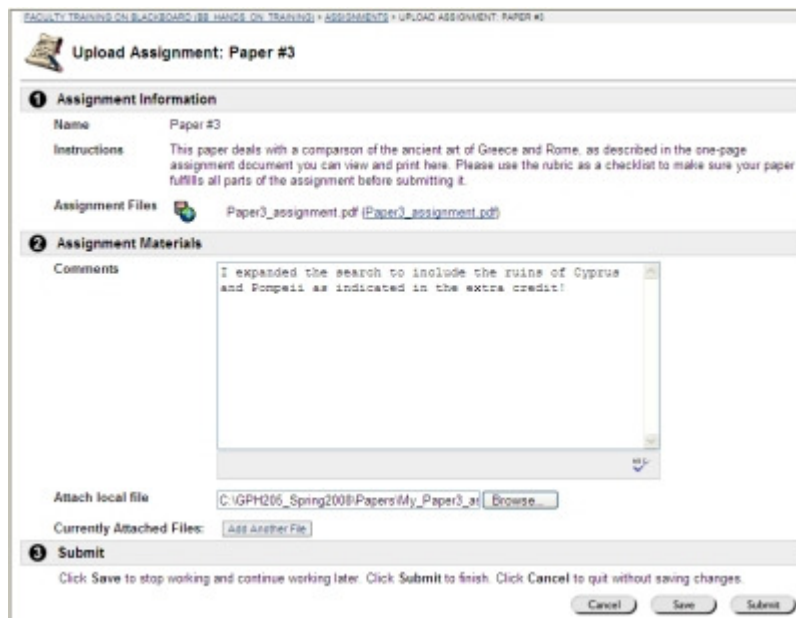
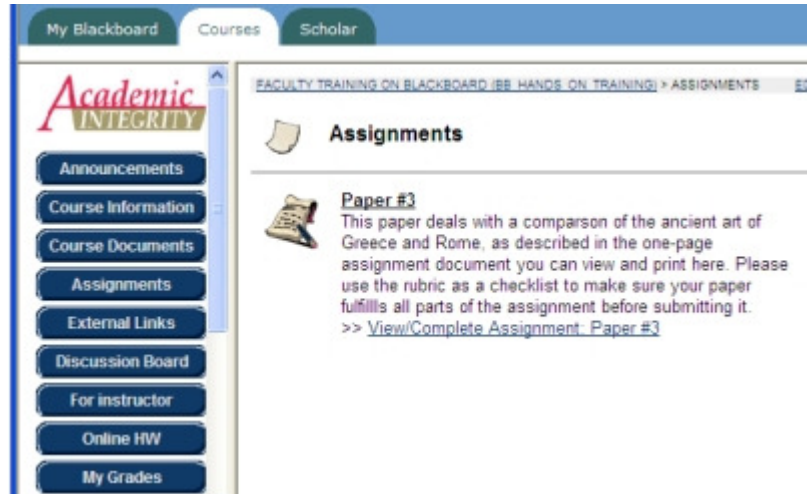


## Getting the Assignment

To get the assignment, a student will click on the menu button at which the instructor has placed the assignment. In most cases this will be a button also named Assignments. This button will contain one or more assignments, each of which is described with a short summary. Click on the “View/Complete Assignment...” hyperlink to obtain the screen shown below. **You use this screen both to pick up the assignment and to eventually submit your work to the instructor.** In your first access, you’ll simply view and print the assignment document itself at **1**.



Click on the Assignment Files selection to view and print the assignment document. Then navigate away from this screen.

When you have completed your assignment, once again return to this screen. You can now insert a small comment or at least your name and date in the Comments box at **2**. The use the Browse button to navigate to the file containing your response to the assignment at the “Attach local file” box. If you have multiple files to submit, either zip them together into one file, or use the Add Another File button to add multiple files to your submission. Then click the **Submit** button. (Do not click Save. Save will not make your submission visible to the instructor.) That’s all there is to it!

Note these important facts:

- **You can make only one submission of your assignment!** If you for some reason submit the wrong file(s) in response to the assignment, you must contact the instructor and ask him/her to “clear” your submission before you can resubmit it!
- **Your graded assignment will appear at the My Grades button** if the instructor is using electronic grade notification. If you do not have a My Grades button, ask the instructor if it is being used. Using it is optional to the instructor, who may prefer to return a paper copy of your submitted work to you with comments.
- **Be sure to note the due date for the assignment!** Some instructors impose late penalties for the submission of work beyond the stipulated due date.