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].

Presentation
Group 1: Presentation Topics 🙈
Group 2: Presentation Topics
Group 3: Presentation Topics 🚇
Group 4: Presentation Topics 🚇
Group 5: Presentation Topics 🚇
Group 1: Presentation Outline 🔗
Group 2: Presentation Outline 🙈

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].



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

Ac	ld a File -	Auto The S	- LS	CS			×		
	My Comp	outer					>		
	My Locker								
	Group Locker								
4	OneDrive Files								
*	ePortfolic)					>		
	Add	Back	Cancel				h.		

3. Click [Upload].

Add a File LSCS	- Biology I for	Non-scien	ce Majors	
Drop file קס טו	es here, or click	below!		
Add	Back	Cancel		

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].

🖈 Quick access	^	DSCN0819JPG			
📃 Desktop 🚿		DSCN0821JPG			
👆 Downloads 🖈		DSCN0822.JPG			
🔮 Documents 🖈		DSCN0823.JPG			
📰 Pictures 🛛 🖈		DSCN0824JPG			
December 2 trip		DSCN0825.JPG			
КО		DSCN0826.MP4			
Screensaver ima		DSCN0827.JPG	-		
student screens		DSCN0828.JPG			
- statent screens		DSCN0829.JPG			
a OneDrive		DSCN0830.MP4			
This PC		DSCN0831.MP4 DSCN0832.MP4			
Desktop		DSCN0832.IVIP4			
Documents		DSCN0834JPG			
i oocuments					
Fi	ile nai	me: DSCN0827.JPG		~	All Files
					Open
					Open

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

Add a File - LSCS	Biology I fo	or Non-scien	ce Majors	
	here, or clic	k below!		
က Uplo	ad 327.JPG (7.9	91 MB) ×		
Add	Back	Cancel		

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].

Add	a File -	et The S	- LSC	CS			×		
P	My Computer >								
	My Locker >								
	Group Locker								
	OneDrive Files >								
*	ePortfolio						>		
	Add	Back	Cancel						
							h.		

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.

All Documents	Selected Docu	ments (0)						
Documents		< >						
🗌 🗋 Name		Modified						
🗆 🛍 Documer	nt3	Jan 9, 2022 1:43 PM						
🗌 🛍 Documer	nt4	Jan 23, 2022 7:26 PM						
Book 2		Apr 26, 2022 5:58 PM						
🗆 🛍 Documer	nt (1)	Oct 24, 2022 4:09 PM						
🗆 🛍 Documer	nt (2)	Dec 1, 2022 9:23 AM						
🗌 🔃 Presenta	tion 1	Dec 7, 2022 9:24 AM						
Book 3		Mar 7, 2023 4:51 PM						
🗆 🛍 🛛 New Qui	z Experience	Jul 25, 2023 4:44 PM						

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</td></tr></tbody></table></title>

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.

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iles to s	ubmit	•																				
1) file(s) to	subr	mit																			
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Add	a File			Record Audio		Re	cord V	'ideo														
DSC	N08	27.JF	PG (7	7.91 MB)					×													
Sourc	e: My	/ Com	npute	r																		
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																		>	ŝ	EQ,	23	h.

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.

File submission successful
Submission ID
1000070
Submission(s)
■ A Brief History of Coffee.docx (25.19 KB)
Comments
Folder
Assignment 1: History of Coffee Timeline 🖡
Submission Date
Oct 25, 2024 2:56 PM
Submitted By
Geogr Religion
Total File Size
25.19 KB
Instructions
Instructions: Develop a presentation using that serves as a timeline of the history of coffee globally.
Upload your final presentation as an attachment to this dropbox. Acceptable formats include PowerPoint, Prezi, or Dipity.
Done View History Upload More Files

 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.

	OTS@lonestar.edu Assignment submissio Fri 10/25 This email is t
Assign	nment submission receipt
•	OTS@lonestar.edu To:
	This email is to confirm that your submission to assignment folder Assignment 1: History of Coffee Timeline was successful. Submission ID: 149 Received: Friday, October 25, 2024 2:34 PM CDT Org Unit: File(s): A Brief History of Coffee.docx (28.61 KB)
	\leftarrow Reply $ ightarrow$ Forward

Text Submission

- 1. Enter the required text.
- 2. Click [Submit].

Submit Text submissi	ion										
	• •	Paragraph	~ E	B I	U	•					
						₽⁄	€>	s	ĒQ	×	h.
Submit	Cancel										

Paper or In-Person Submission

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

