

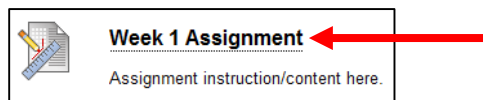
Submitting an Assignment

Introduction

Follow the steps below to learn how to submit an assignment in myCourses.

Step 1:

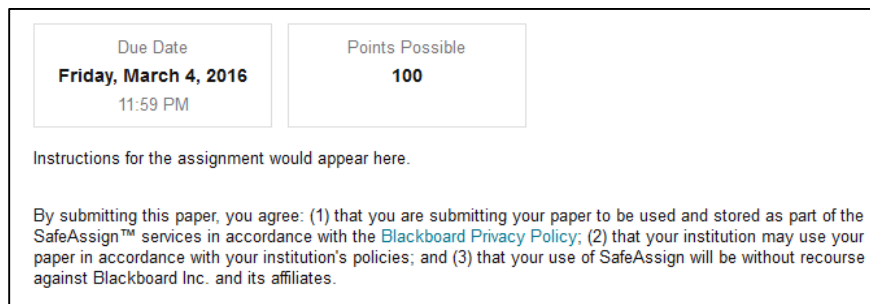
Click on the name of an assignment in a myCourses site. Assignments are represented by an icon with a pencil and ruler over graph paper.



Step 2:

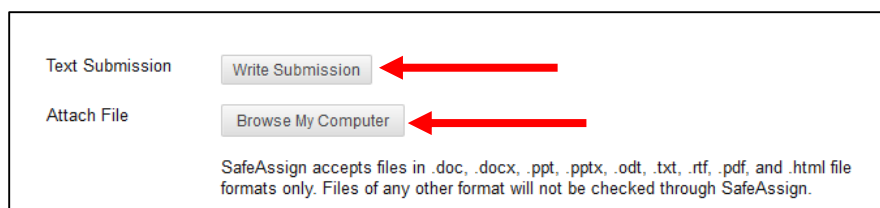
The assignment due date, points possible, and instructions will appear at the top of the page.

There may also be a statement about SafeAssign if your instructor has chosen to have submissions checked for plagiarism. If you instructor has not enabled this feature, the paragraph will not appear.



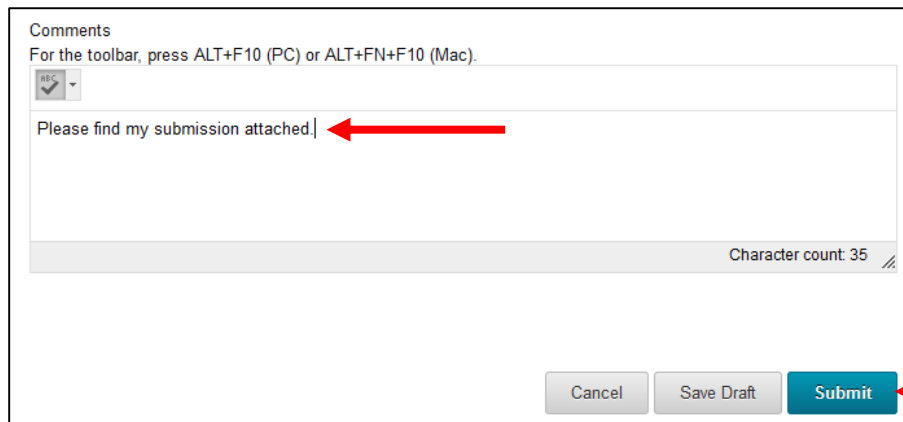
Step 3:

In the "Assignment Submission" section of the page you can use the "**Write Submission**" button to type your response directly in myCourses, or use the "**Browse My Computer**" button to attach a file from your computer. Instructors typically want students to submit assignments as attachments (MS Word, PowerPoint, or PDF.) Be sure to check the assignment directions to see if your instructor has a preference.



Step 4:

The “**Add Comments**” text box allows you to enter a brief comment to accompany your submission. Add a comment if you like, then press “**Submit**” to submit the assignment.



Comments

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Please find my submission attached.

Character count: 35

Cancel Save Draft Submit

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at myCoursesHelp@umassd.edu.