

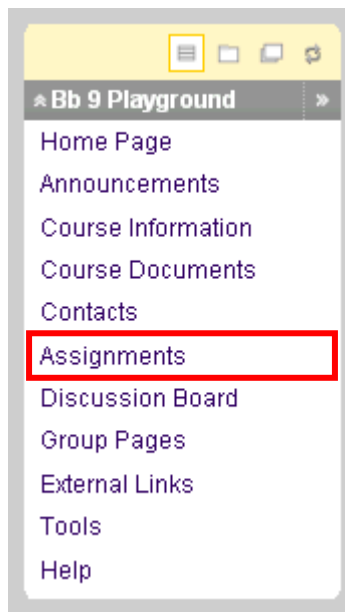
# The Assignment Tool

To complete an assignment you first need to find it. Although most courses will have an Assignments content area, individual assignments may be placed anywhere within the course. In this tutorial we are going to be completing assignments from a specific Assignments area.

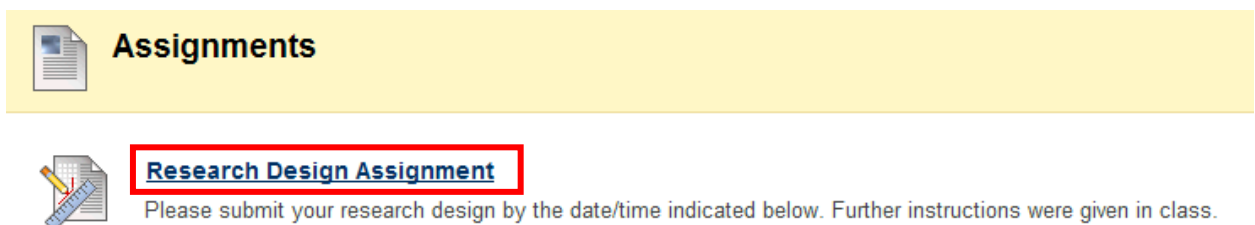
## Completing an Assignment

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1. Open your Assignments area by clicking the link in the content areas sidebar in your course.



2. Select the link for the assignment you wish to complete.




**Assignments**

 [Research Design Assignment](#)

Please submit your research design by the date/time indicated below. Further instructions were given in class.

3. Enter any submission details and comments you want your professor to see regarding the assignment.


Upload Assignment: Research Design Assignment

Cancel Save as Draft Submit

**1. Assignment Information**

Name:	Research Design Assignment
Instructions	Please submit your research design by the date/time indicated below. Further instructions were given in class.
Due Date	August 5, 2009 12:00:00 AM EDT
Points Possible	100

**2. Assignment Materials**

Submission Visual Editor:  ON

Normal 3 Times New Roman | **B** *I* U abc x<sub>2</sub> x<sup>2</sup> | ☰ ☷ ☱ ☲ ☳ ☴ ☵ ☶

My Research Design is entitled "Global Warming and the Consequences of Nonaction."


Path: [body](#) > [p](#)

4. **Browse for local file** and make sure you click **Attach File** to submit your completed assignment.

Attach File	<span style="border: 2px solid red; padding: 2px;">Browse for Local File</span> <span style="padding: 2px; margin-left: 10px;">Browse for Content Collection item</span>						
Selected File	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">File Name</td> <td style="text-align: right;"><b>Global Warming- Heather Martino.docx</b></td> </tr> <tr> <td>Name of link to file</td> <td><input style="width: 80%;" type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: right;"> <span style="border: 2px solid red; padding: 2px;">Attach File</span> <span style="padding: 2px; margin-left: 10px;">Do not attach</span> </td> </tr> </table>	File Name	<b>Global Warming- Heather Martino.docx</b>	Name of link to file	<input style="width: 80%;" type="text"/>	<span style="border: 2px solid red; padding: 2px;">Attach File</span> <span style="padding: 2px; margin-left: 10px;">Do not attach</span>	
File Name	<b>Global Warming- Heather Martino.docx</b>						
Name of link to file	<input style="width: 80%;" type="text"/>						
<span style="border: 2px solid red; padding: 2px;">Attach File</span> <span style="padding: 2px; margin-left: 10px;">Do not attach</span>							
Attached files	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">File Name</th> <th style="text-align: left;">Link Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	File Name	Link Title				
File Name	Link Title						


5. If you do not click attach, your assignment file will not be included in your submission. Add any comments you wish to be included as well. A successfully attached file will look like this:

Attach File

Attached files	File Name	Link Title	
	 Global Warming- Heather Martino.docx	<input type="text"/>	<a href="#">Do not attach</a>

Comments

See attachment.

abc 

6. If your assignment is complete, click **Submit**. If you wish to continue working on this assignment and submit it at a later date, click **Save as Draft**.

### 3. Submit


Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.




7. After you click Submit, you will be able to view your **Submission History**. If you have multiple attempts at the assignment, you can view each attempt separately by clicking the plus symbol next to the attempt number and date/ time.

This assignment is complete. Review the Submission History. ✕

## Submission History



**OK** **Start New Submission**

- ### 1. Assignment Information

Name:	Research Design Assignment
Instructions	Please submit your research design by the date/time indicated below. Further instructions were given in class.
Due Date	August 5, 2009 12:00:00 AM EDT
Points Possible	100
Student Name	Heather Martino
- ### 2. Submission History

  - Attempt #2 ( July 28, 2009 4:48:58 PM EDT )**

**Submission Materials**

Submission Field : My Research Design is entitled "Global Warming and the Consequences of Nonaction."  
 Student Comments : See attachment.  
 Attached Files : [Global Warming- Heather Martino.docx](#)

**Instructor Feedback**

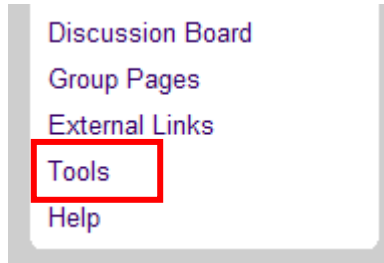
Grade : Needs Grading  
 Comments :  
 Attached Files :
  - Attempt #1 ( July 28, 2009 2:05:08 PM EDT )**
- ### 3. Finish

Click **OK** to go back. Click **Start New Submission** to start new submission.

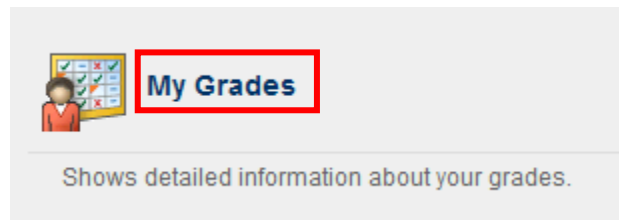
**OK** **Start New Submission**

## Viewing a Graded Assignment

1. Open your **Tools** area by clicking the link in the content areas sidebar.



2. Click on **My Grades**.



3. Once you find your grade for the particular assignment in question, click on the grade.

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Weighted Total	<a href="#">Details</a>			-	0	
Total	<a href="#">Details</a>			186	200	
Book Review	<a href="#">Details</a>	Jul 29, 2009	Jul 27, 2009 11:56 AM	<a href="#">96</a>	100	
Reflections Blog	<a href="#">Details</a>			-	100	
Black History Month Paper	<a href="#">Details</a>	Jul 30, 2009	Jul 28, 2009 11:46 AM		100	
Research Design Assignment	<a href="#">Details</a>	Aug 5, 2009	Jul 28, 2009 2:05 PM	<a href="#">90</a>	100	

[Icon Legend](#)

4. You will see comments from your instructor along with a copy of your assignment with any remarks. Click **OK** to finish.



## Submission History

OK

### 1. Submission History

View Attempts

Submission ( July 28, 2009 2:05:08 PM EDT )

#### Submission Materials

Submission Field :

My Research Design is entitled "Global Warming and the Consequences of Nonaction."

Student Comments : See attachment.

Attached Files : [Global Warming- Heather Martino.docx](#)

#### Instructor Feedback

Grade : 90 out of 100

Comments : Good design! Now the hard task.. making this research design a project! Good luck!

Attached Files :

### 2. Finish

OK