

# How do I submit an online assignment?

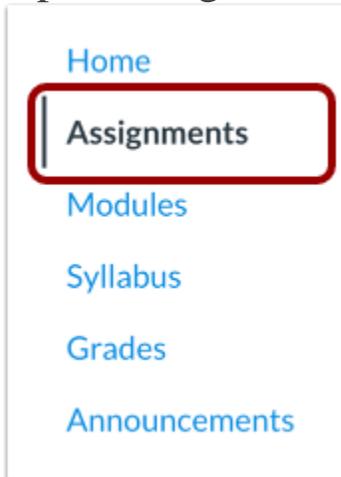
You can submit online assignments in Canvas using several submission types.

Instructors can choose what kind of online submission they want you to use. You may also have the option to resubmit assignments if your instructor allows.

The following is a guide on how to submit an assignment.

## Step one:

### Open Assignments

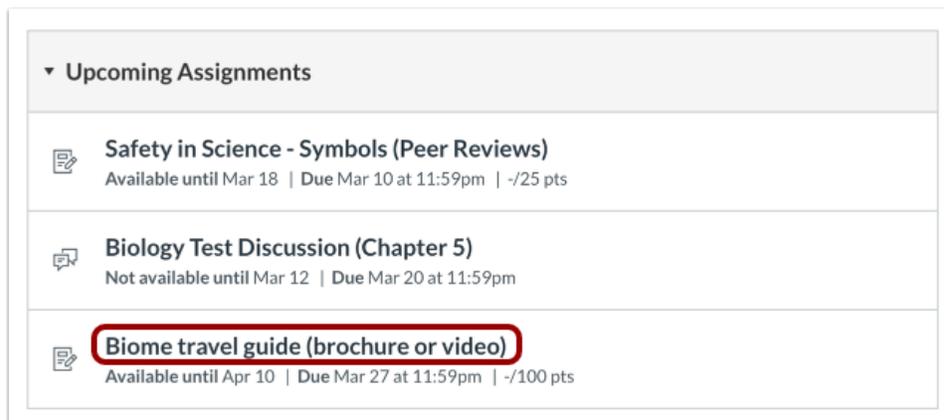


In Course Navigation, click the **Assignments** link.

**Note:** You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

## Step Two:

### View Course Assignments



Click on the assignment

### Step Three:

## Submit Assignment

# Biome travel guide (brochure or video)

[Submit Assignment](#)

---

**Due** Tuesday by 11:59pm      **Points** 100

**Submitting** a text entry box, a website url, a media recording, or a file upload

**Available** Oct 12 at 12am - Dec 20 at 11:59pm 2 months

---

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

To submit an assignment, click the **Submit Assignment** button to submit your work.

### Step Four:

## Select Submission Type

[File Upload](#)   [Text Entry](#)   [Website URL](#)   [Media](#)

Upload a file, or choose a file you've already uploaded.

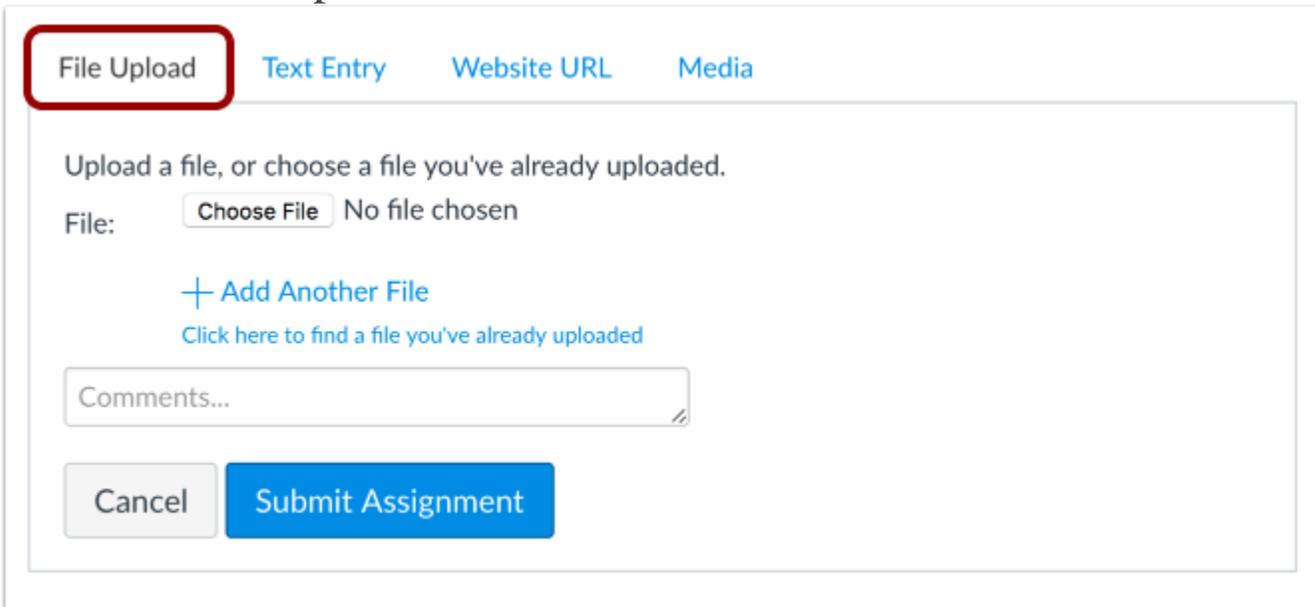
File:  No file chosen

[+ Add Another File](#)  
[Click here to find a file you've already uploaded](#)

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

**Note:** Not all file types may be available for your Assignment, depending on the assignment submission type set by your instructor.

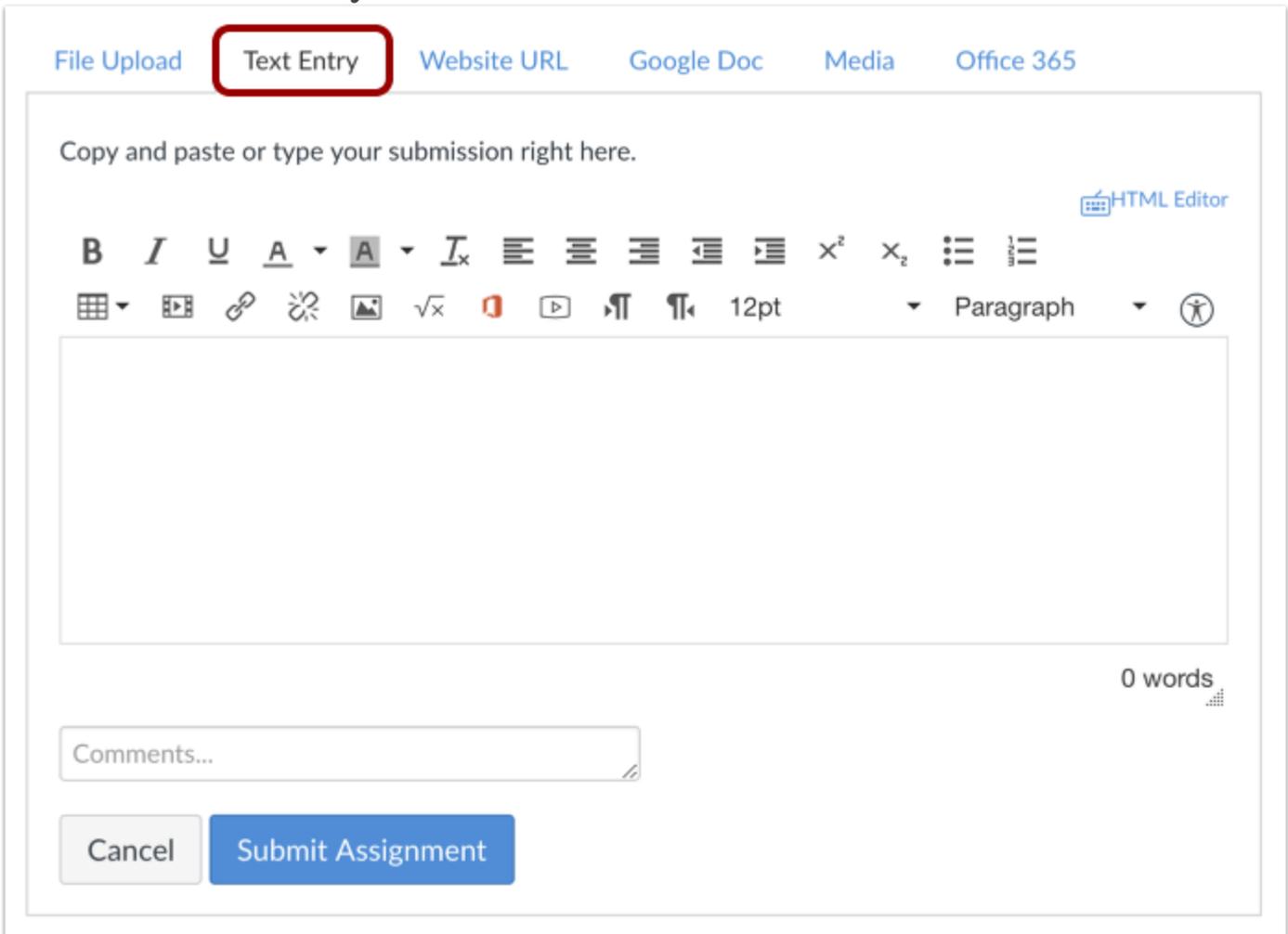
## Submit a File Upload



The screenshot shows a submission interface with four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. The 'File Upload' tab is highlighted with a red box. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' There is a 'File:' label, a 'Choose File' button, and the text 'No file chosen'. Below this is a '+ Add Another File' link and a smaller link that says 'Click here to find a file you've already uploaded'. There is a 'Comments...' text input field. At the bottom, there are 'Cancel' and 'Submit Assignment' buttons.

To [upload a file](#) from your computer and submit it as your assignment, select the **File Upload** tab.

## Submit a Text Entry

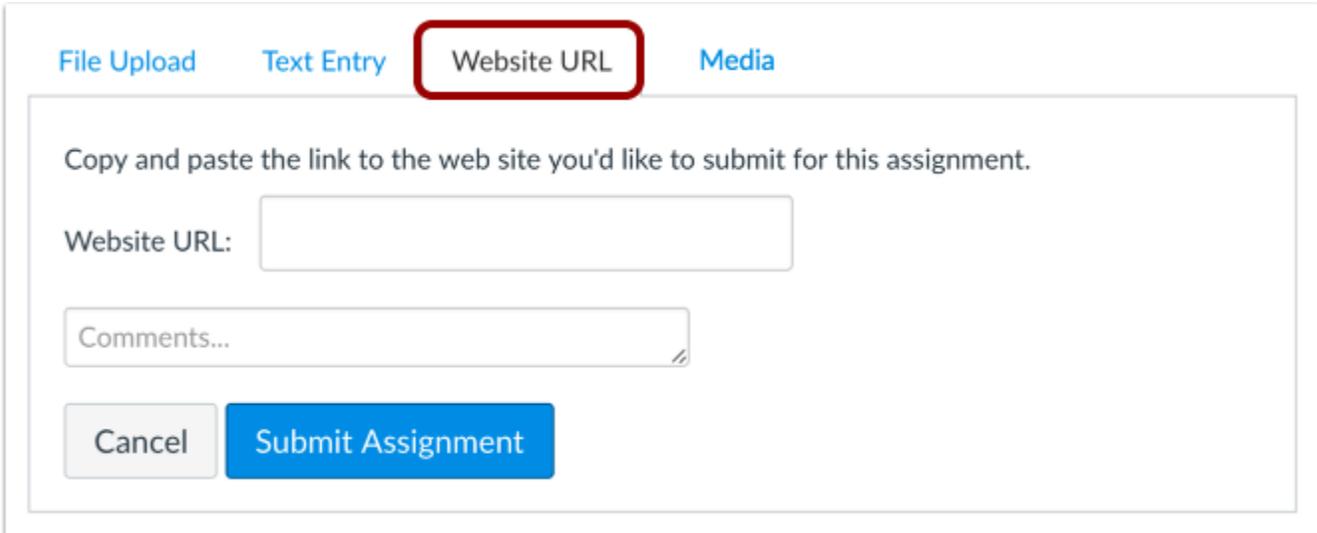


The screenshot shows a submission interface with six tabs: 'File Upload', 'Text Entry', 'Website URL', 'Google Doc', 'Media', and 'Office 365'. The 'Text Entry' tab is highlighted with a red box. Below the tabs, the text reads 'Copy and paste or type your submission right here.' There is an 'HTML Editor' link. Below this is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, strikethrough, bulleted list, numbered list, link, unlink, image, math, video, undo, redo, font size (12pt), paragraph style, and a help icon. Below the toolbar is a large text input area. At the bottom right, it says '0 words'. There is a 'Comments...' text input field. At the bottom, there are 'Cancel' and 'Submit Assignment' buttons.

To submit a [text entry](#) assignment, select the **Text Entry** tab.

**Note:** The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.

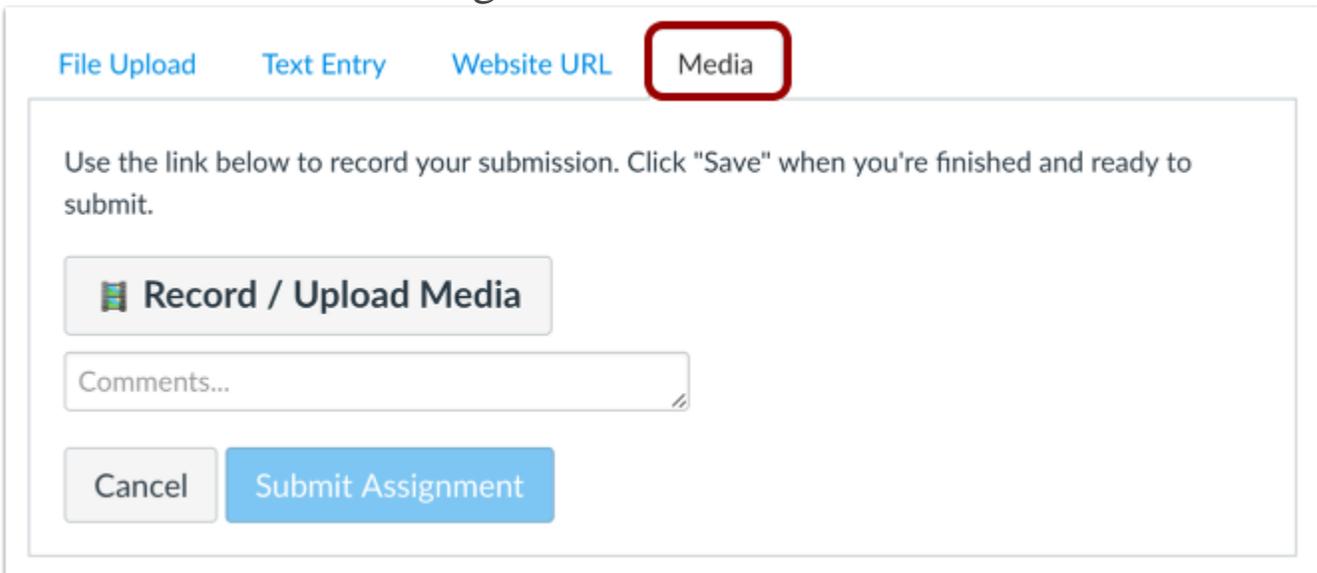
## Submit Website URL



The screenshot shows a submission interface with four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. The 'Website URL' tab is selected and highlighted with a red border. Below the tabs, there is a text box containing the instruction: 'Copy and paste the link to the web site you'd like to submit for this assignment.' Below this instruction is a text input field labeled 'Website URL:'. Underneath the input field is a 'Comments...' text area. At the bottom of the form are two buttons: a grey 'Cancel' button and a blue 'Submit Assignment' button.

To submit a [website URL](#), select the **Website URL** tab.

## Submit Media Recording

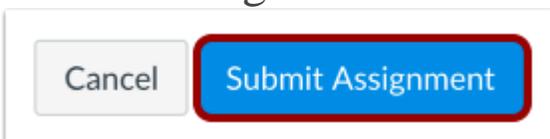


The screenshot shows a submission interface with four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. The 'Media' tab is selected and highlighted with a red border. Below the tabs, there is a text box containing the instruction: 'Use the link below to record your submission. Click "Save" when you're finished and ready to submit.' Below this instruction is a button labeled 'Record / Upload Media' with a video camera icon. Underneath the button is a 'Comments...' text area. At the bottom of the form are two buttons: a grey 'Cancel' button and a blue 'Submit Assignment' button.

To [submit a media recording](#), select the **Media** tab.

### Step Five:

## Submit Assignment



The screenshot shows a close-up of the submission buttons. There is a grey 'Cancel' button on the left and a blue 'Submit Assignment' button on the right. The 'Submit Assignment' button is highlighted with a red border.

When you are ready to submit your assignment, click the **Submit Assignment** button.

After you have submitted your work, you will see information in the Sidebar about your submission. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the **Re-submit Assignment** button. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation [displays a grading indicator](#).

You can also see details about your assignment and links to additional feedback in your [Grades](#) page.