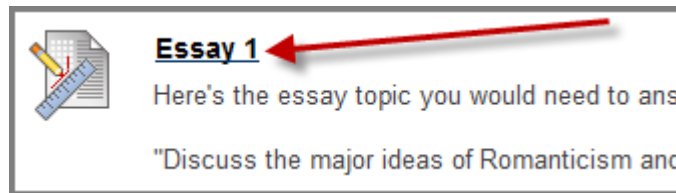
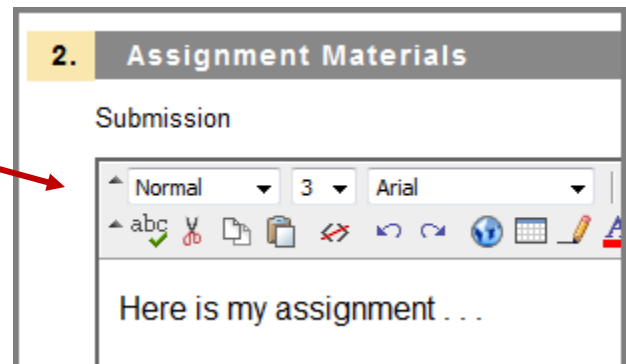


When you submit an assignment electronically (when your instructor uses the Assignment feature) it will appear in the instructor's Grade Center, where it can be accessed. After it has been graded, you can view your grade through the My Grades option. Assignments can be placed in various areas within your course, so check with your instructor to find out where assignments are located.

**Step 1:** Locate the assignment you wish to complete. Read through the instructions. Click the assignment title, as in the following example:

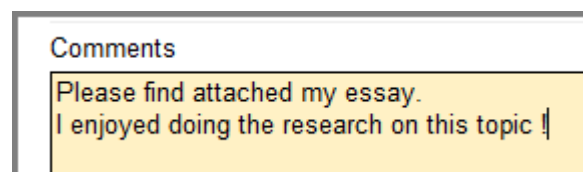


**Step 2:** Check to see if the instructor has attached any files for you to use in completing your assignment. If so, open them. If your instructor indicates that the assignment should be completed in the Submission box, then do so. More likely, you will complete the assignment in a word processing or other program and upload it.




**Step 3:** To upload the assignment from your computer, click **Browse for Local File** to search for your file. To upload a second file, use the same button.

**Step 4:** In the Comment box, you can optionally insert some text, as in this example:



**Step 5:** Make sure that your document(s) are in a file format that is acceptable to your instructor. If you use another word processing program (like Microsoft Works), you may need to convert your file to a different format to ensure that your instructor can view it. Saving the file as .RTF (rich text) or .doc (Word) format is usually the safest.

**Step 6:** Click **Save as Draft** (continue work later) or **Submit** (when it's ready for grading).

 You must eventually click Submit, or else your instructor will never get your assignment!