

Submit to an Assignment Folder

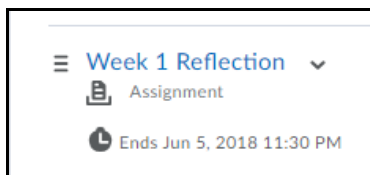
Last Modified on 09/08/2023 3:37 pm CDT

In this article:

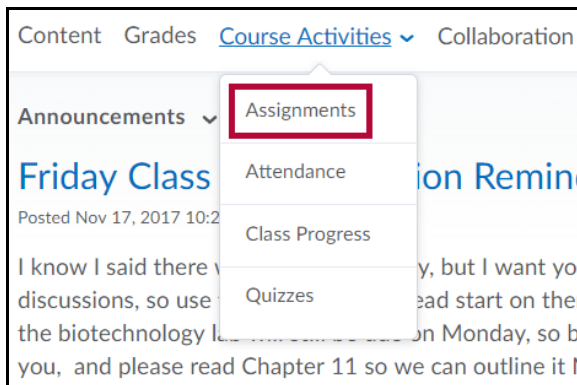
- [File Submission](#)
- [Text Submission](#)
- [Paper or In-Person Submission](#)

Show Video Walkthrough

1. On the Content page, click on the assignment name.



Or navigate to the Assignment list in the navbar by clicking **Course Activities** then **Assignments**.



2. Open the Assignment you are submitting to by clicking on the name of the Assignment.

Folder	
Lab Reports	
Lab Report 1: Scientific Investigation	
Lab Report 2: Strawberry DNA Extraction Paragraph	
Test Corrections	
Test Corrections Exam 1	
Test Corrections Lecture Exam 2	
Test Corrections Lecture Exam 3	
Virtual Labs	
Virtual Lab- Enzymes	

IMPORTANT: Your instructor may choose one of several options for the submission: **File Submission, Text Submission, Paper,** or **In-Person Submission.**

File Submission

- Click **Add a File.**

Lab Report 2: Strawberry DNA Extra

Submit Files

[Show Folder Information](#)
[Show Rubrics](#)

Submit Files

Files to submit *

(0) file(s) to submit

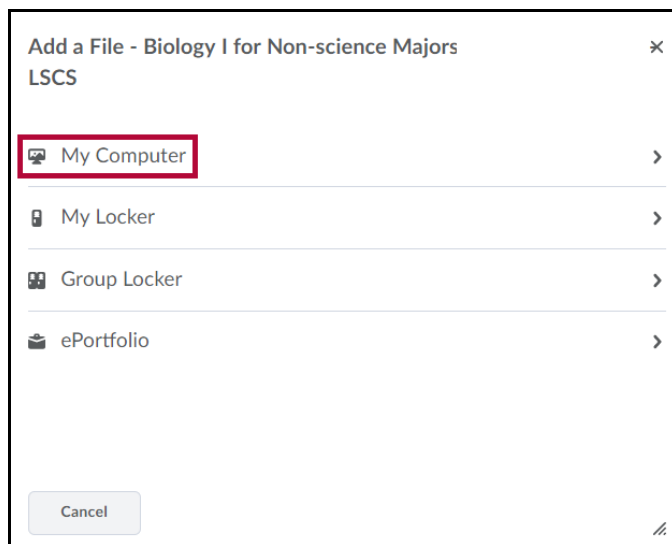
After uploading, you must click Submit to complete the submission.

[Add a File](#)
[Record Audio](#)
[Record Video](#)

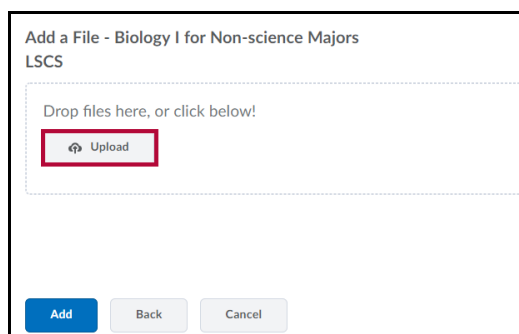
Comments

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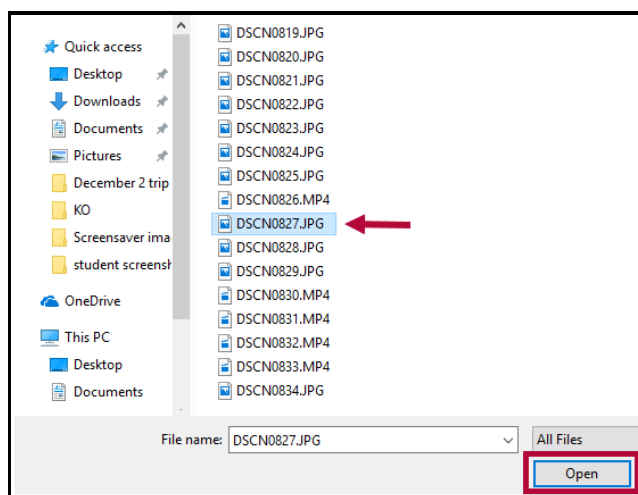
- Select the source location of the file in the Add a File window. **My Computer** in this example.



5. Click the **Upload** button.



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



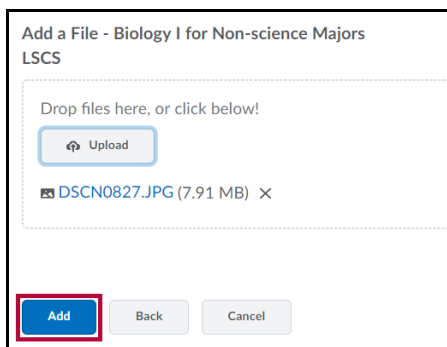
- The following file types are accepted by the Assignment viewer.

Extension	File Type	Notes
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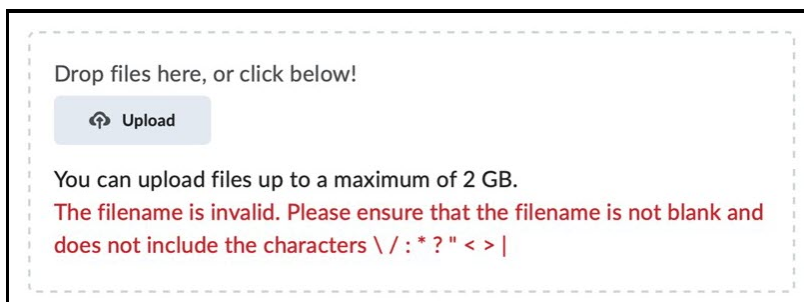
Extension	File Type	Notes
HTM, HTML, MHT, MHTML	Web document	Brightspace Learning Environment strips the <code><title></code> tag and text within the tag from user created web documents
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text document	
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image	
SWF, 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.

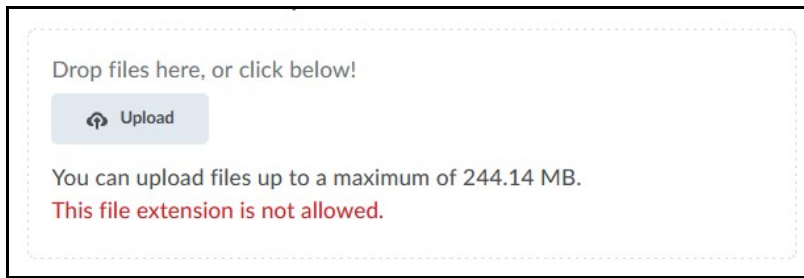
7. The selected file shows in the Add a File window. Click **ADD**.



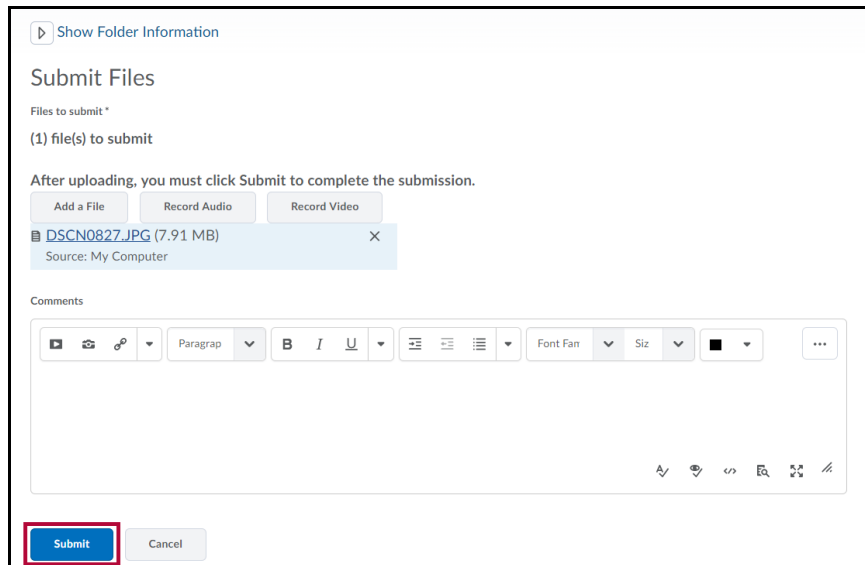
- If you have invalid characters in the file name, you will see this error:



- If you submit the wrong file type, you will see this error:




8. Back on the Assignment screen, click **SUBMIT** to complete your submission.



9. Confirm the uploaded files are listed, the submission date and time, and that an email was sent confirming the submission.

File submission successful

Submitted Files

 [DSCN0827.JPG](#) (7.91 MB)

Comments

Folder

Presentation Topics

Group Category

Presentation Groups

Submission Date

Feb 22, 2018 8:21 AM

Uploaded By

Total File Size

7.91 MB

Email Status

Confirmation Email Sent Successfully

Instructions

Done View History Upload More Files

10. Click **DONE**.


Text Submission


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

Submit

Text submission

Text Submission





Submit Cancel

Paper or In-Person Submission

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

▼ [Hide Folder Information](#)

Mark as Complete Close

