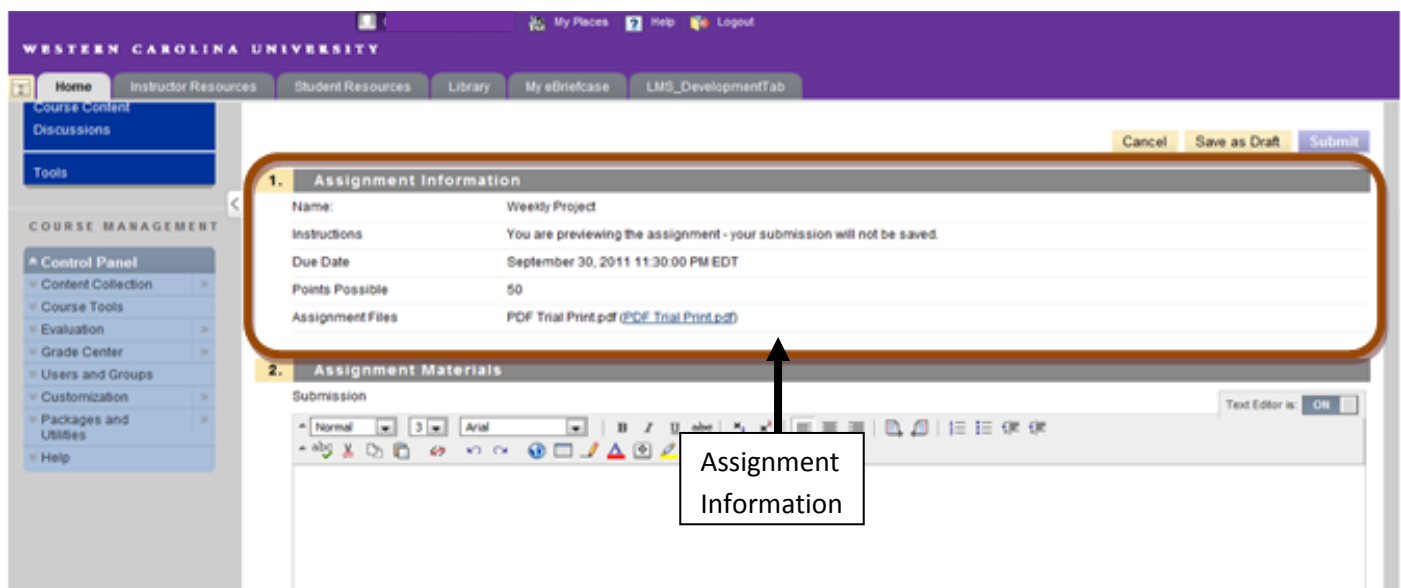


Student Assignments

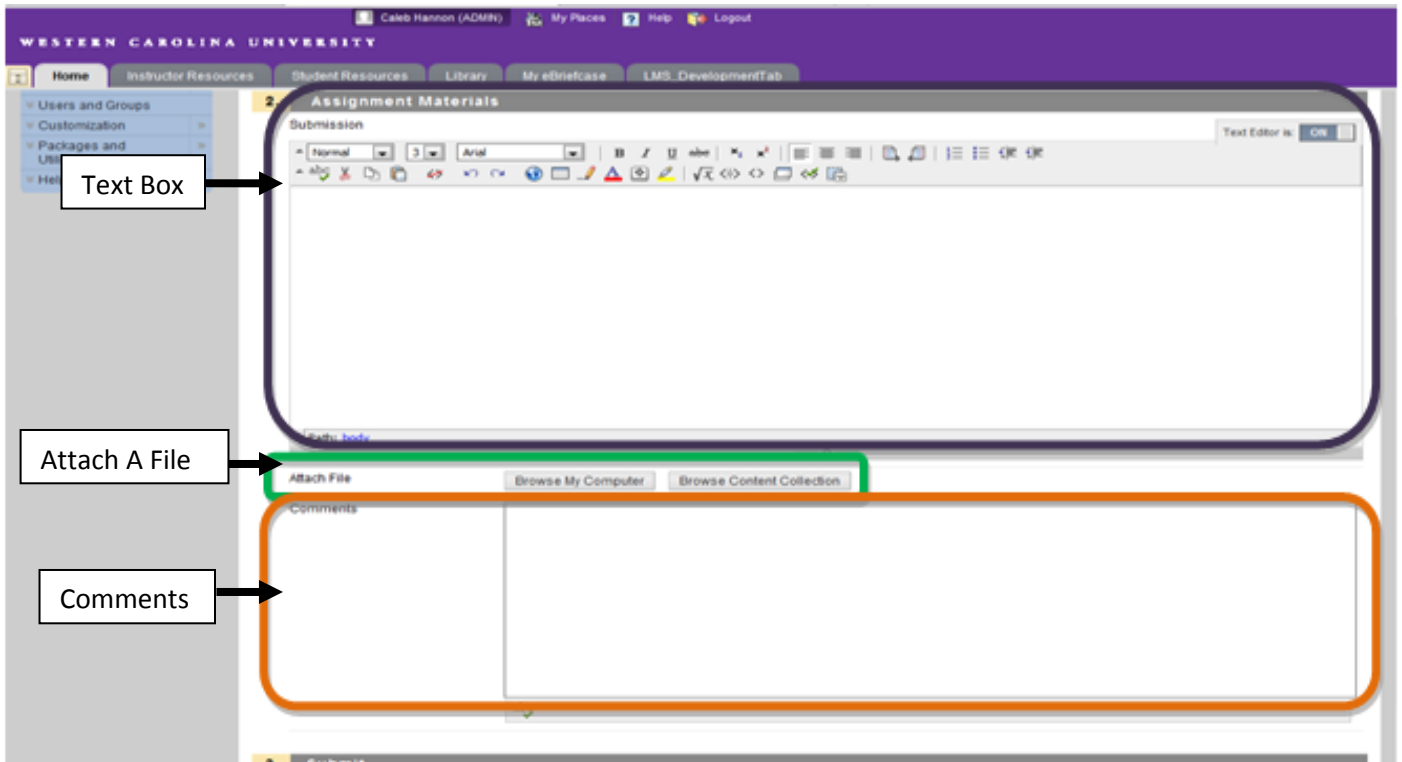
Starting an Assignment

- To start an assignment, you must first find an assignment posted by the professor and select it
 - Select the Course Content section the assignment is posted under
 - After clicking on the assignment you want to complete, you will receive a submission window



- Important information about the assignment will be placed at the top of the page under “**Assignment Information**”
 - Name, Instructions, Due Date, Points Possible, and any files needed for the assignment will be shown here

- To add information to your submission, there are three possible ways
 - You can write in the actual submission in the **text box** using the text editor
 - You can **attach a file**
 - You can add **comments**



- To *Format* what you write in the text box, you must make sure the **Text Editor** is in the **ON** position



- ❖ If the **Text Editor** is in the **OFF** position, simply click the word **OFF** and it will switch to **ON**

Submitting an Assignment

- After you have entered all the information that is needed for your submission, you have three options
 - You can **“Cancel”** all you work/information you have entered
 - You can **“Save as Draft”**: saving all your work/information you have entered for you to come back later and add, edit, delete, or submit at a later time
 - Or you can **“Submit”** your work/information at that time

The screenshot shows the Western Carolina University LMS interface. At the top, the user is logged in as Caleb Hannon (ADMIN). The page title is "Preview Upload Assignment: Weekly Project". The main content area displays the assignment details:

1. Assignment Information	
Name:	Weekly Project
Instructions:	You are previewing the assignment - your submission will not be saved.
Due Date:	September 30, 2011 11:30:00 PM EDT
Points Possible:	50
Assignment Files:	PDF Trial Print.pdf (PDF Trial Print.pdf)

Below the assignment information, there are two sections: "2. Assignment Materials" and "3. Assignment Submission". At the top right of the main content area, there is a "Save As Draft" button. Below the assignment information, there are three buttons: "Cancel", "Save as Draft", and "Submit". Callout boxes highlight these buttons with labels: "Save As Draft" points to the "Save as Draft" button, "Cancel" points to the "Cancel" button, and "Submit" points to the "Submit" button.

Reviewing/Checking an Assignment

- After you have submitted your work, you will be forwarded to a confirmation/review submission page
 - On this page you will see a couple things:
 - “**Assignment Information**”
 - “**Instructor Feedback**”: Grade, Comments, Edited Attached Files
 - And “**Information Submitted**”: Attached Files, Text, Comments

The screenshot displays the 'Review Submission History' page in the Western Carolina University LMS. The page is titled 'This assignment is complete. Review the Submission History.' and features a navigation menu on the left with options like 'Home', 'Instructor Resources', and 'Student Resources'. The main content area is divided into three sections: 1. Assignment Information, 2. Review Submission History, and 3. Finish. The 'Assignment Information' section includes details such as Name (Weekly Project), Instructions (Read the document and answer the questions), Due Date (September 30, 2011 11:30:00 PM EDT), Points Possible (50), and Student Name (Caleb Hannon (ADMIN)). The 'Review Submission History' section shows a submission from September 27, 2011, with details for Submission Materials, Student Comments, and Attached Files. The 'Instructor Feedback' section displays the Grade (Needs Grading), Comments, and Attached Files. The 'Finish' section provides instructions to click 'OK' to go back or 'Start New Submission' to start a new submission. Callout boxes with arrows point to the 'Assignment Information' section, the 'Instructor Feedback' section, and the 'Information Submitted' section. Additionally, callout boxes point to the 'OK' and 'Start New Submission' buttons at the bottom right of the page.

- You may then “**Start a New Submission**” (if you have any submissions left) or leave the assignment page by selection “**OK.**”
- To check your grade, click on “**My Grades**” in the left Course Menu
 - When students check the Assignment grade in “My Grades,” they have an option to download the returned file to edit if the Instructor has made that available.