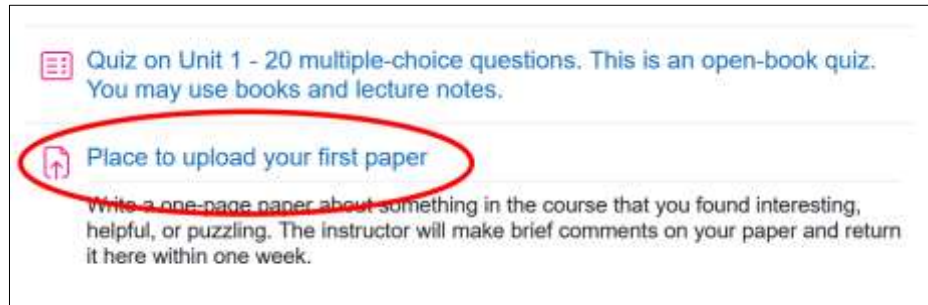
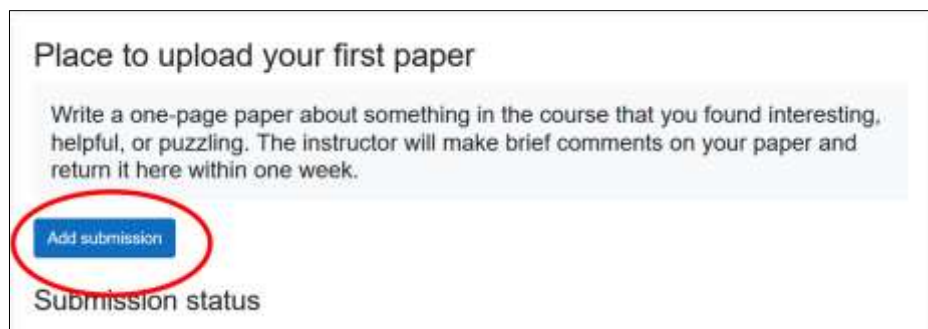


How to turn in an assignment

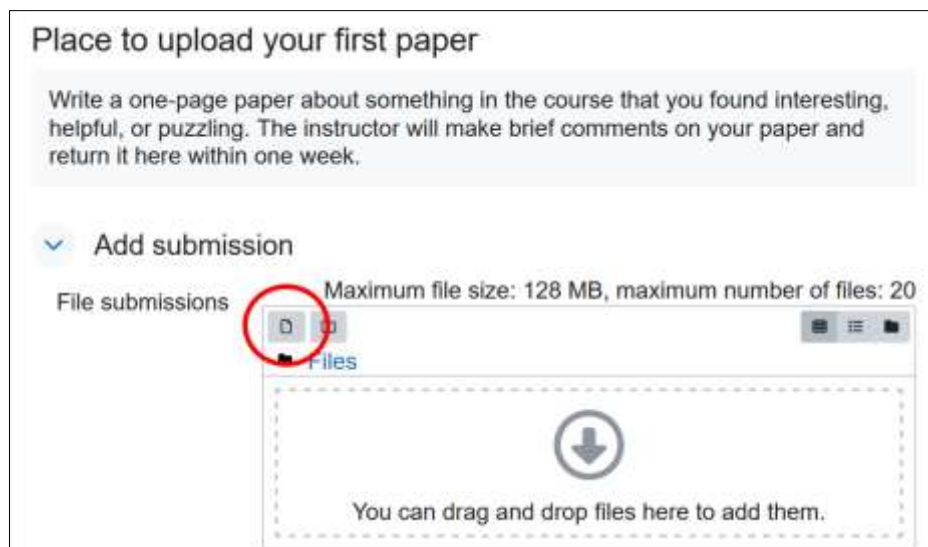
Click on the name of the assignment.



You will then see a page with the assignment name, etc. Click on “Add submission”



You'll see the next page:

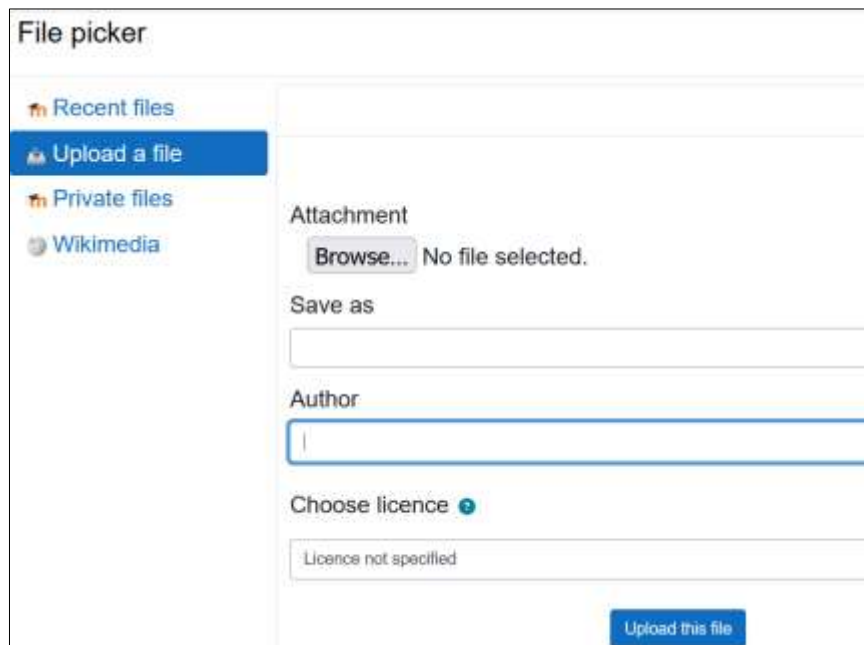


Click on the small page icon. (in the red circle above) If you keep your mouse over that without clicking, you'll see it labelled as “Add.”

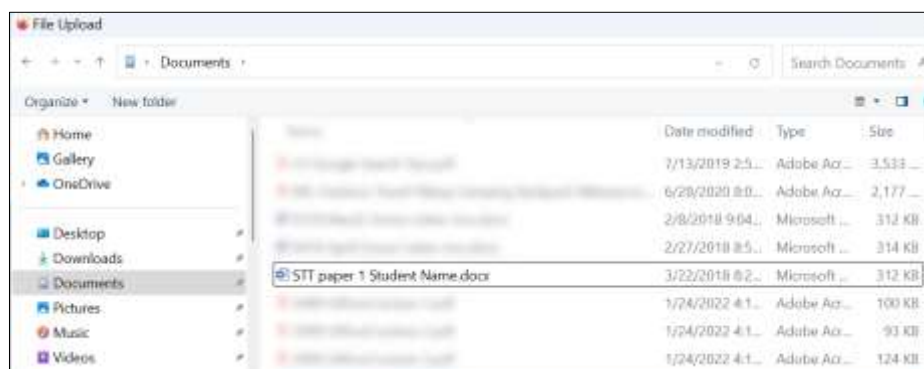
You will then see the File picker:



Click on “Upload a file.” You’ll then see more in the box:

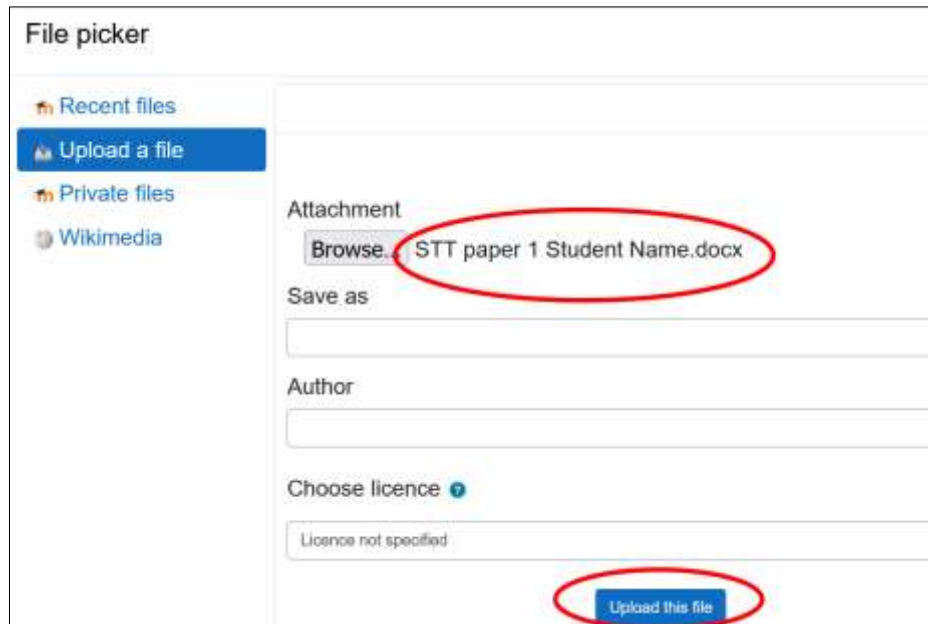


Click on the “Browse” button, and it will open up a “File upload” box, showing folders in your computer. You’ll need to find the folder where your file is stored. Then double-click on the name of the file.



(Note: It is helpful to include your name in the name of the file, to make it easier for the instructor to keep track of whose file is whose, and to make sure that we return the right file to the right student.)

The name of your document will then be loaded into the File Picker:



File picker

- Recent files
- Upload a file**
- Private files
- Wikimedia

Attachment
Browse... STT paper 1 Student Name.docx

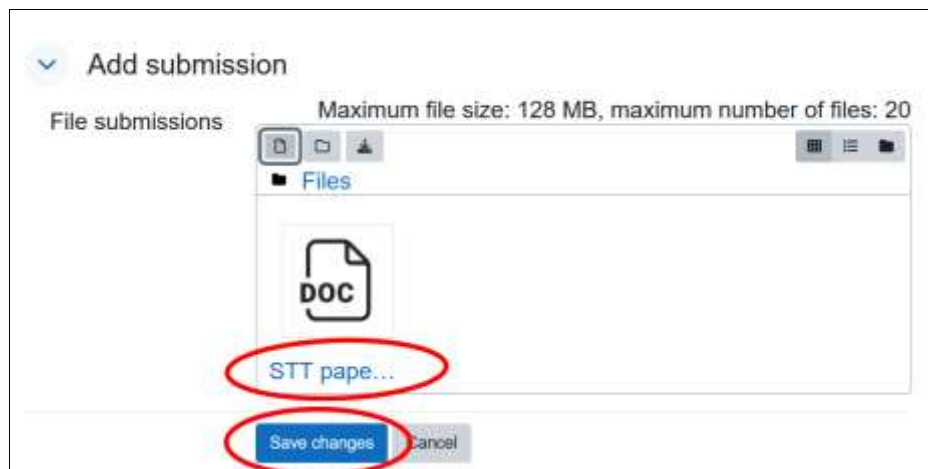
Save as

Author

Choose licence ⓘ
Licence not specified

Upload this file

Click on “Upload this file” and you’ll be back at the GCS assignment page. Some of your file name will be shown in the box. (If you want to see the full name of the document, click on the “list” icon in the upper right.)



▼ Add submission

File submissions Maximum file size: 128 MB, maximum number of files: 20

Files

DOC

STT pape...

Save changes Cancel

Click on “Save changes” and you are done! The website will show that your paper has been submitted for grading.