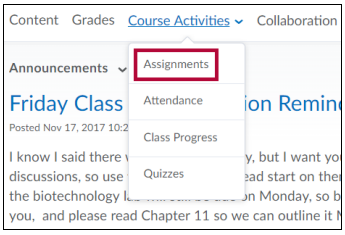
Submitting Group Work to an Assignment Folder

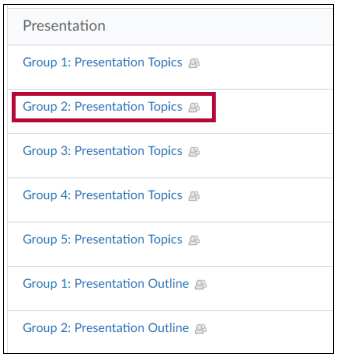
Last Modified on 01/23/2025 2:06 pm CST

Submit Your file(s) to a Group Assignment

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



2. Click the **[*Assignment name*]**.

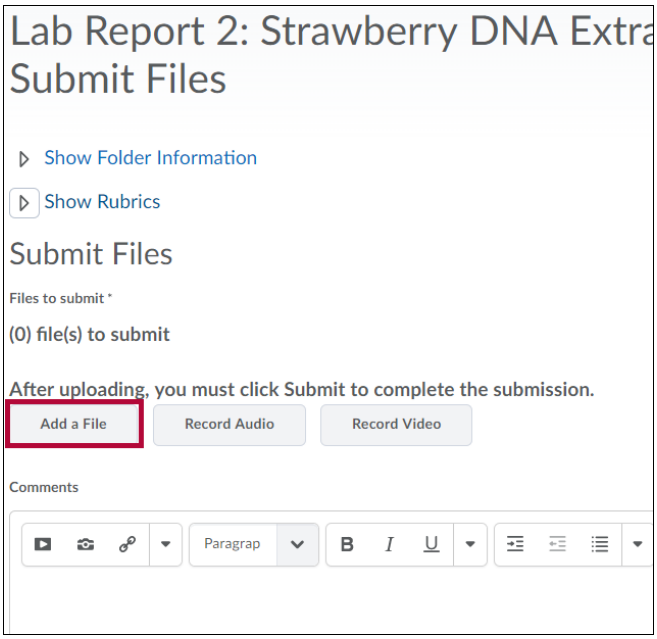


Add File to Your Assignment

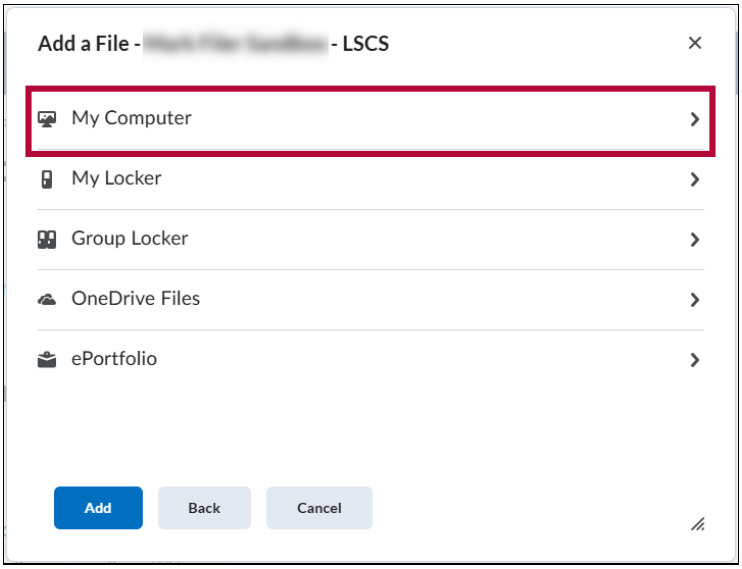
To add file(s) to your assignment, use either **[My Computer]** or **[OneDrive Files]**. Here's how each method works:

Add File via My Computer

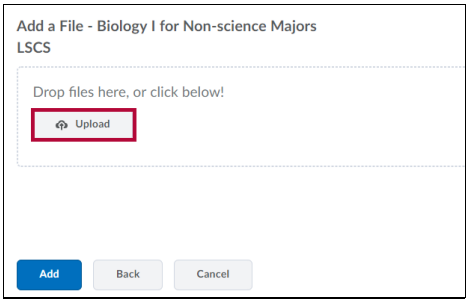
1. Click **[Add a File]**.



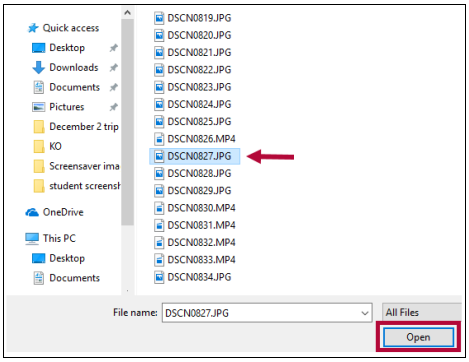
2. Select the source location of the file in the **[Add a File]** window. To select a file on your computer, select **[My Computer]**.



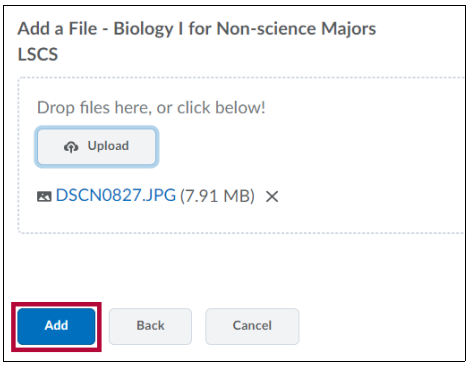
3. Click **[Upload]**.



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]**.



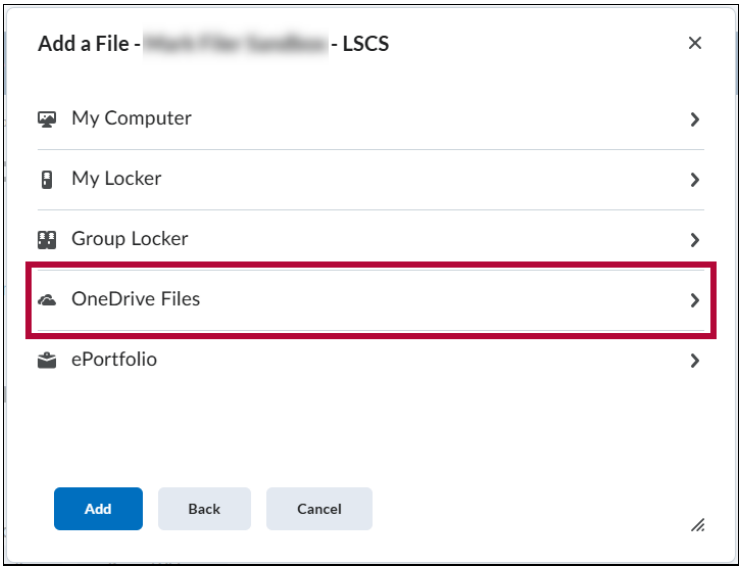
5. When the selected file shows in the **[Add a File]** window. Click **[Add]**.



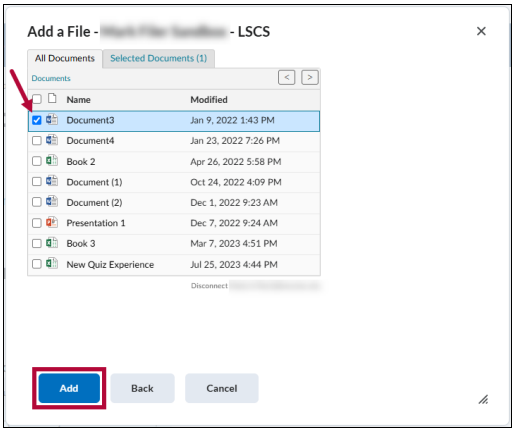
Add a File via OneDrive Files

1. To upload from your **LSC OneDrive** (https://lonestar.service-now.com/sp?

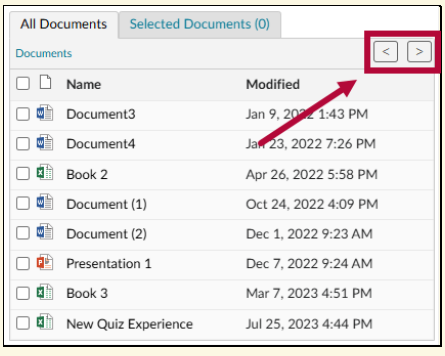
sys_kb_id=270c4413134a1c10ab80d7028144b0bd&id=kb_article_view&sysparm_rank=3&sysparm_tsqueryId=fa0193ff47
select **[OneDrive Files]**.



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**.

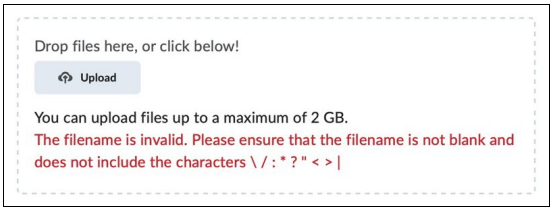
Extension	File Type	Notes
HTM, HTML, MHT, MHTML	Web document	Brightspace Learning Environment strips the `<title>` tag and text within the tag from user created web documents

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.

Troubleshooting Errors

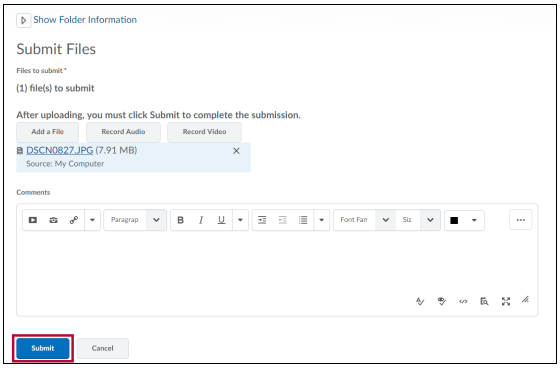
1. If you have invalid characters in the file name, you will see this error:



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

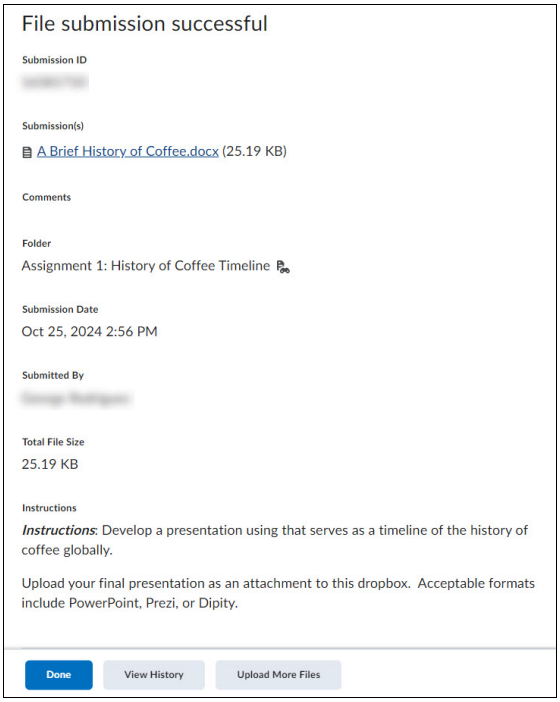
Submit the Assignment

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

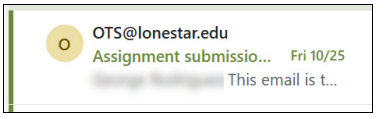


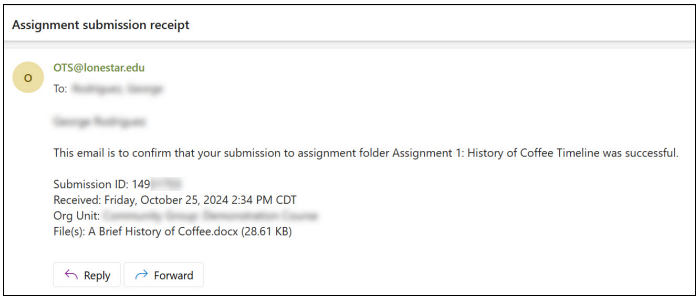
2. Confirm the uploaded file(s) are listed and the submission date and time. Click **[Done]**.

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.

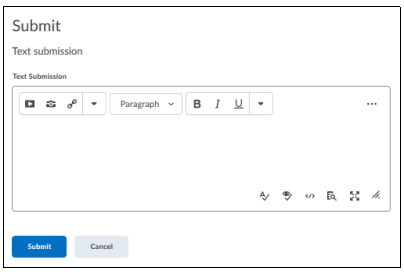


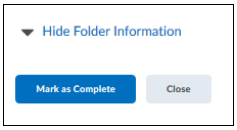


Text Submission

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]**.