


Submitting Learning Activities

The Assignments Tool

Assignments are one type of evaluation method that your instructor may choose to have you complete as part of your course. They can consist of many different kinds of submittals such as essay questions, papers, case studies, PowerPoint presentations, etc.

Each assignment will include instructions and/or attachments, grading criteria and a due date.

Navigate to an Assignment

To navigate an assignment, click the  **Assignments** button from the Course Toolbar. You will then be brought to the Assignments Main Screen, further explained below.

You can also navigate to a particular assignment by clicking its accompanying link inside a learning module, or from an action menu link or folder page. You will then be brought directly to that particular assignment.

Using the Assignment Main Screen

If you go to the Assignment tool via the button on the Course Toolbar, you will be brought to the Assignment Main Screen. The Assignment Main Screen is where all of your assignments are listed and organized.

The Assignment Main Screen has four tabs (defined below):

Assignments



The **Inbox** tab contains new assignments or submissions returned to you for editing.



Unit 1 Paper

Status: Individual Not Started (Due February 15, 2007 12:00 PM)

- **Inbox** - The Inbox tab shows all assignments that the instructor has posted that you have not yet submitted for grading. The Title, Status, Due Date, and Description are listed for each assignment. To view the assignment, click the Title.
- **Submitted** - The Submitted tab shows all assignments that you have submitted to the instructor that have not been graded yet. The Title, Status, Submitted, Date, and Description are listed for each assignment. To view the assignment, click the Title.
- **Graded** - The Graded tab shows all assignments that you have submitted that have been graded by the instructor. The Title, and Grade are listed for each assignment. To view the assignment, grade, and instructor comments, click the Title.
- **Published** - The Published tab shows all assignments that you have submitted that your instructor has chosen to post for other students to view. The Title, Author, and Published Date are listed for each assignment. To view the assignment, click the Title.

Submitting Learning Activities

Edit/Complete an Assignment

Click the title of an assignment to edit/complete it.

Once inside the assignment, the information and instructions for the Assignment are displayed at the top of the screen. This information includes the due date, submission type, grading criteria, and attempt status. The instructions and any attachments pertinent to the assignment are listed below the information area.

You will use the bottom half of the Assignment screen to complete and edit your assignment submission.

To complete an assignment:

1. In the **Submission** area, type your assignment. You have the option of using the HTML Creator, which allows you to enter and format text directly into your assignment without having to use an attachment. **IMPORTANT:** If your assignment is lengthy or will take a long time to type, it is recommended that you type the assignment in Microsoft Word and upload it as an attachment.
2. Add Attachments if appropriate - If your assignment is fairly lengthy, you may choose to produce it in another program, and add it as an attachment. There may also be times when you are submitting an assignment that is not solely text that you would add as an attachment. Click **Add Attachments** and browse for the file you would like to attach. The attachment name will display on the Assignment screen. If you make changes to your document, delete the attachment and upload it again. *Note: When naming files to attach, use only letters and numbers. Refrain from using special characters such as #, -, ", etc. Do not use spaces, but use _ instead to separate words or phrases.*
3. If appropriate, add additional explanations, descriptions, questions, etc. in the Add Comment area for your instructor to see.
4. Choose to:
 - **Save as Draft** - any work that you have done on the assignment will be saved without being submitted to your instructor yet.
 - **Submit** - your work will be saved and submitted your instructor for grading.
 - **Cancel** - your work will not be saved and you will be exited out of that assignment to come back at a later time.

Submitting Learning Activities

Information

Edit Submission: Unit 1 Paper (Attempt 1)

Due Date: February 15, 2007 12:00 PM
Type: Work individually
Grading Criteria: Grading Form out of 6 [Preview](#)

Status: In Progress (Attempt 1)

Instructions:

Write a 5-page paper using one the attached paper topics. Please use APA formatting.

Attachments: [unit1_paper_topics.doc](#)

Submission:

[Enable HTML Creator](#)

Use HTML

[Add Attachments](#)

Add Comment:

[Submit](#) [Cancel](#) [Save as Draft](#)

Online Course Help

Use the links below to learn more about successfully using the online courseware system. It may be helpful for you to print these pages for reference.

Procedures for [Student Attendance and Participation](#) are now available.

[New Features](#)

Learn about the new features available in your online courses.

Setting up your computer

Before you begin, make sure your computer is configured for optimal use with our Web site and online courses:

- Use the System Check available on the [Recommended Software](#) page.
- Visit the [Computer System Requirements](#) page for information on required software,

Submitting Learning Activities

including Java, anti-virus and anti-spyware programs.

- The [Browser Settings](#) page offers video tutorials to help you check your browser's settings.
- Excelsior College courses require Microsoft Word ([version information](#)).

Navigation Tools

[My Web Courses](#)

[Action Menu](#)

[Course Toolbar](#)

Evaluation Tools

[Assessments](#)

[Assignments](#)

[My Grades](#)

Communication Tools

[Calendar](#)

[Chat](#)

[Discussions](#)

[Mail](#)

[Who's Online](#)

[Announcements](#)

Study Tools

[Bookmarks](#)

[Notes](#)

[Search](#)

[My Progress](#)

[Media Library](#)

[Frequently Asked Questions](#)

[Who Can Help?](#)

[Known Issues](#)

Contacting Technical Support:

- Email: TechSupport@excelsior.edu
- Phone: 1-877-842-8324 (local: 518-464-8502)
- [Online Support Request](#)