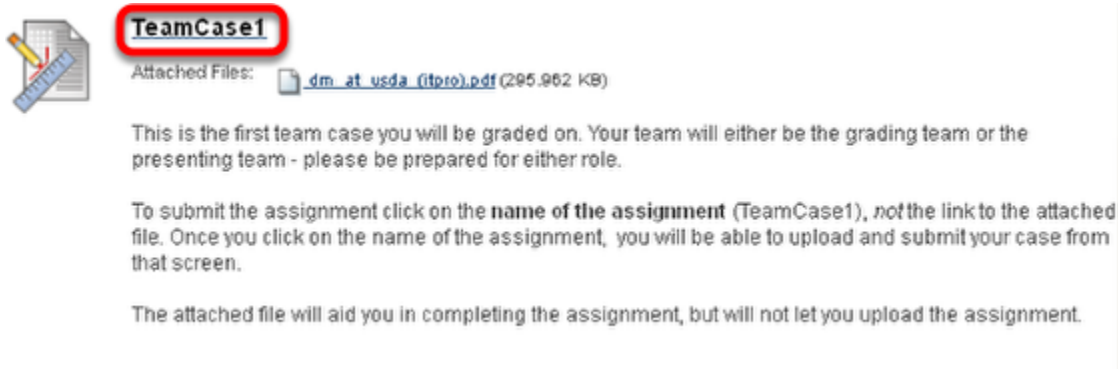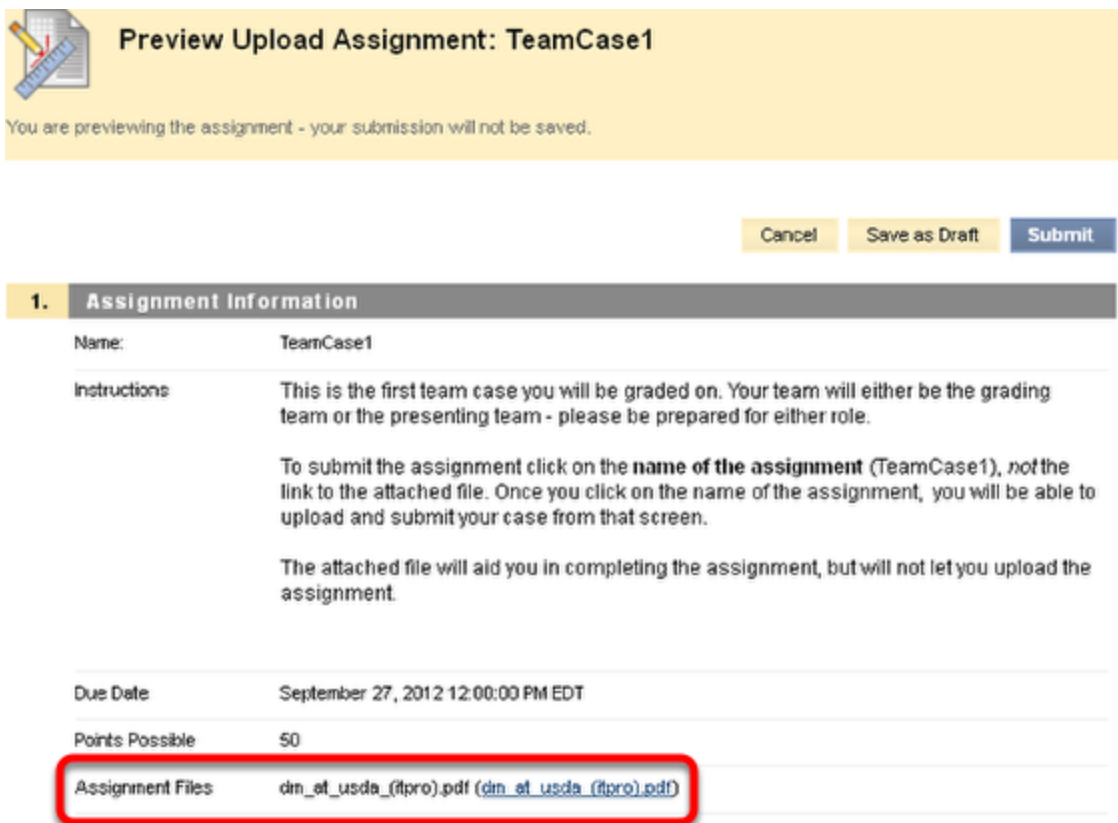# Student view on completing an assignment

This lesson illustrates what an assignment looks like to students, and shows you the different ways in which students can submit an electronic assignment to you.

1. Go to the area of the course containing assignments and click on the name of the assignment

TeamCase1

Attached Files: dm_at_usda_(itpro).pdf (295.962 KB)

This is the first team case you will be graded on. Your team will either be the grading team or the presenting team - please be prepared for either role.

To submit the assignment click on the **name of the assignment** (TeamCase1), *not* the link to the attached file. Once you click on the name of the assignment, you will be able to upload and submit your case from that screen.

The attached file will aid you in completing the assignment, but will not let you upload the assignment.

2. You will be previewing the assignment at this point

Preview Upload Assignment: TeamCase1

You are previewing the assignment - your submission will not be saved.

Cancel   Save as Draft   Submit

1. Assignment Information

Name:	TeamCase1
Instructions	This is the first team case you will be graded on. Your team will either be the grading team or the presenting team - please be prepared for either role.
	To submit the assignment click on the **name of the assignment** (TeamCase1), *not* the link to the attached file. Once you click on the name of the assignment, you will be able to upload and submit your case from that screen.
	The attached file will aid you in completing the assignment, but will not let you upload the assignment.
Due Date	September 27, 2012 12:00:00 PM EDT
Points Possible	50
Assignment Files	dm_at_usda_(itpro).pdf (dm_at_usda_(itpro).pdf)

At this point, the assignment file itself can be downloaded.

3a. Once the assignment has been completed, it can be entered directly into the box below.

2. Assignment Materials

Submission

Text Editor is: ON

> Depending on the length of the assignment, the student could copy and paste the assignment directly in this text box.

Path: body

Attach File   Browse My Computer   Browse Course

3b. More commonly, students will complete the assignment, save it as a document, and then browse in order to upload it

Attach File   Browse My Computer   Browse Course

Attached files

File Name   Link Title

dm_at_usda_(itpro)_egarofoli.pdf   dm_at_usda_(itpro)_egar\   Do not attach

It is good practice for students to upload homework assignment with the name of the original assignment, followed by an underscore and the first initial of first name followed by their complete last name.

4. Students have the option to add comments for faculty to read

Comments

Students have the option to add comments for faculty in this text box.

abc ✓

5. The student clicks Submit to automatically send the document to faculty via the Gradebook

3. **Submit**

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.

Cancel   Save as Draft   **Submit**

6. Students can check the status of their grades by selecting My Grades from the Course Menu

Announcements
Syllabus
Assignments
Tools
Help
My Grades
Rubrics
McGraw-Hill Campus

Alternatively, students can access grades by going to Tools in the course Menu, followed by My Grades. Students will see only their own grades.

7. For faculty, all students assignments will appear in the Grade Center with the exclamation point as seen below

! Needs Grading