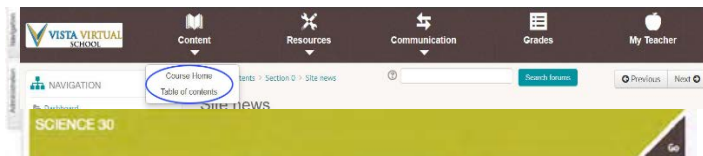


At some point, you may have to submit an assignment in your course. You can do this by following the steps provided below.

To Submit an Assignment

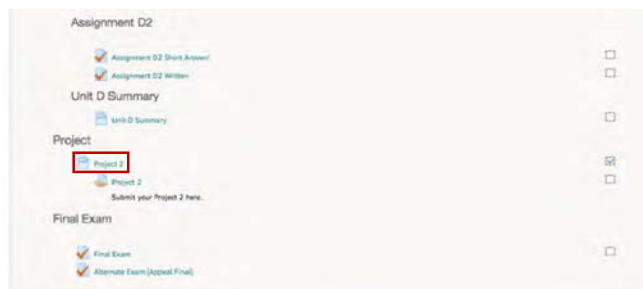
1. On the navigation bar, select the **Content** menu and choose **Table of contents** from the dropdown.



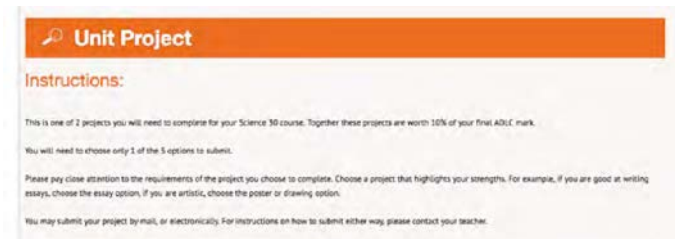
2. Click on **Assignments**. All assignments will appear beside an icon with an outstretched hand.



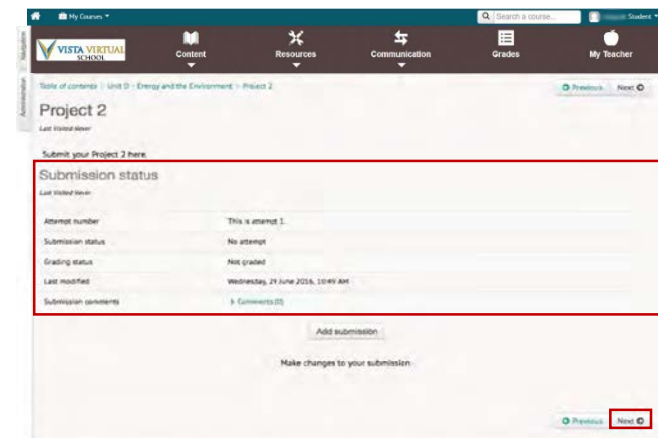
3. Click the link directly *above* the assignment.



4. This will take you to the related instructions. Instructions may include examples, requirements, tips, and even rubrics that explain exactly how your assignment is going to be marked. Remember to read them carefully.



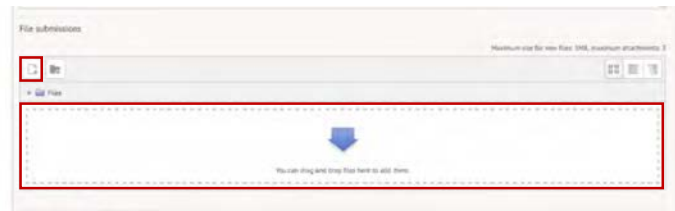
5. Scroll down to view the **Submission status** at the bottom of the page. If you don't see the **Submission status**, click the **Next** button on the bottom right corner to reveal it. There you will find many bits of useful information, including the attempt number, grading status, and a place where you can add comments before officially submitting your work.



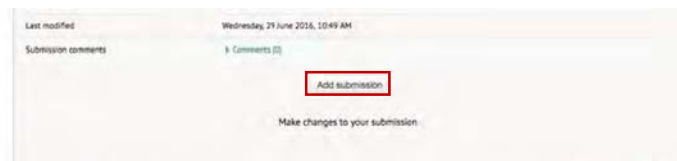
6. If an **Online text** box appears, enter your response into the space provided and use the existing tool bar to make any formatting changes.



- a) If a **File submissions** box appears, upload your files. You can do this by dragging and dropping files into the box provided, or by clicking the **Add file** button.



7. Click the **Add submission** button to add your assignment.



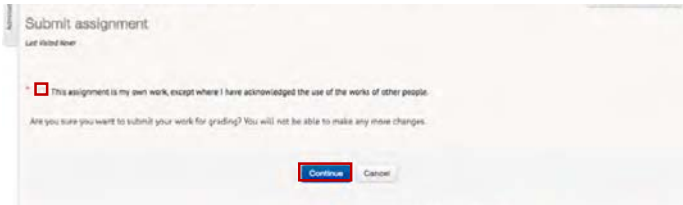
8. Selecting this button will reveal either a text submission box, a file submission box, or both, depending on the assignment.
9. Click **Save changes** to complete your work and add it to the ADLC online Learning Management System.
10. Notice how the **Submission status** has changed from **No attempt** to **Draft (not submitted)**. This means your work has not been submitted yet, so you can still go back and make changes if you want.

To do so, click the **Edit submission** button.



11. Once you're satisfied with your submission, click **Submit assignment**.

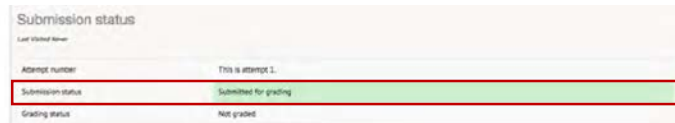
12. Check the box beside the plagiarism statement.
Click **Continue** to submit your work. **Caution:** *Once you press this button, you won't be able to make any more changes.*



Contact

If at any time you have questions, please contact us at 1-855-974-5333 x5317 or vsupport@pembinahills.ca.

Notice how the **Submission status** has changed from **Draft (not submitted)** to **Submitted for grading**.



This means your submission is now complete. Check back later to see what feedback you received for your work.