



Assignments

Formerly known as "Dropbox", use the Assignments tool to upload and submit assignments, eliminating the need to mail, fax, or email work. If an instructor leaves feedback on an assignment, students will be able to view it as well.

Contents

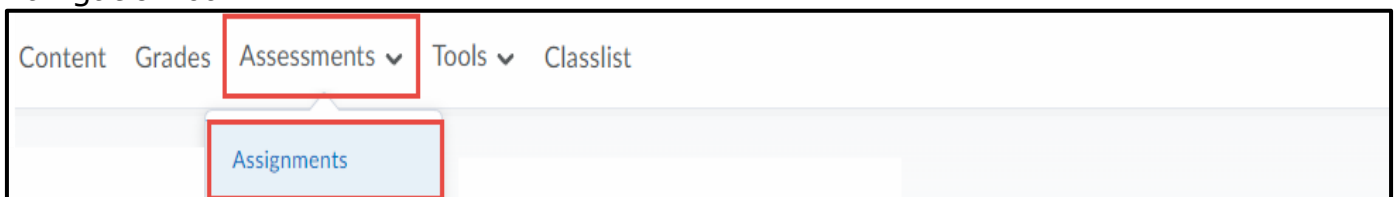
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Tutorial Videos

- [Navigate the Assignments Tool](#)
- [Submit and Confirm an Assignment Submission](#)
- [Resubmit an Assignment Submission](#)

Submit Assignments

1. Click Assignments from the Assessments drop down menu on the navigation bar.



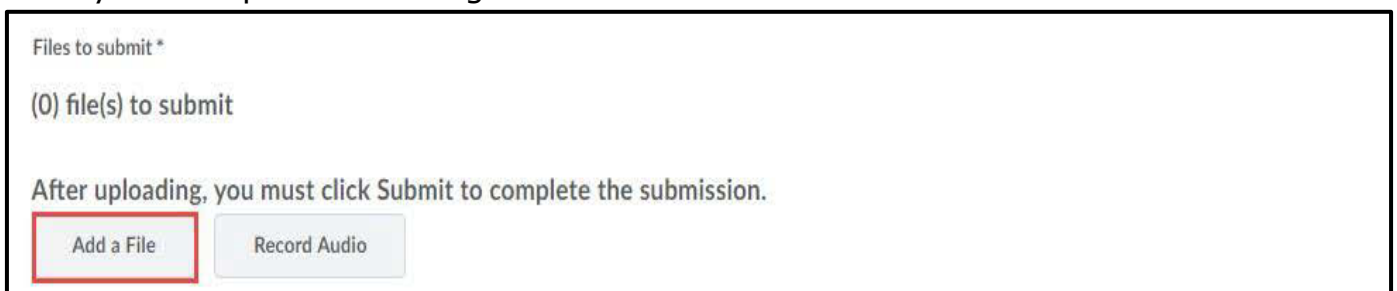
2. On the Assignment submission folders page, click on the folder you want to submit to.



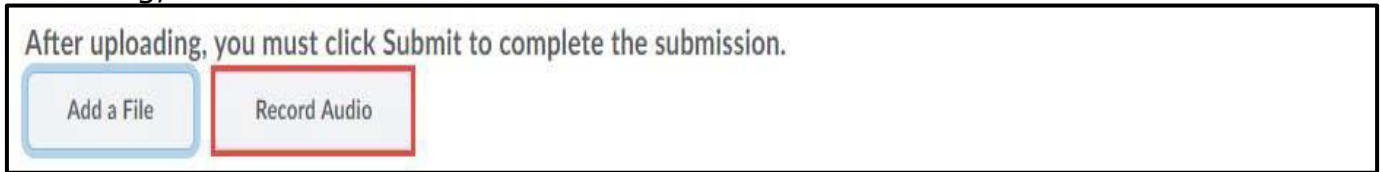
The screenshot shows the 'Assignment Submission Folders' page. The title 'Assignment Submission Folders' is at the top. Below it is a table with the following columns: Submission Folder, Score, Submissions, and Feedback. The table contains one row for 'Writing Assignments' with a sub-row for 'Essay for Chapter 1'. The 'Essay for Chapter 1' row is highlighted with a red box.

Submission Folder	Score	Submissions	Feedback
Writing Assignments			
Essay for Chapter 1	- / 20	0	-

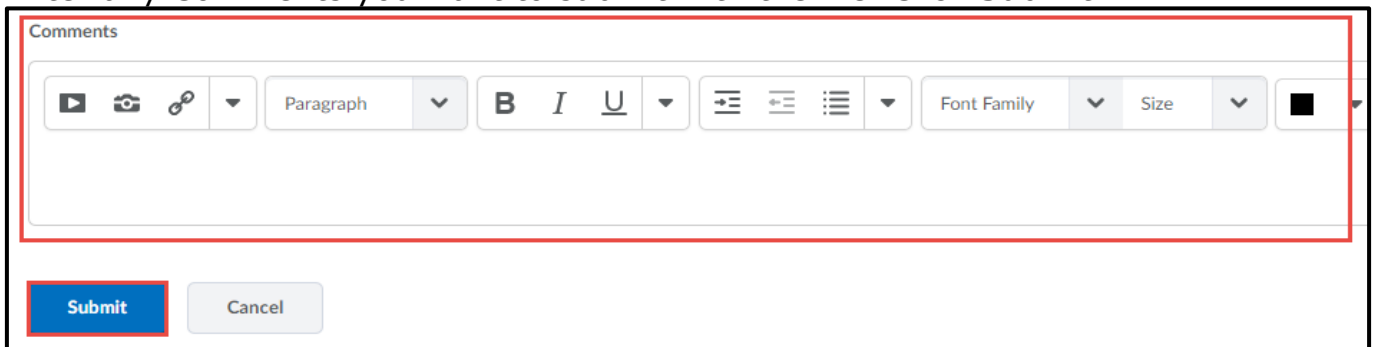
3. To browse for the file you want to submit, click Add a File. You can attach files from your computer or storage device.



4. You can select Add a File or Record Audio to add feedback. When you finish a recording, click Add.



5. Enter any Comments you want to submit with the file. Click Submit.



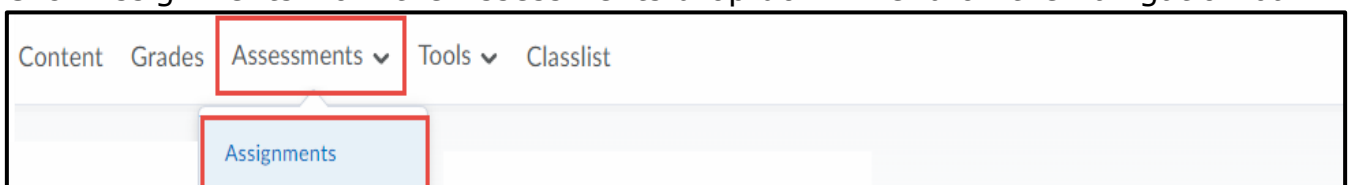
Note: Any rubrics with which submissions are evaluated are listed on the submission page so you can see how submissions are evaluated.

6. You will see a confirmation page with submission details and confirmation that the file was submitted successfully. Click Done when you are finished reviewing the submission information.



View Feedback in Assignments

1. Click Assignments from the Assessments drop down menu on the navigation bar



2. On the Assignment submission folders page, click View in the Feedback column beside the folder containing your submission.

Submission Folder	Score	Submissions	Feedback
Writing Assignments			
Essay for Chapter 1	 19 / 20 - A	1	View

3. View your grade, rubric assessment, and feedback comments. To download feedback attachments, click Download All Files.

Feedback

Score
 19 / 20 - A

Feedback Date
Feb 20, 2018 10:52 AM

Submission Feedback
Great work on your first assignment!

4. When you are finished viewing feedback, click Done