Submitting an Assessment

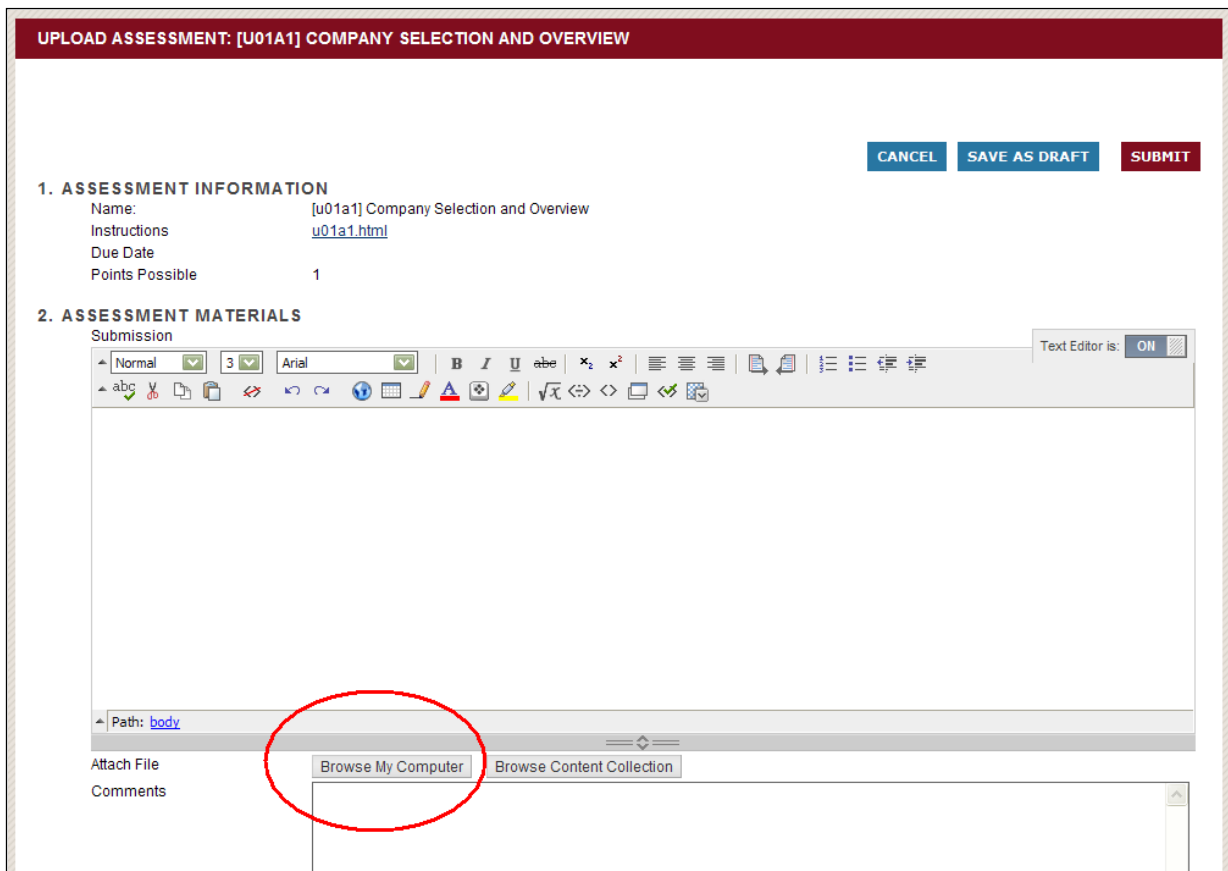Complete the following to prepare, upload, and submit your assessment for evaluation.

Prepare for Success

Read your assessment carefully. Take some time to review the assessment instructions and scoring guide to make sure you have completed your assessment correctly. If you have specific questions or concerns about your assessment, always contact your advisor before submitting your work.
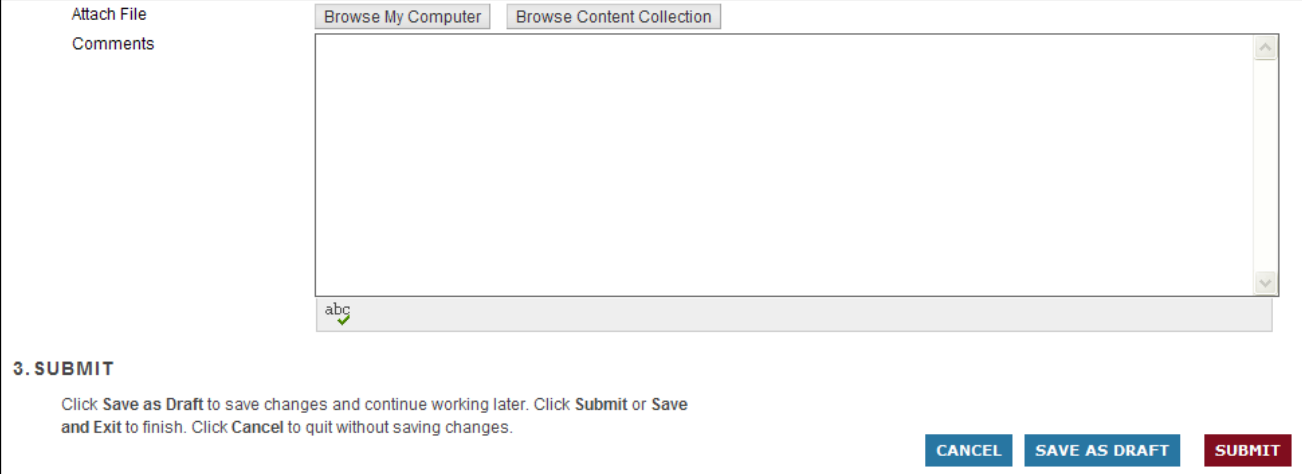
Upload and Submit Your Assessment

To upload and submit your completed assessment:

1. Click the linked title of the assessment on the unit page. You will arrive at the **Upload Assessment** page for that given assessment.

2. To upload your assessment to the courseroom, click the **Browse My Computer** button (circled in the image above) and select the appropriate file.

3. **Optional:** Type any additional information you may want to include for the faculty member evaluating your assessment in the **Comments** box.

4. Next, follow the onscreen prompts to finish:
   - Click **Cancel** to quit without saving changes.
   - Click **Save as Draft** to save a copy of your assessment that is not ready for evaluation.
   - Click **Submit** to finish the process and turn in your assessment to your instructor.

Note: Please do not resubmit the assessment unless you have accidentally uploaded the wrong file or forgotten to attach a file. If you must resubmit, include text in the **Comments** box to explain to the faculty what happened. Only the final submission will be graded.