Submit to an Assignment Folder

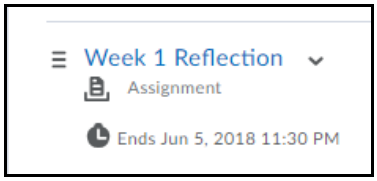
Last Modified on 09/08/2023 3:37 pm CDT

In this article:

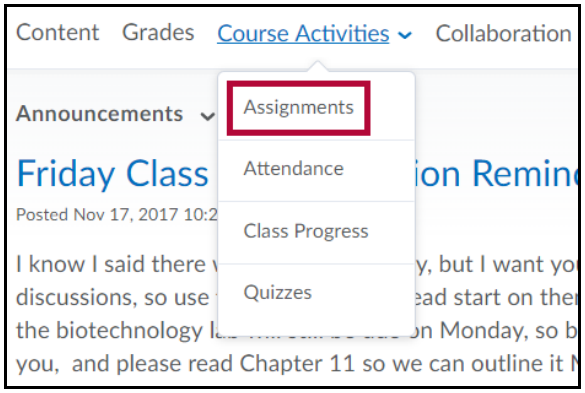
- File Submission
- Text Submission
- Paper or In-Person Submission

Show Video Walkthrough

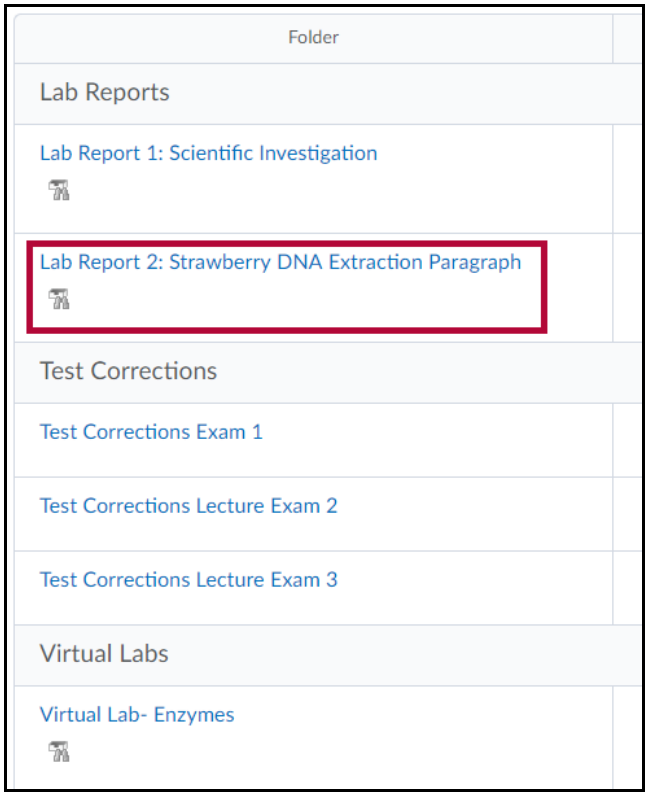
1. On the Content page, click on the assignment name.



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



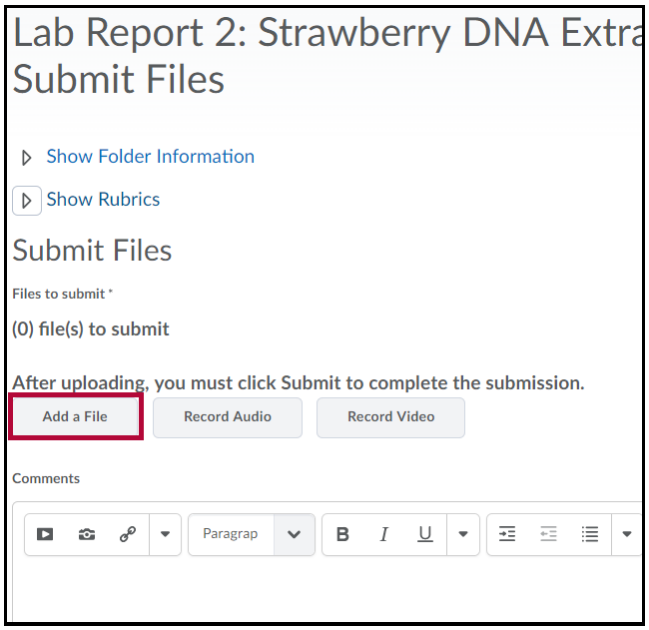
2. Open the Assignment you are submitting to by clicking on the name of the Assignment.



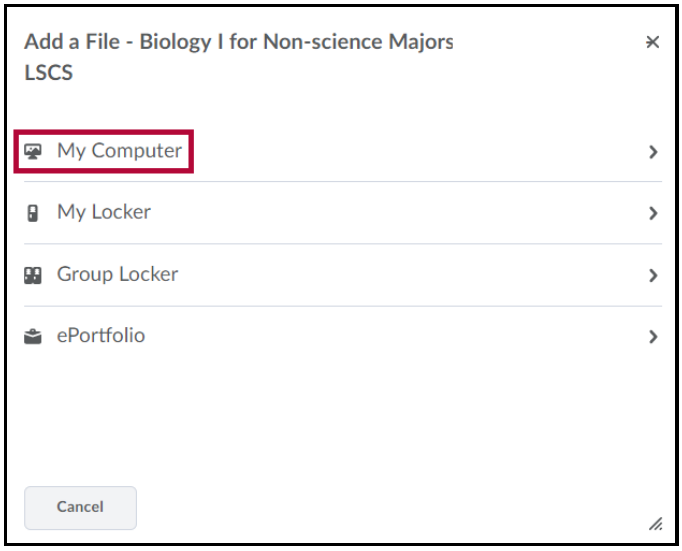
IMPORTANT: Your instructor may choose one of several options for the submission: **File Submission, Text Submission, Paper,** or **In-Person Submission.**

File Submission

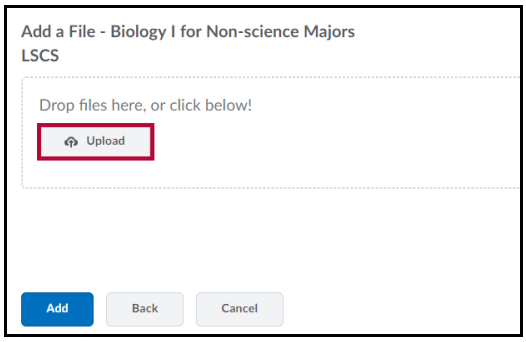
3. Click **Add a File.**



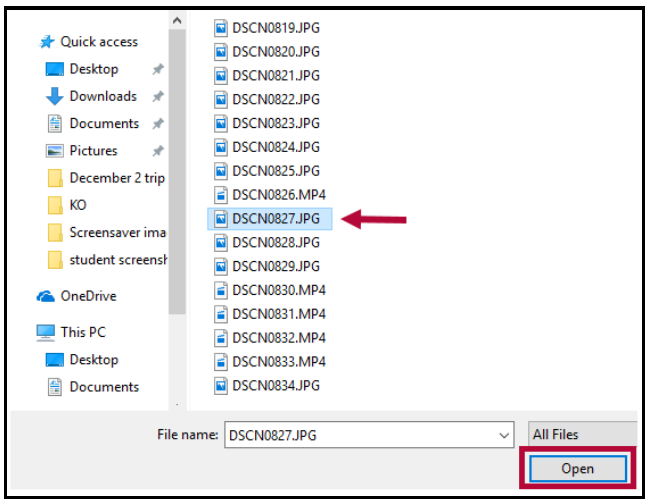
4. Select the source location of the file in the Add a File window. **My Computer** in this example.



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.



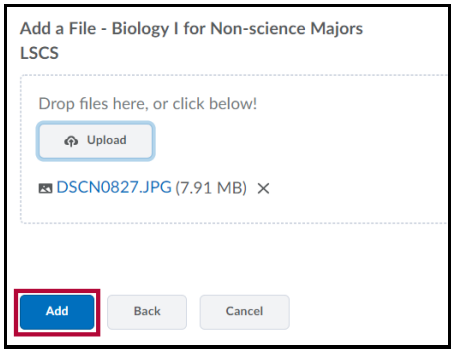
- The following file types are accepted by the Assignment viewer.

Extension	File Type	Notes

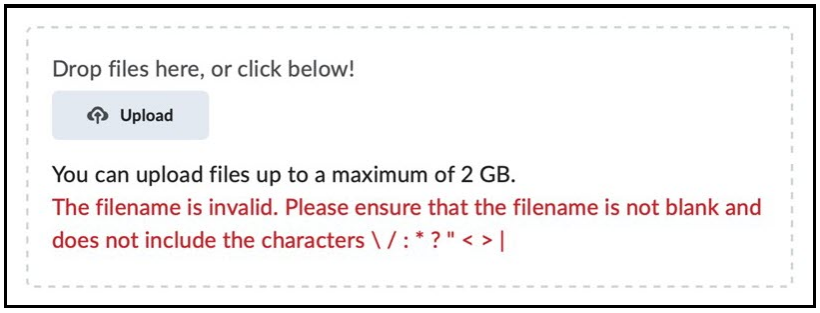
Extension	File Type	Notes
HTM, HTML, MHT, MHTML	Web document	Brightspace Learning Environment strips the `<title>` tag and text within the tag from user created web documents
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text document	
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image	
SWF, MPG, MPEG,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

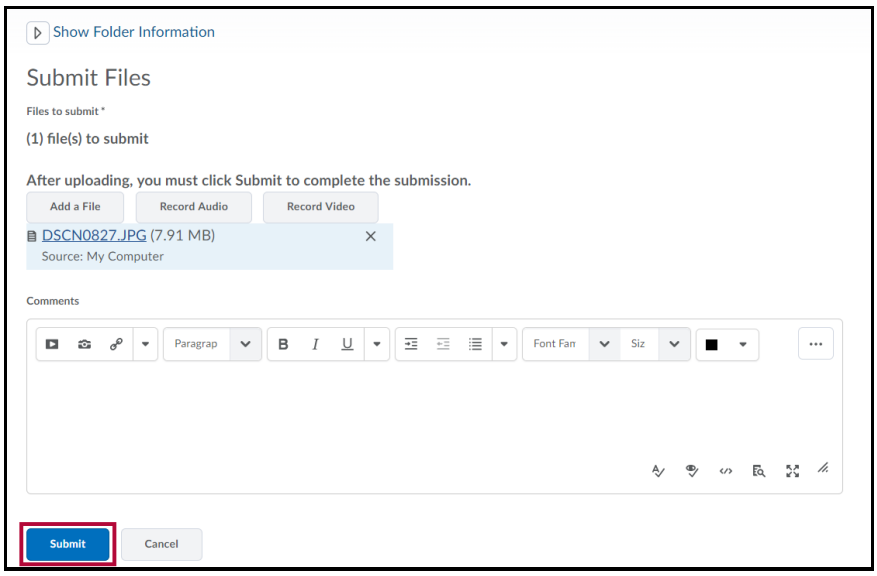


   - If you have invalid characters in the file name, you will see this error:

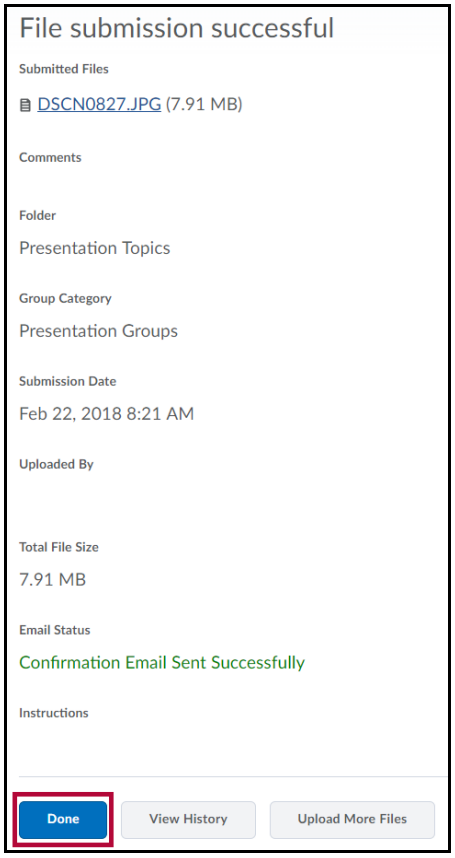


- If you submit the wrong file type, you will see this error:

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



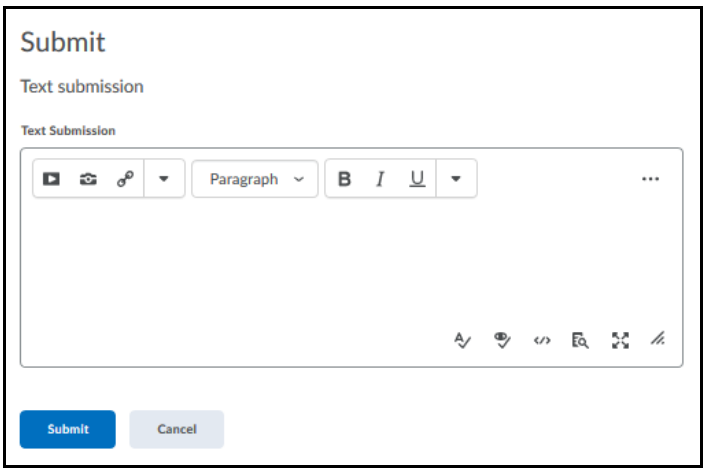
9. Confirm the uploaded files are listed, the submission date and time, and that an email was sent confirming the submission.

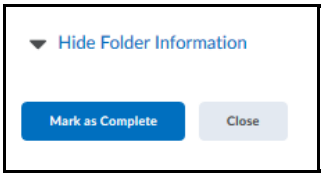


10. Click **DONE**.

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**.