

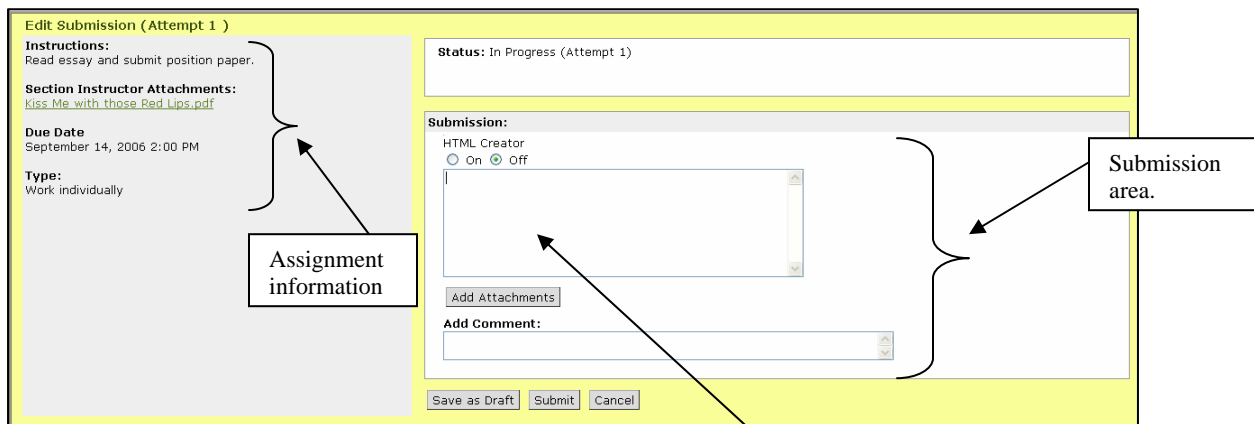
Submitting Assignments

1. Once you have logged in, locate the assignment and click on it.



2. The Edit Submission window will open allowing students to submit their assignment.

- The left-hand side of the window contains information about the assignment: Instructions, Attachments (if applicable), Due Date, and assignment Type.
- The right-hand side of the window contains the area where the student's work is actually submitted.

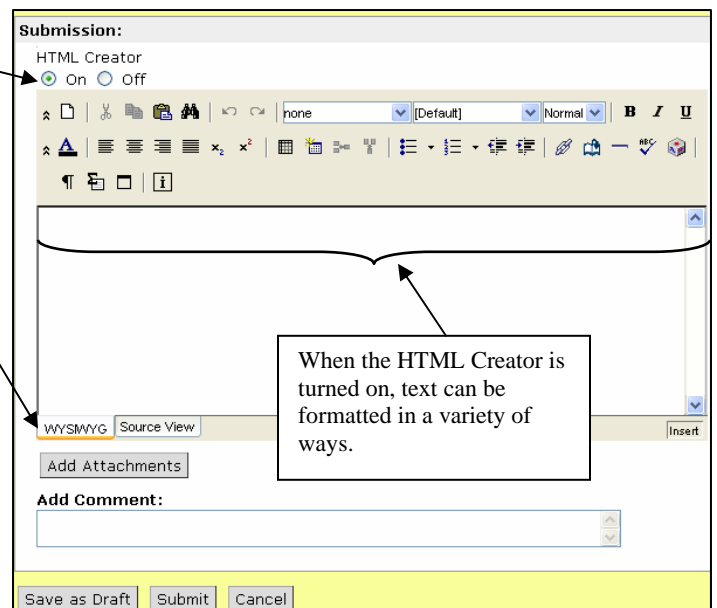


3. Students can type their assignment directly into the **Submission** field.

- a. The HTML Creator can be turned on so that the text can be formatted.

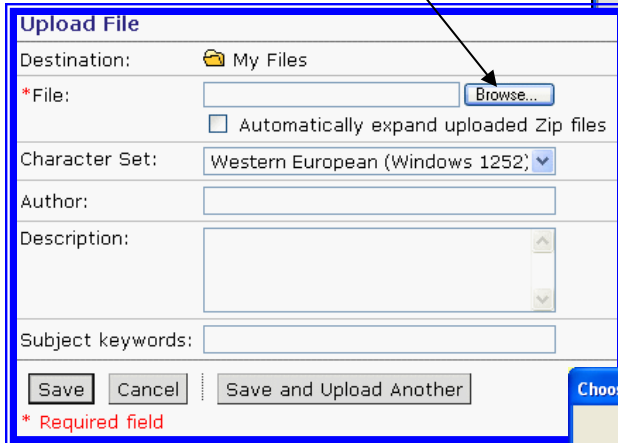
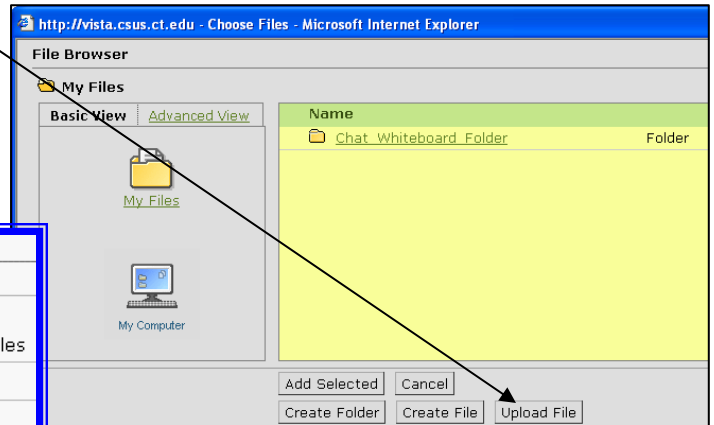
4. Students can attach a file that contains their assignment.

- a. Click the **Add Attachment** button.



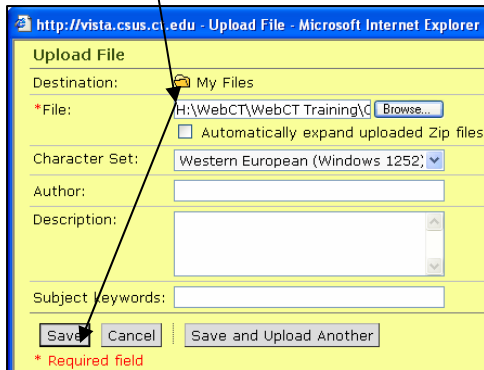
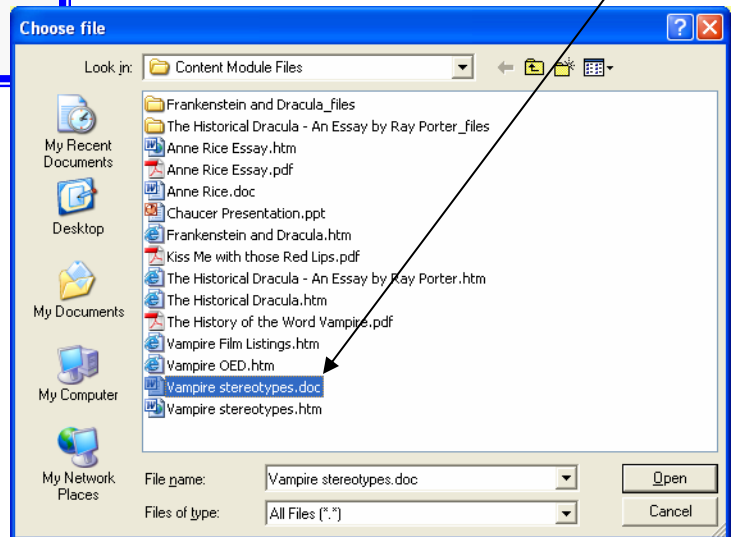
b. To upload your file, click **Upload File** at the bottom of the File Browser window.

c. In the Upload File window, click on **Browse**. This will open up the file browser on your computer.

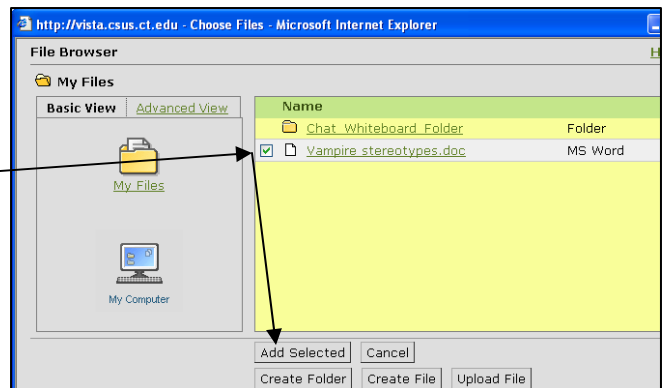


d. Select the document from the Choose file window and click **Open**.

e. The file will appear in the File name box in the Upload File window. Click **Save**.



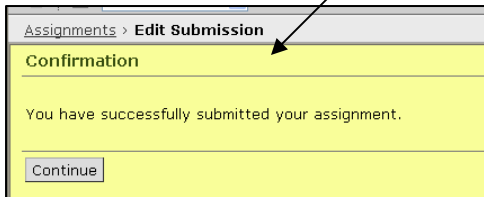
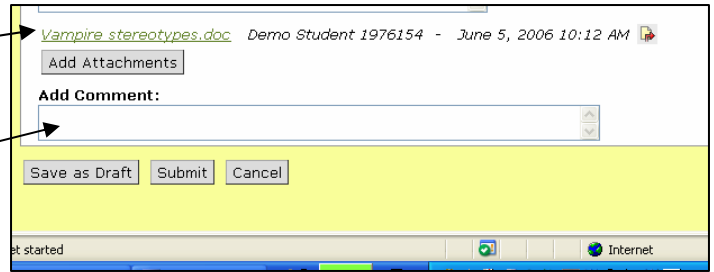
f. The file will now be listed in the File Browser. Choose it and click **Add Selected**.



g. The document will appear in the Create Message box beneath the Add Attachments button.

5. Comments can be made in the **Add Comment** text box, if desired.

6. When completed, click the **Submit** button to submit the assignment. A confirmation page will appear. Click **Continue**.



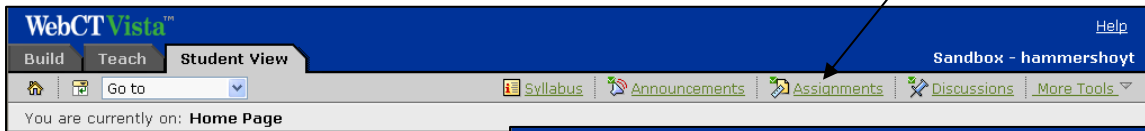
Note: You can also save the assignment as a draft if you need to work on it more at a later time by clicking the **Save as Draft** button. This is recommended if you will be leaving your computer for any length of time. Remember, WebCT logs off after one hour of non activity. You will want to save your work

periodically so that you do not lose it, especially if you will be typing your assignment into the Submission field.

GROUP ASSIGNMENTS: If you are working in a group and need to share documents, make sure you **Save as a Draft** in the Submission box, and submit when all are finished. When a group assignment is submitted, it is submitted for all

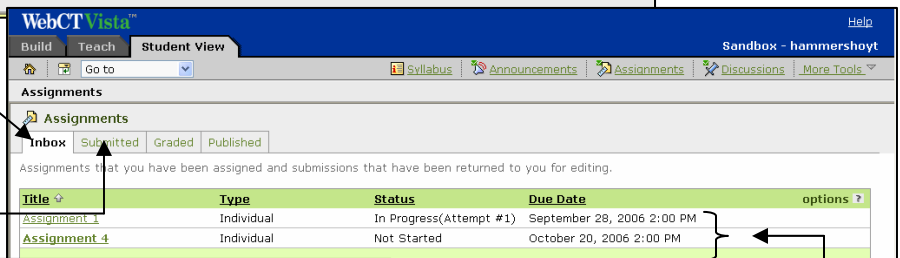
Viewing Assignments

1. Students can view the status of their assignments by clicking on the **Assignments** tool in the course toolbar (if their professor has made this tool available).

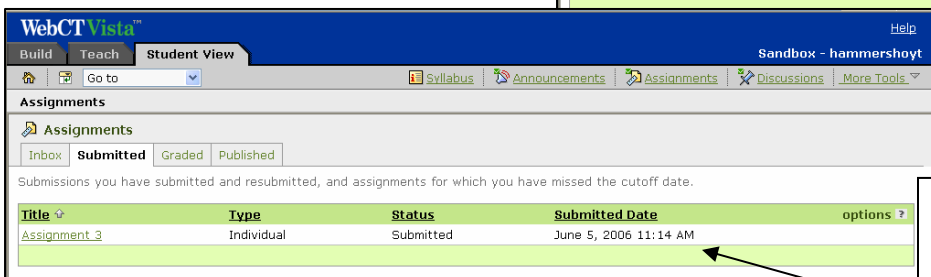


2. Your Assignments Inbox will open listing active assignments.

3. To view submitted assignments, click the **Submitted** tab.

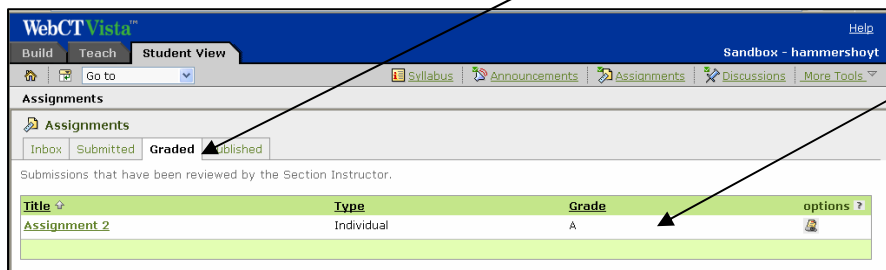


These are assignments that have not been submitted, are saved as drafts, and/or submissions that have been returned to you for editing.



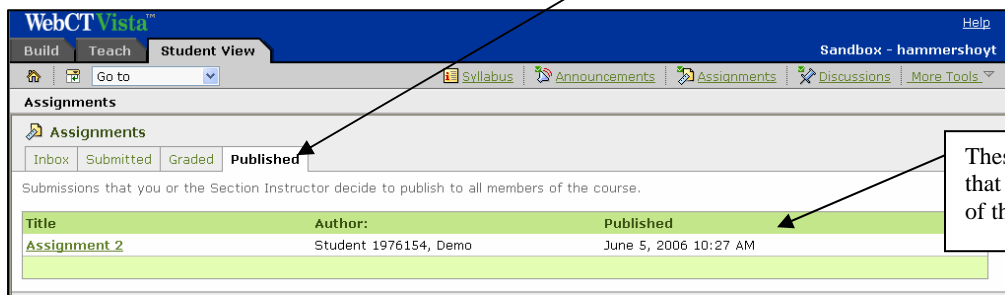
These are assignments you have submitted or resubmitted, which have not yet been graded, and/or assignments for which you have missed the cutoff date.

4. To view graded assignments, click the **Graded** tab.



These are submitted assignments that have been graded. If no grade appears, your instructor has not yet released the grade.

5. To view published assignments, click the **Published** tab.



These are assignment submissions that have been published for members of the course to see.

Sorting Assignments

From the Assignments screen, do one of the following:

- To sort assignments by ascending alphanumeric order, next to Title click the **Ascending Order icon**.
 The assignments are sorted in ascending order.



Note: If you have not yet sorted your assignments, the default sort option is to sort by ascending alphanumeric order.

- To sort assignments by descending alphanumeric order, next to Title, click the **Descending Order icon**. The assignments are sorted in descending order.

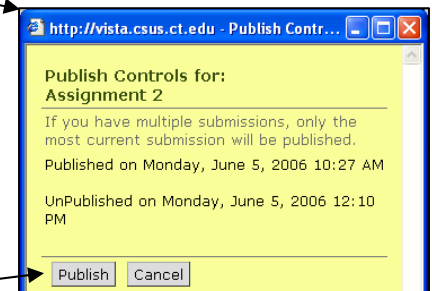
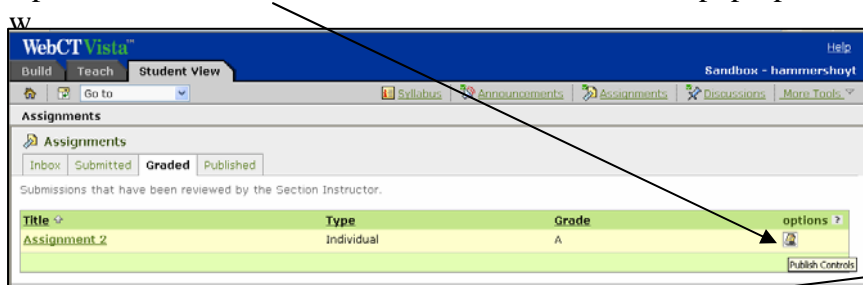


Publishing Submissions

You can make your submissions available for the entire class to view by publishing them.

Note: Your instructor needs to allow you access to do this function.

- From the Inbox, Submitted, or Graded tab, locate the submission you want to publish and, under Options, click its **Publish icon**. The Publish Controls pop-up.



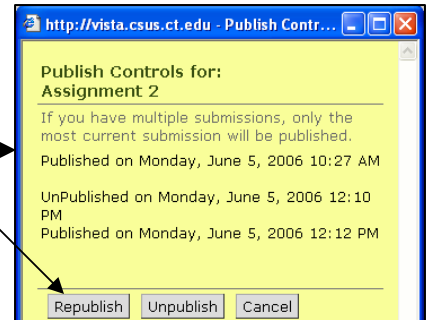
appears.

- Click **Publish**. The submission is copied to the Published tab and made available to the entire class for viewing.

Republishing Submissions

You can replace previously published submissions with updated submissions.

1. From the Inbox, Graded, or Published tab, locate the submission you want to update and, under Options, click the **Publish icon**. The Publish Controls pop-up window appears.
2. Click Republish.
The submission is updated on the Published tab.



Unpublishing Submissions

You can make previously published submissions unavailable to other members of the course.

1. From the Inbox, Submitted, or Graded tab, locate the submission you want to remove from the Published tab and, under Options, click the Publish Controls icon. The Publish Controls pop-up window appears.
2. Click Unpublish.
The submission is removed from the Published tab.

