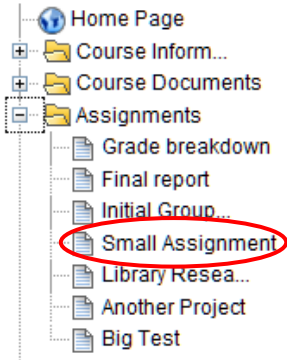


# Electronic Assignment Submission Guide



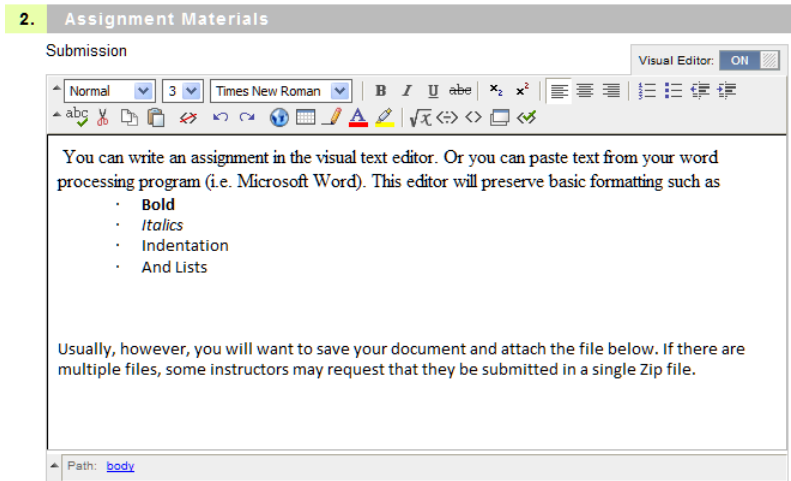
From the Course Home Page, the Assignments selection from the sidebar menu will bring up a complete list of (posted) assignments for that course.

Click on an assignment to go to the Upload Assignment page where you can view the instructions and prepare the assignment for submission.

1. Assignment Information	
Name:	Small Assignment
Instructions	A small assignment
Due Date	June 23, 2009 7:00:00 AM EDT
Points Possible	10

You can write an assignment in the visual text editor. Or you can paste text from your word processing program (i.e. Microsoft Word). This editor will preserve basic formatting such as bold, italics, indentation and lists.

Usually, however, you will want to save your document and attach the file below. If there are multiple files, some instructors may request that they be submitted in a single Zip file.

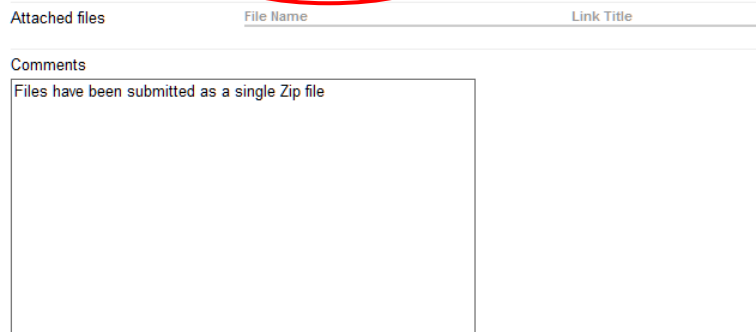


To attach your file click here.

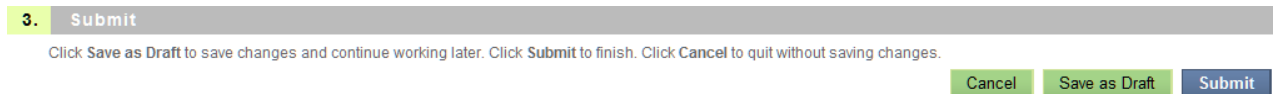


After browsing for the file you will be presented with an [Attach File](#) button.

Then you may optionally name the attachment (Link Title) or, if you have made a mistake, choose "Do not attach" and pick a different file.



File Name	Link Title	
Assignment.zip	<input type="text" value="Small Assignment"/>	<a href="#">Do not attach</a>



You may choose "Save as Draft" so you can return to finish the submission at a later time. **If you "Save as Draft" your teacher will NOT see the assignment (until you come back and submit it.)** Once you are finished, click the "Submit" button at the very lower right corner of the page to submit the assignment electronically to your instructor.