

Buzz: Submitting an Assignment

[00:00:00] Welcome to Independent Study support. This video is about submitting assignments. Pay close attention to the steps so you can get all of your assignments turned in on time.

[00:00:11] The first thing you'll need to do is navigate to the assignment in your course. Find the assignment's name in the navigation bar on the left side of the screen and click on it. The assignment's directions should now display on the screen. Once you have completed the assignment, click on the show Dropbox button. The Dropbox area will open up. Most assignments will require you to upload a document, but a few may allow you to submit in other ways. Make sure to check the directions. In this video, we will upload a document.

[00:00:41] Next, click the choose file button. A new window will appear. In it, find the document you made to complete the assignment. This one is called "Introduction Paragraph." When you have found it, select it and click open. The name of your file should now appear underneath where it says attachment. You may add comments if you wish, or if it is required by the assignment. Once everything is ready, click submit.

[00:01:08] A message will appear to tell you the assignment has been submitted. A little paper icon will appear in the top right corner of the screen and in the navigation menu to tell you that the assignment is waiting to be graded. And that is how you submit an assignment.