

## How to Submit an Assignment

1. On the front page of the course, click the name of the assignment you need to submit.
2. The page that loads provides information about your submission status; click **Add submission**.
3. Drag and drop the file from your computer into the submission box or click **Add...** and manually browse for the file.
  - a. The file should appear in the **File submissions** box regardless of whether you manually added it or used the drag and drop feature.
4. Click **Save changes**.

**Note No. 1:** Some assignments may have a draft feature enabled. A status of **Draft (not submitted)** will appear if this feature is active on the assignment. These assignments will require you to click **Submit assignment** to finalize your submission.

Please note that you will not be able to make revisions to your submission once you click this button.

**Note No. 2:** Your instructor may have established an **Online text** assignment instead of a file upload assignment. A text box will appear instead of the upload area described above. If this setup is in use, type your submission into the available text box and click **Save changes** to finalize your submission.