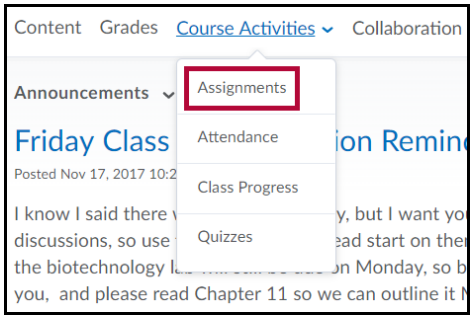
Submitting Group Work to an Assignment Folder

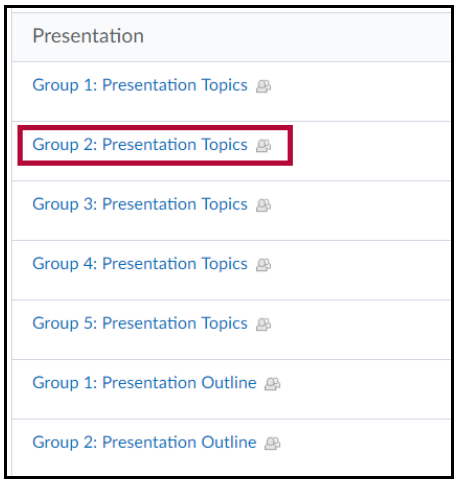
Last Modified on 04/21/2023 4:23 pm CDT

How to submit your file(s) to a Group Assignment.

1. In the navbar click **Course Activities**, then **Assignments**.



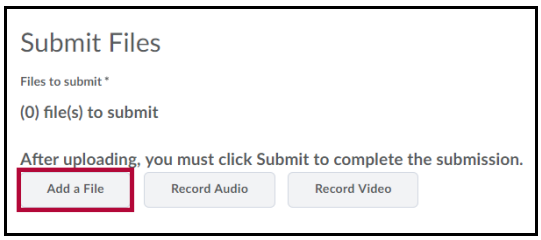
2. Click the Assignment name.



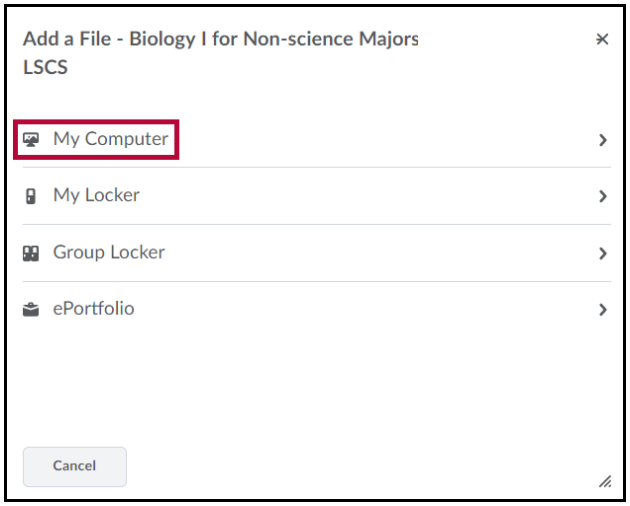
Your instructor may choose one of two options for the submission: File Submission or Text Submission.

File Submission

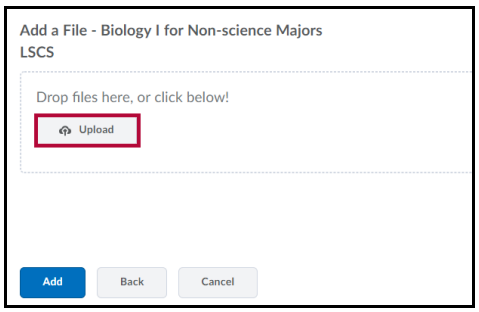
1. Click **Add a File.**



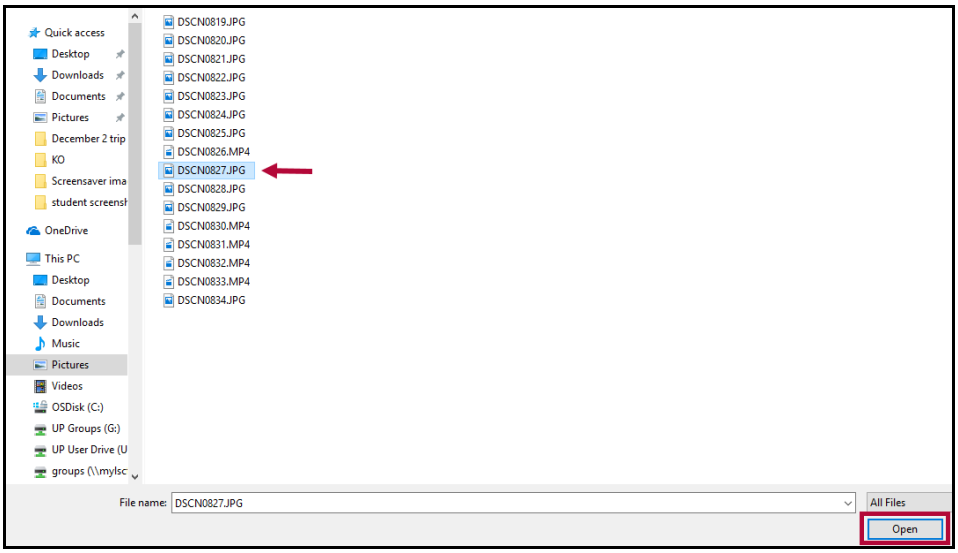
Select the source location in the Add a File window. **My Computer** in this example.



2. Click the **Upload** button.



3. Locate the file you wish to submit and double-click to add it or click it once to select the file then click **Open**.



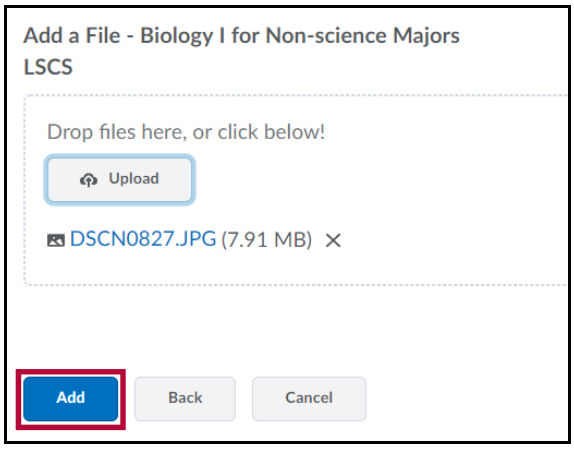
- The following file types are accepted by the Assignment viewer.

Extension	File Type	Notes
HTM, HTML, MHT, MHTML	Web document	Brightspace Learning Environment strips the `<title>` tag and text within the tag from user created web documents

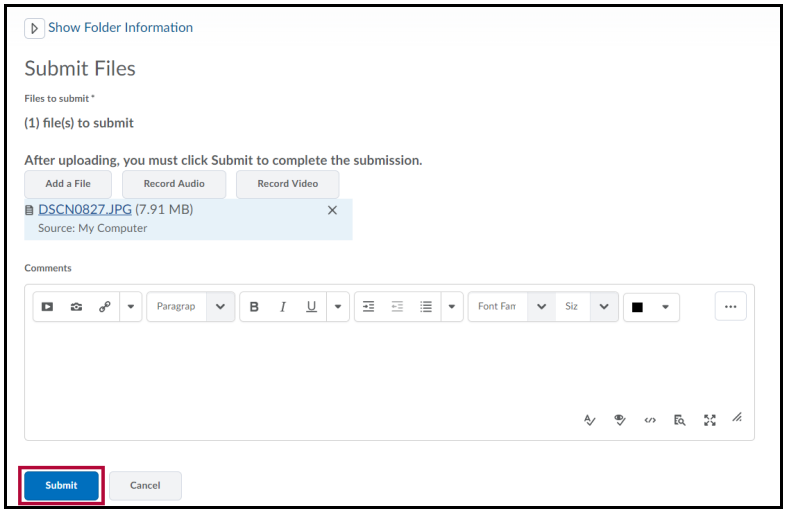
Extension	File Type	Notes
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text document	
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image	
SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA	Media	The extensions MP4, M4V, and M4A allow users to drag entire albums, video podcasts, and movies from iTunes

NOTE: The file size limit for an individual file is 244 MB.

4. Note the selected file shows beneath the Upload button in the Add a File window. Click the **ADD** button.



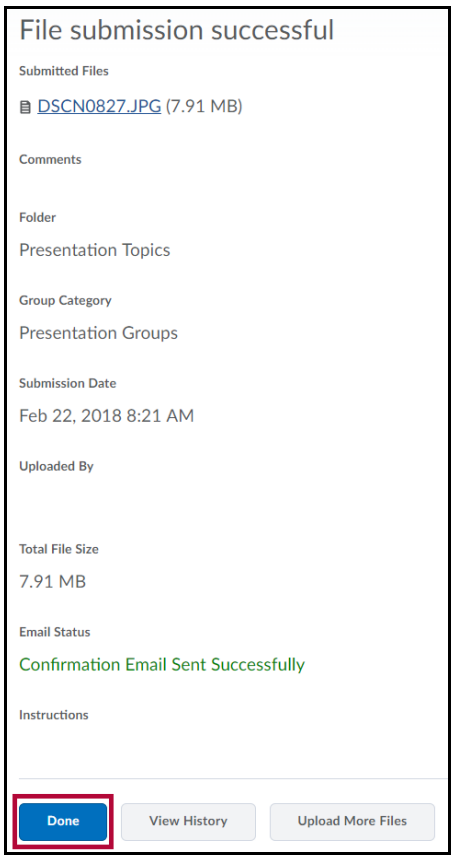
5. On the Assignment screen, click **Submit** to complete your submission.



6. The confirmation screen will display the uploaded file name, the submission date and time, and advise you

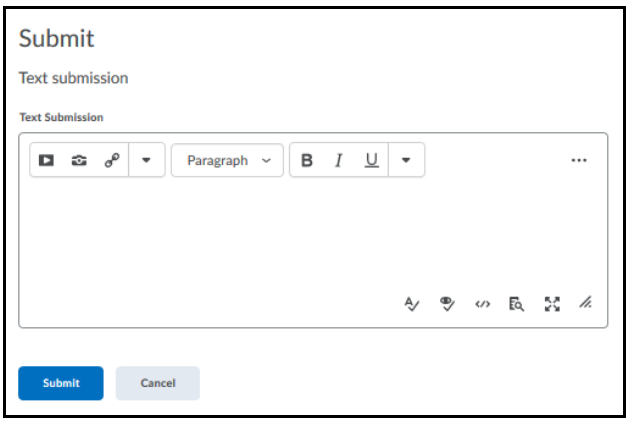
that an email was sent confirming the submission.

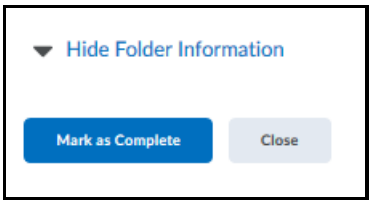
7. Click **Done**.



Text Submission

1. Enter the required text.
2. Click **Submit**.



Paper or In-Person Submission

After you turn in your paper to your instructor, click**Mark as Complete**.