Submit to an Assignment Folder

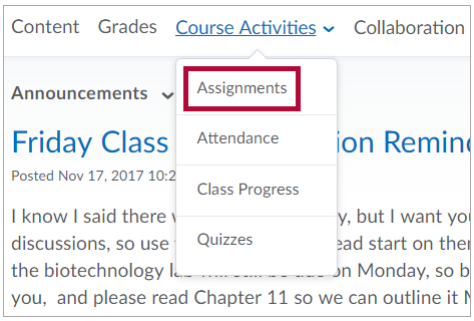
Last Modified on 10/23/2026 11:55 am CDT

Submitting assignments to D2L's assignment folder is straightforward and lets you securely upload your work for grading. This guide provides step-by-step instructions for submitting files from different sources, ensuring your assignment is correctly uploaded and accessible to your instructor.

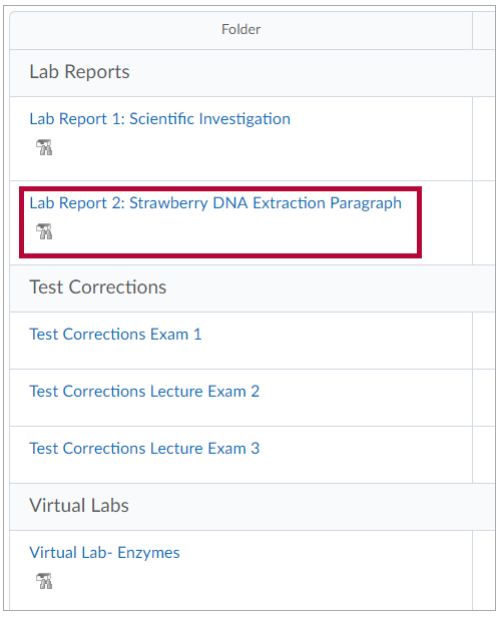
Show Video Walkthrough

Navigate to Your Assignment

1. Navigate to the Assignment list in the **Navbar** by clicking **[Course Activities]** → **[Assignments]**.

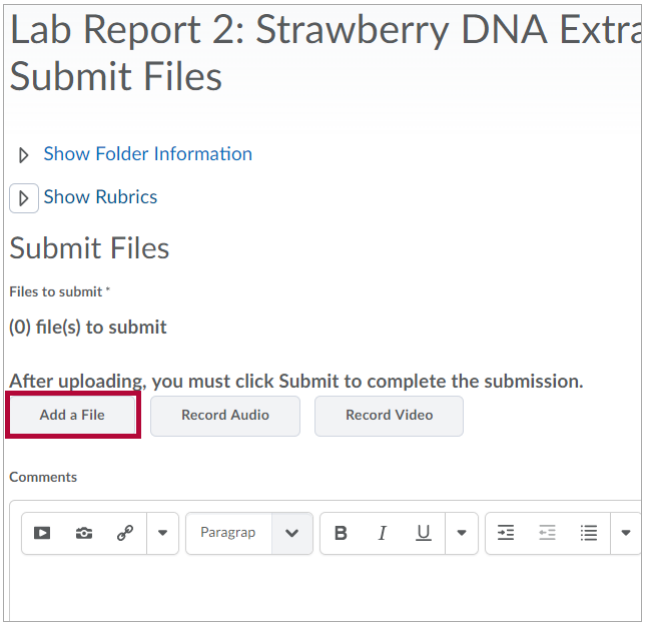


2. Open the **Assignment** you are submitting to by clicking on **[Assignment Name]**.



3. Click **[Add a File]**.

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

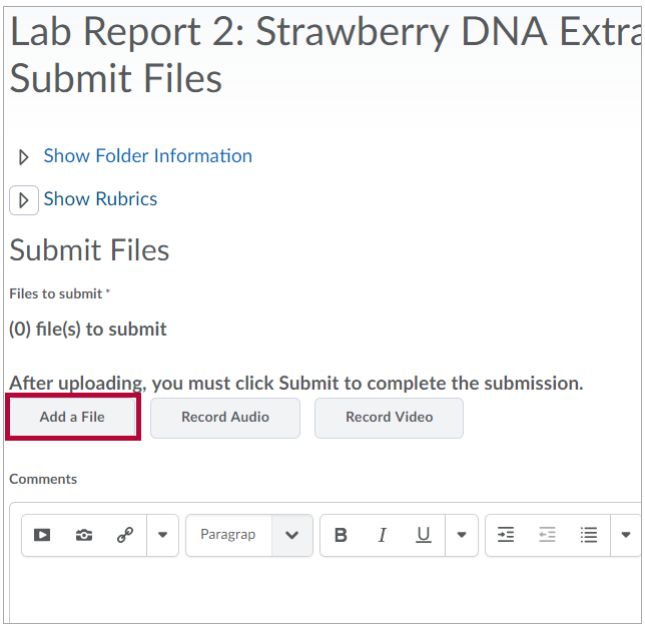


Add File(s) to Your Submission

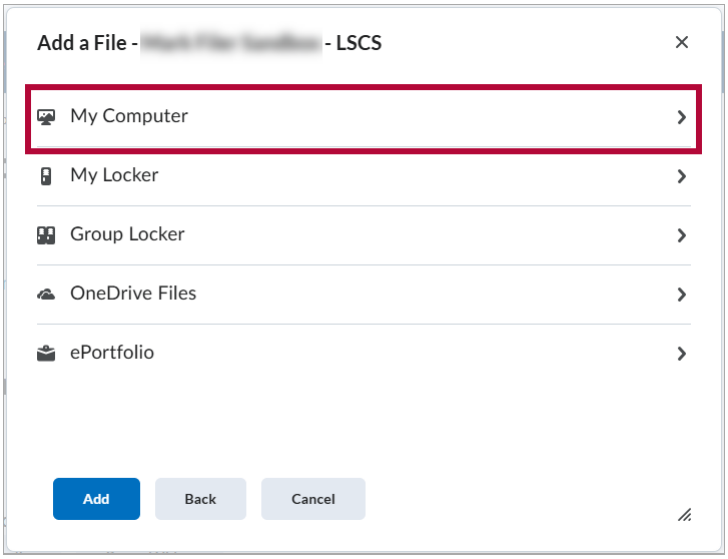
To add file(s) to your assignment, use either **[My Computer]** or **[OneDrive Files]**. Here's how each method works:

Add File via My Computer

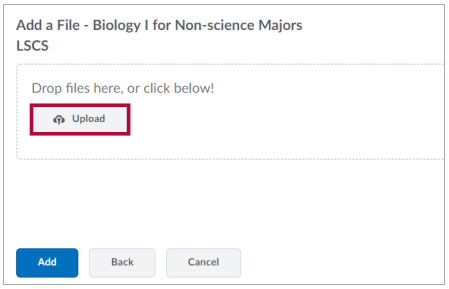
1. Click **[Add a File]**.



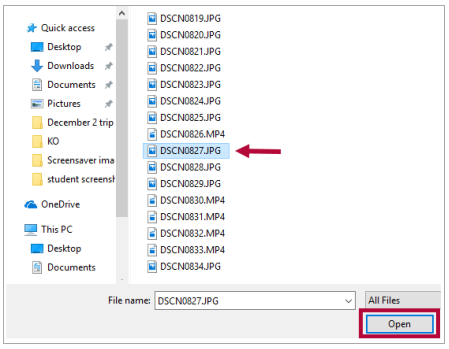
2. Select the source location of the file in the **Add a File** window. To select a file on your computer, select **[My Computer]**.



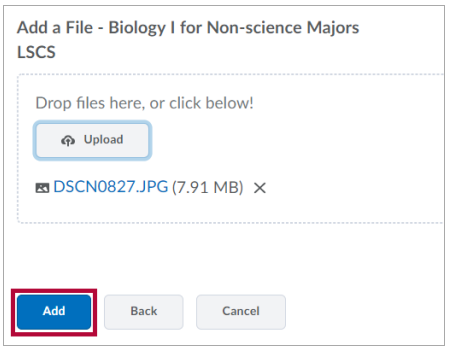
3. Click **[Upload]**.



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

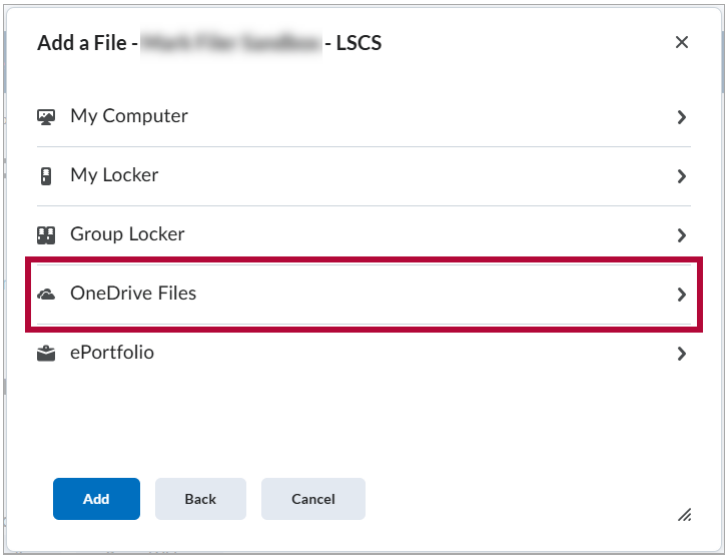


5. When the selected file shows in the **Add a File** window, click **[Add]**.



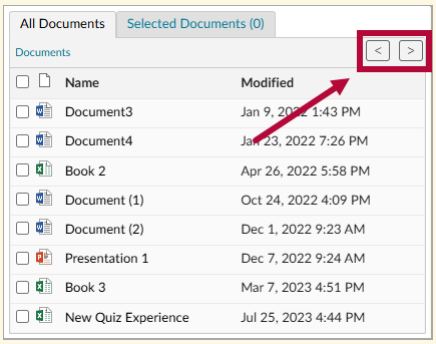
Add a File via OneDrive Files

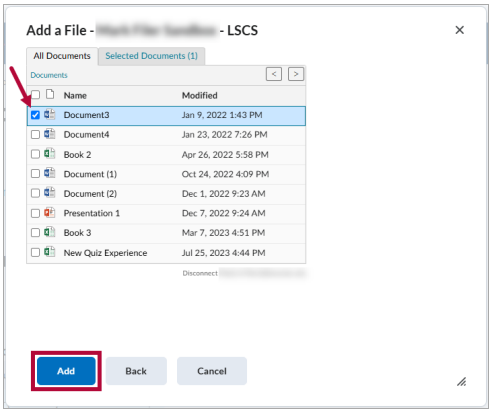
1. To upload from your **LSC OneDrive** (https://lonestar.service-now.com/sp?sys_kb_id=270c4413134a1c10ab80d7028144b0bd&id=kb_article_view&sysparm_rank=3&sysparm_tsqueryId=fa0193ff4 select **[OneDrive Files]**.



2. Click the **[✔]** checkbox next to the file you wish to submit, then click **[Add]**.

NOTE: The **OneDrive** menu will only display 10 documents at a time. Use the **[Navigation Arrows]** in the top right corner to view additional documents.





Accepted File Types

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

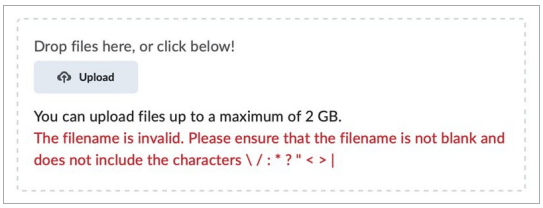
Extension	File Type	Notes
HTM, HTML, MHT, MHTML	Web document	**Brightspace** Learning Environment strips the `<title>` tag and text within the tag from user created web documents
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text document	
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image	

Extension	File Type	Notes
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

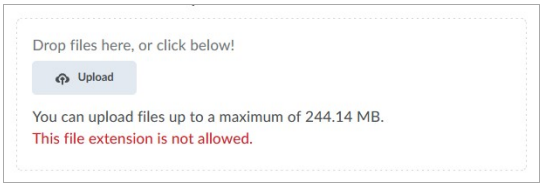
NOTE: The file size limit for an individual file is 244 MB.

Troubleshooting Errors

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

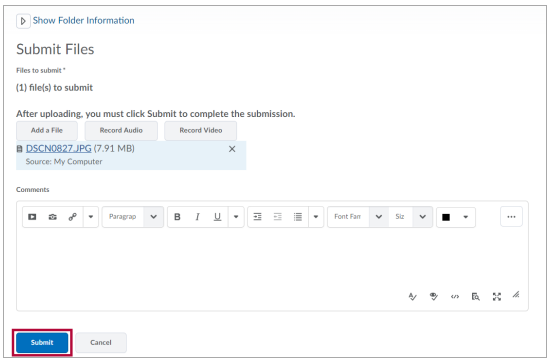


2. If you submit the wrong file type, you will see this error:



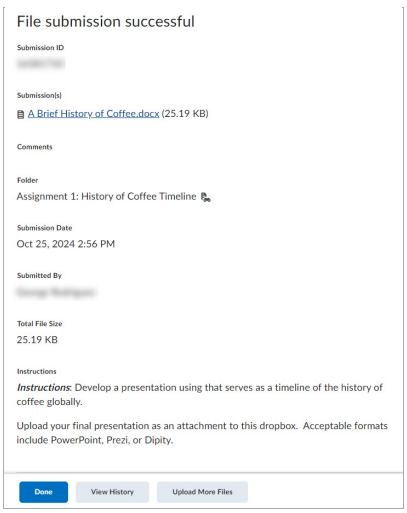
Submit the Assignment

1. Back on the **Assignment** screen, click **[Submit]** to complete your submission.

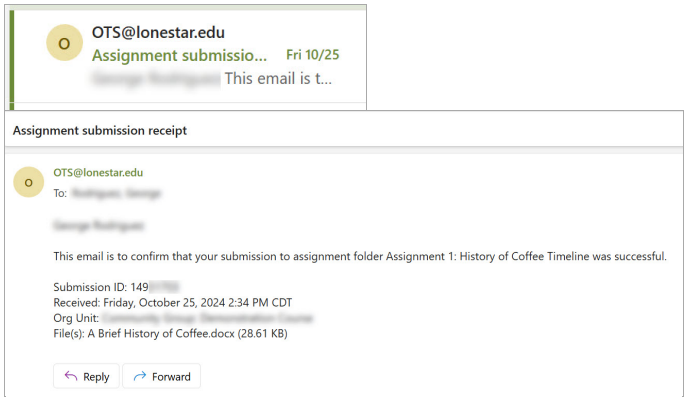


2. Confirm the uploaded file(s) are listed and the submission date and time. Click **[Done]**.

NOTE: You will also receive an assignment submission receipt through your **LSC** student email.



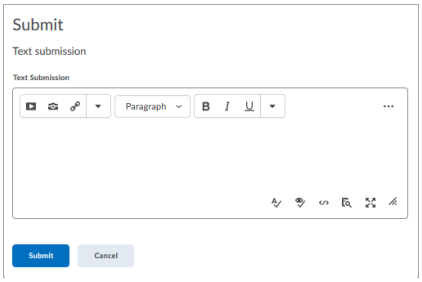
3. Verify that you received a student email confirming the submission. If you did not receive a student email confirming the submission was submitted, you may need to re-submit it.



Text Submission

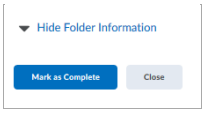
1. Enter the required text.

2. Click **[Submit]**.



Paper or In-Person Submission

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



Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).