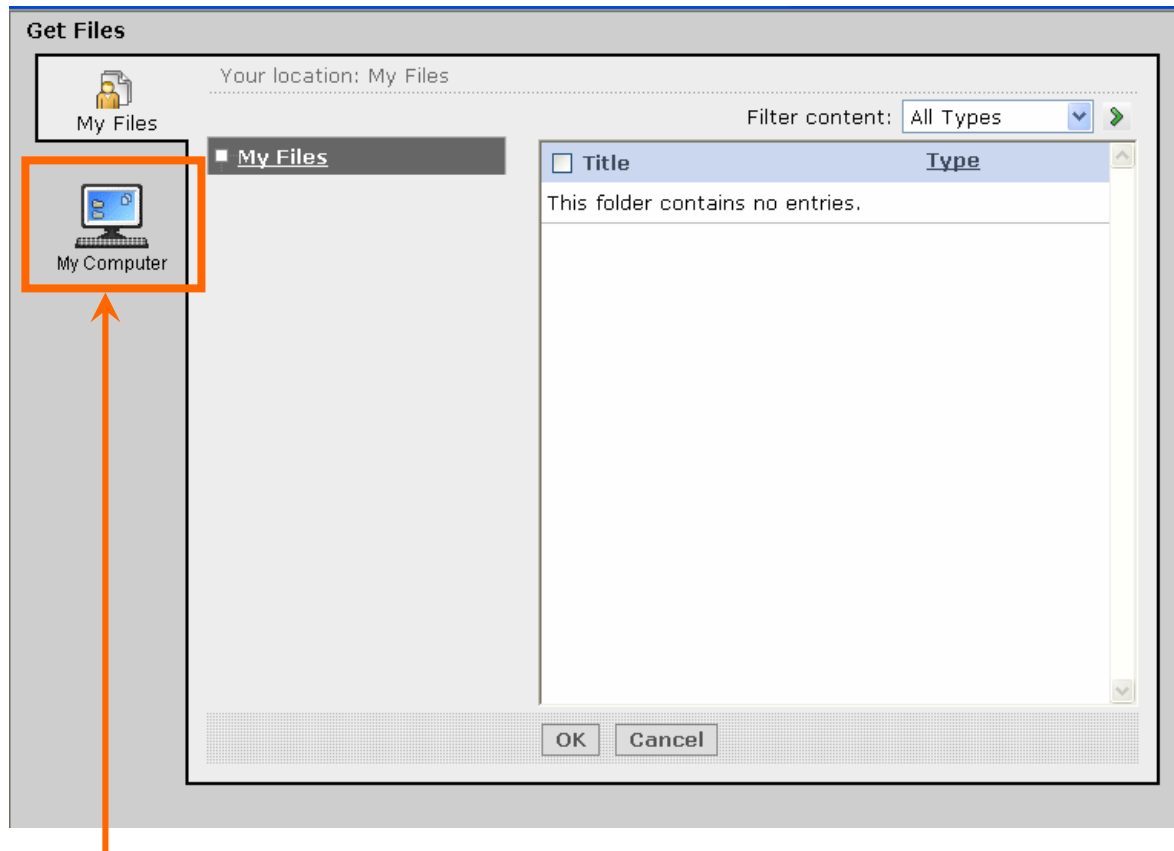
To upload assignments, type a brief message in the message field that includes your name, then click the **Add Attachments** button to **UPLOAD** a file.



The screenshot displays the 'Edit Submission' page for 'Unit 2 B-Plan Segments (Attempt 1)'. The page is divided into several sections:

- Instructions:** A text area containing instructions for writing a business plan in four segments, downloading an outline, and submitting the assignment.
- Status:** Shows 'In Progress (Attempt 1)'.
- Submission:** Includes a radio button for 'HTML Creator' (set to 'Off') and a text area for a message. The message area contains the text: 'Professor, My Unit 2 business plan segments are attached. Demo Student'.
- Buttons:** A 'Use HTML' checkbox and an 'Add Attachments' button (highlighted with an orange box and an orange arrow pointing to it).
- Footer:** Contains 'Add Comment:' text and 'Submit', 'Cancel', and 'Save as Draft' buttons.

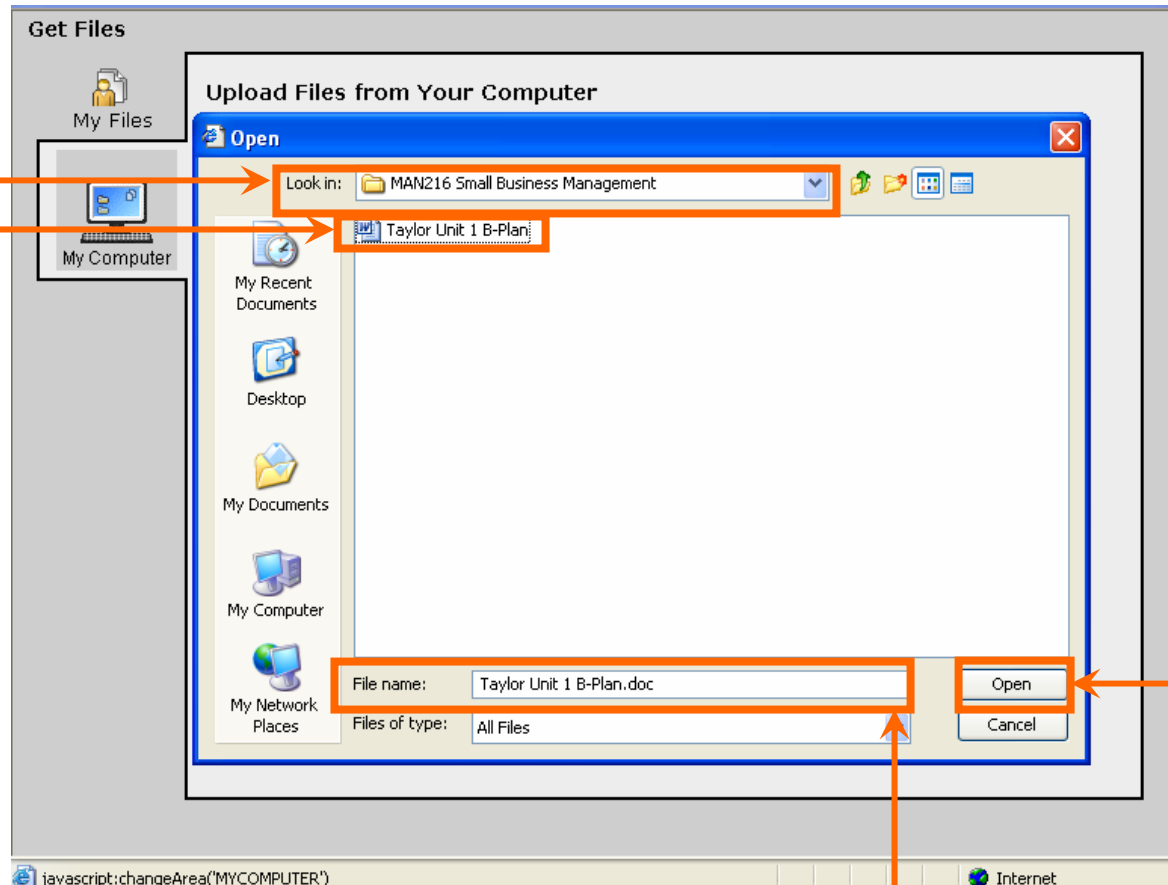
The **Get Files** window will be displayed. Files stored in the file manager can be attached, or files can be uploaded that are stored in your computer.



4.

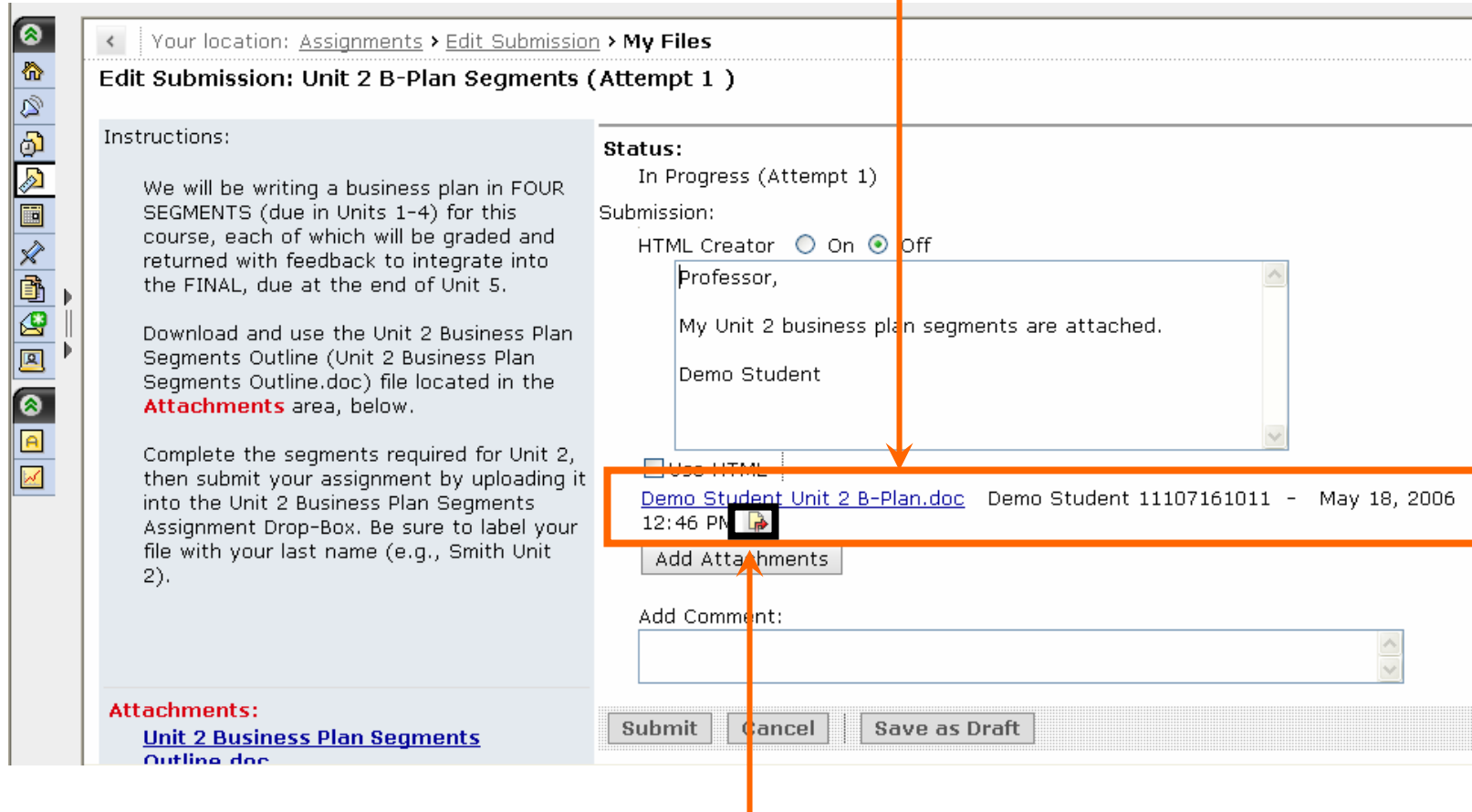
Click the **My Computer** icon to get externally stored files from your computer.

5. Look in the folder where your file is stored.



6. Click on the name of the file to select it, and it will appear in the **File name** field. Click the **Open** button from your computer, then wait for the file to attach.

7. Attached files are listed under the message field.



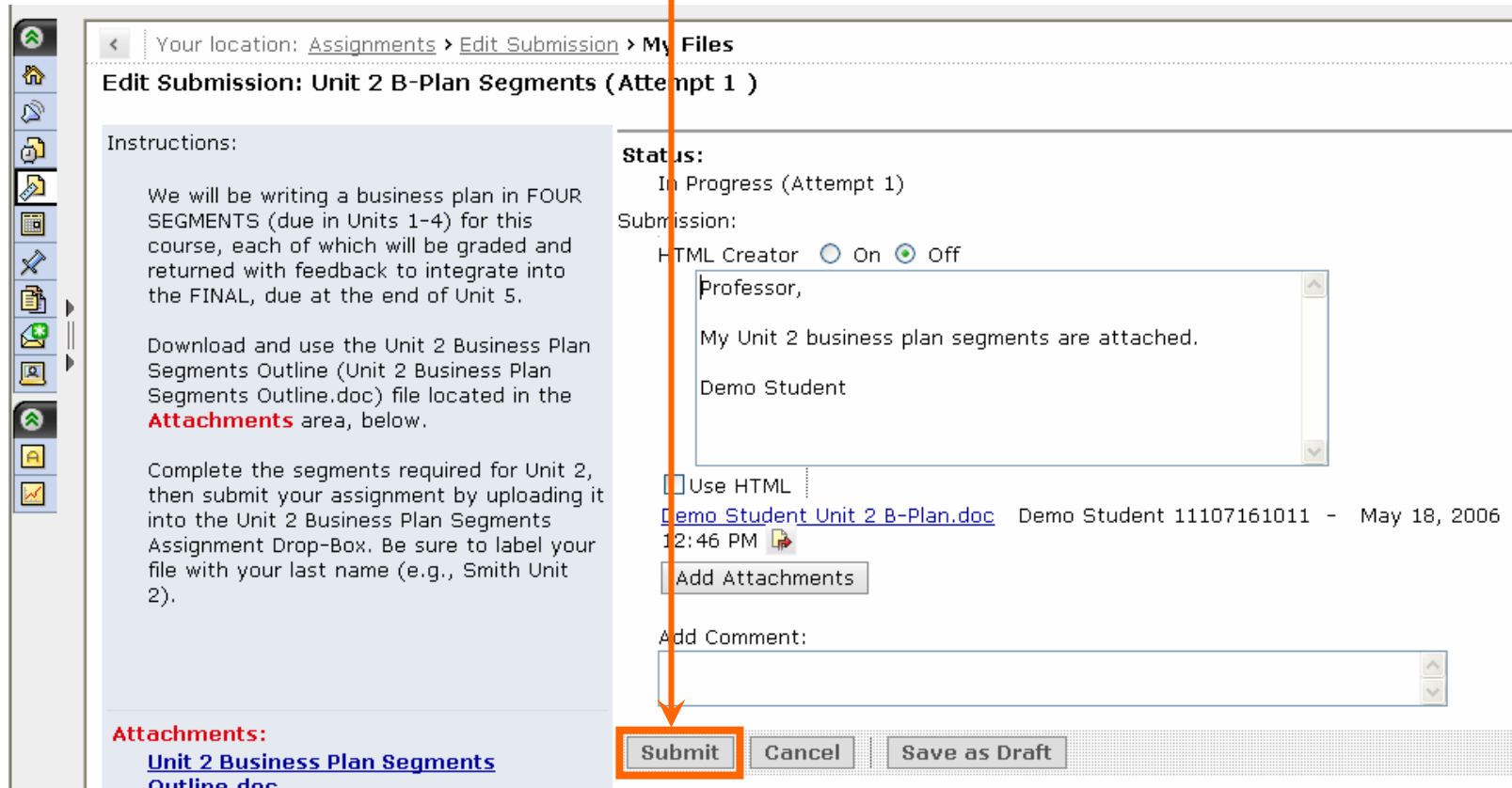
The screenshot shows the 'Edit Submission' page for 'Unit 2 B-Plan Segments (Attempt 1)'. The page is divided into several sections:

- Instructions:** A text area on the left containing instructions for writing a business plan in four segments and submitting the assignment.
- Status:** A section on the right indicating the submission is 'In Progress (Attempt 1)'.
- Submission:** A section on the right with a text area containing the message: 'Professor, My Unit 2 business plan segments are attached. Demo Student'. Below this is a checkbox for 'Use HTML' which is unchecked.
- Attachments:** A list of attachments below the 'Use HTML' checkbox, showing a file named 'Demo Student Unit 2 B-Plan.doc' with a timestamp of '12:46 PM' and a 'Remove' button next to it. This entire list is highlighted with an orange box.
- Buttons:** At the bottom, there are buttons for 'Add Attachments', 'Add Comment', 'Submit', 'Cancel', and 'Save as Draft'.

Two orange arrows point to the 'Remove' button and the attachment list, respectively.

Files can be deleted by clicking the **Remove** button.

8. Click the **Submit** button to submit your assignment.



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

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

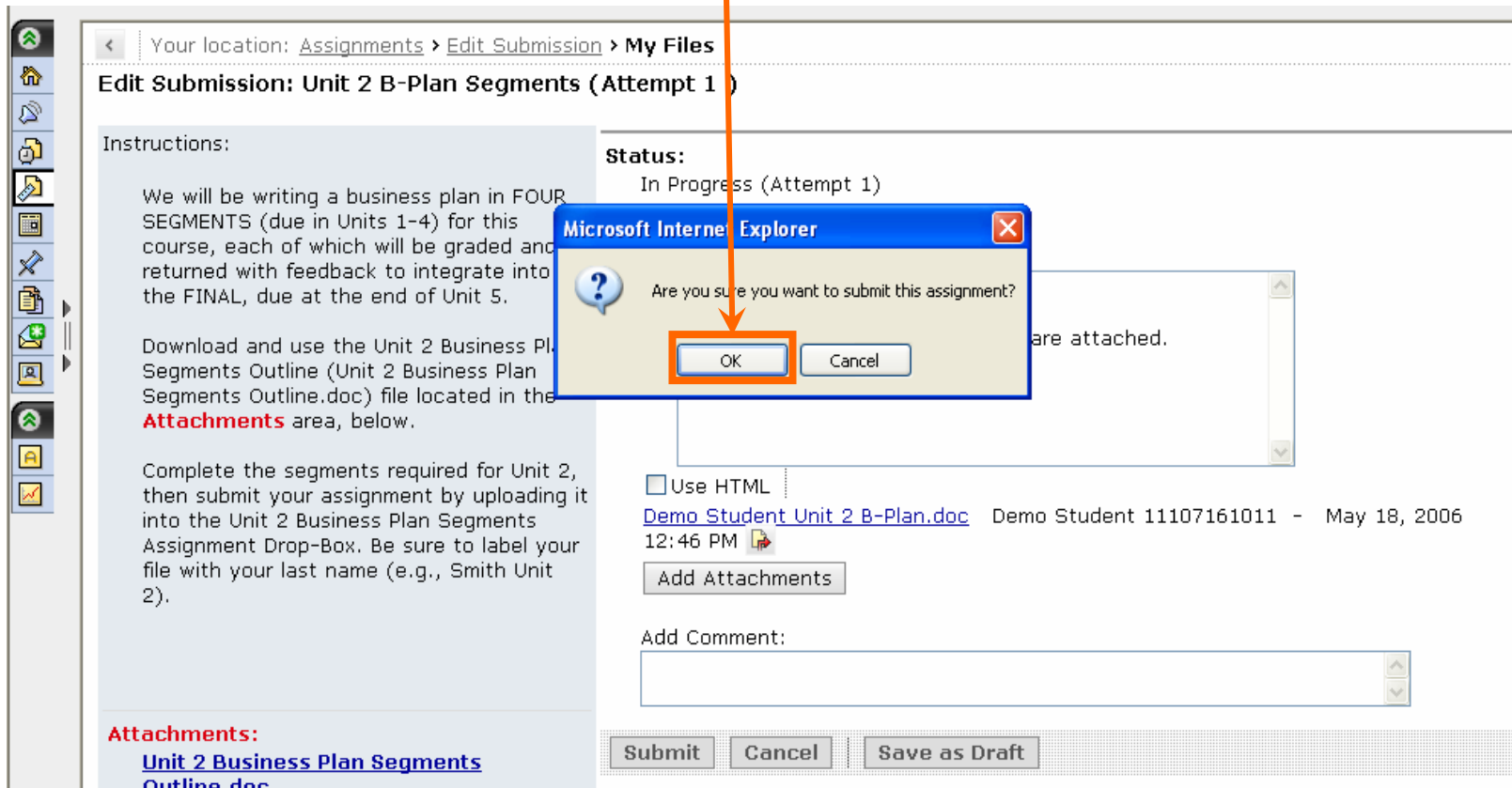
Professor,
My Unit 2 business plan segments are attached.
Demo Student

Use HTML

[Demo Student Unit 2 B-Plan.doc](#) Demo Student 11107161011 - May 18, 2006 12:46 PM

Add Comment:

9. Click the **OK** button.



The screenshot shows a web interface for submitting an assignment. The breadcrumb trail is "Your location: [Assignments](#) > [Edit Submission](#) > **My Files**". The page title is "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](#)

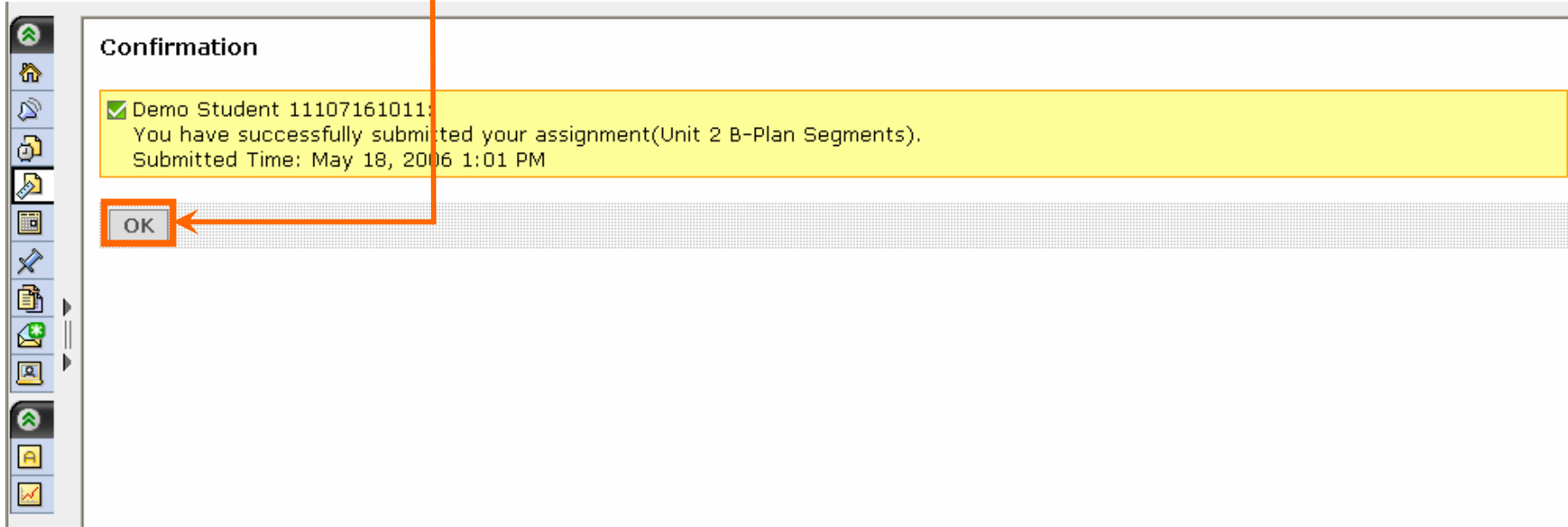
Status:
In Progress (Attempt 1)

A confirmation dialog box titled "Microsoft Internet Explorer" is overlaid on the page. It contains the text "Are you sure you want to submit this assignment?" and two buttons: "OK" and "Cancel". An orange arrow points from the top of the dialog box down to the "OK" button, which is also highlighted with a red rectangular border.

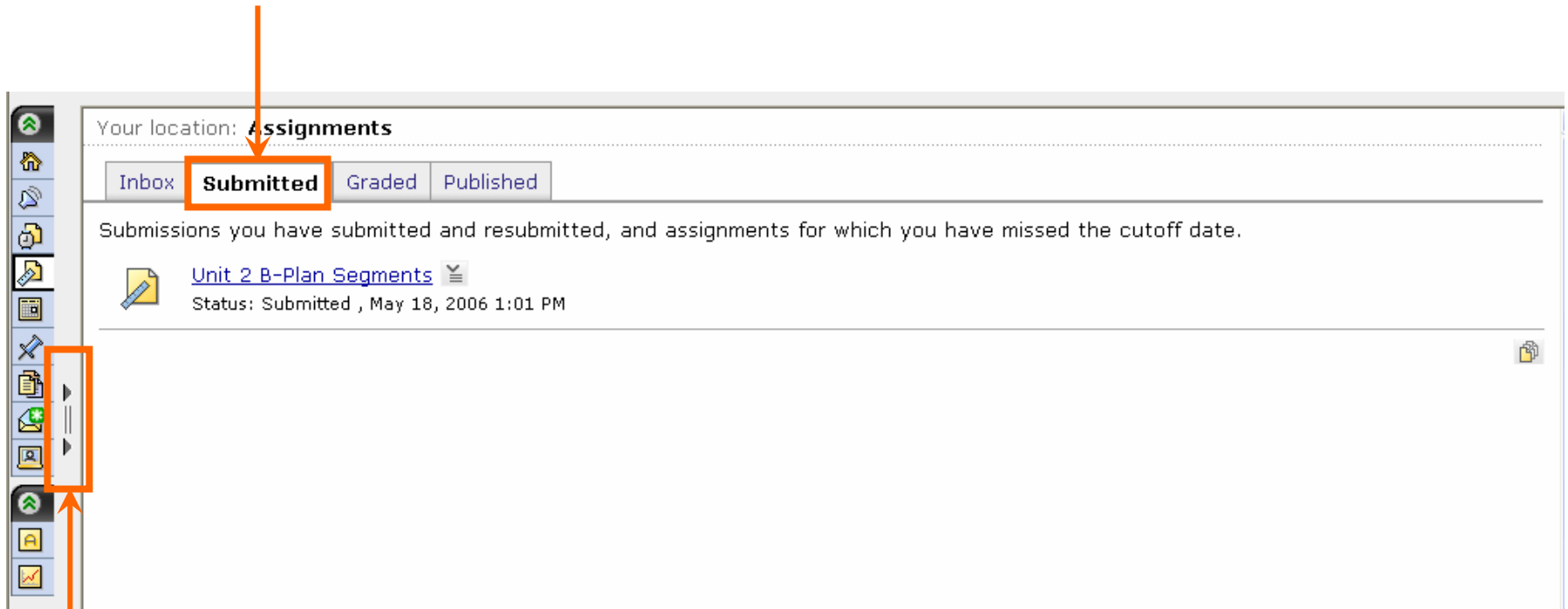
Below the dialog box, there is a text area with the text "are attached." and a checkbox labeled "Use HTML". Below that is a list of attachments: [Demo Student Unit 2 B-Plan.doc](#) Demo Student 11107161011 - May 18, 2006 12:46 PM. There is an "Add Attachments" button below the list.

At the bottom of the page, there is an "Add Comment:" text area and three buttons: "Submit", "Cancel", and "Save as Draft".

10. After receiving **Confirmation** with the date and time your assignment was submitted, click the **OK** button.



11. You can also click the **Submitted** tab to verify that your **Assignment** has been submitted into the Assignment dropbox.



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