

Submitting An Assignment

1. On the navigation bar select **Assessments -> Assignments**

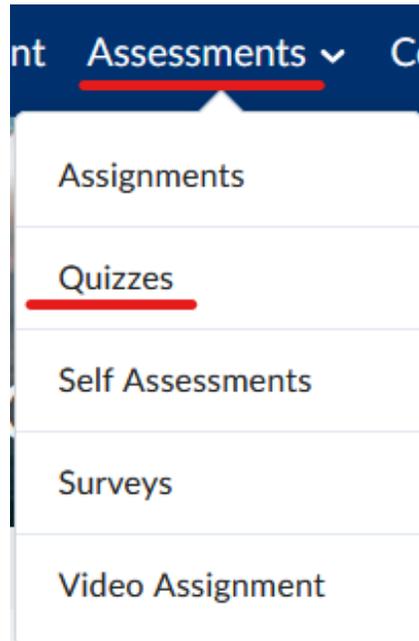


Figure 1: Dropdown menu titled "Assessments" with options: Assignments, Quizzes, Self Assessments, Surveys, Video Assignment.

2. Click on the title of the assignment to open the submission area. *In this example we will be using Assignment 1.*

Assignments

[Help](#)

[View History](#)

Assignment	Completion Status	Score	Evaluation Status
No Category			
Assignment 1 Due on Feb 1, 2025 11:59 PM	Not Submitted	- / 100	

20 per page [v](#)

Figure 2: Brightspace assignment portal showing "Assignment 1" due February 1, 2025.

3. Once the Assignment has opened. Click on **Add a File** to add a file.

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Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click **Submit** to complete the submission.

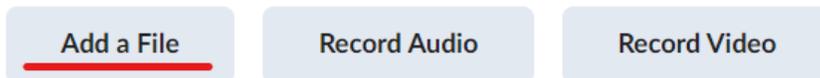


Figure 3: Assignment submission Brightspace interface with options to add a file, record audio, or record video.

- **Note: A maximum of 2 GB is allowed**
- 4. Click on **My Computer**.

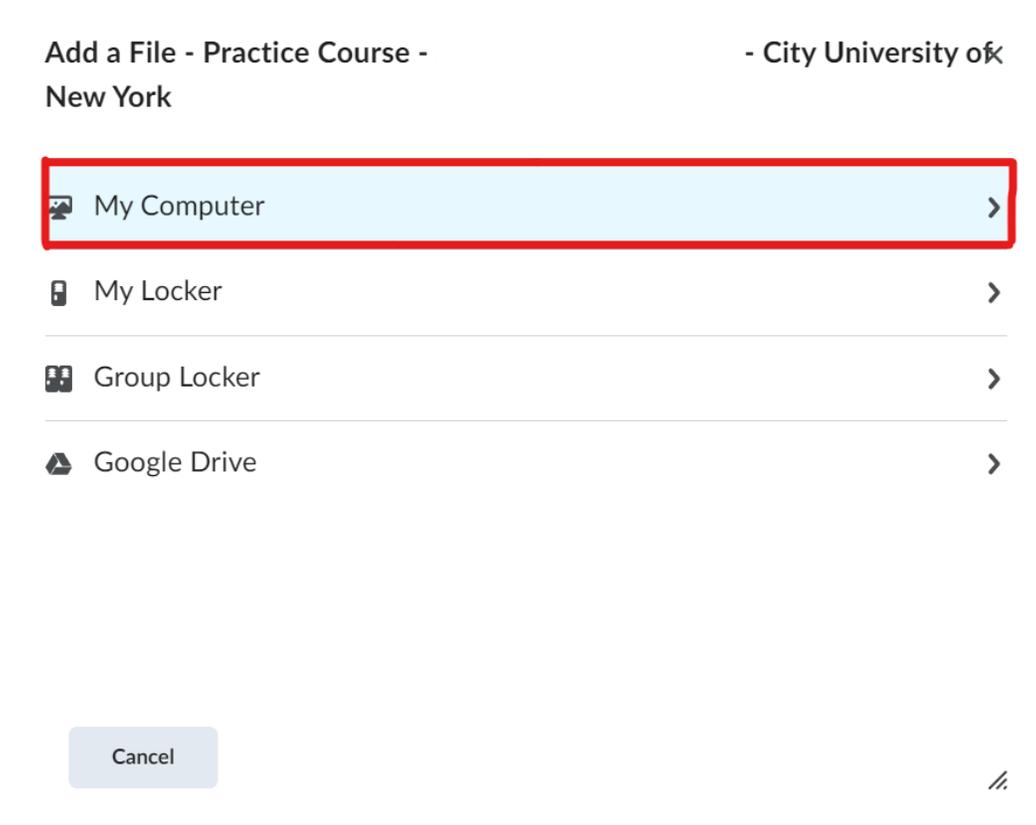


Figure 4: Brightspace digital file upload with options: My Computer, My Locker, Group Locker, Google Drive.

- 5. Click on **Upload** and locate your assignment

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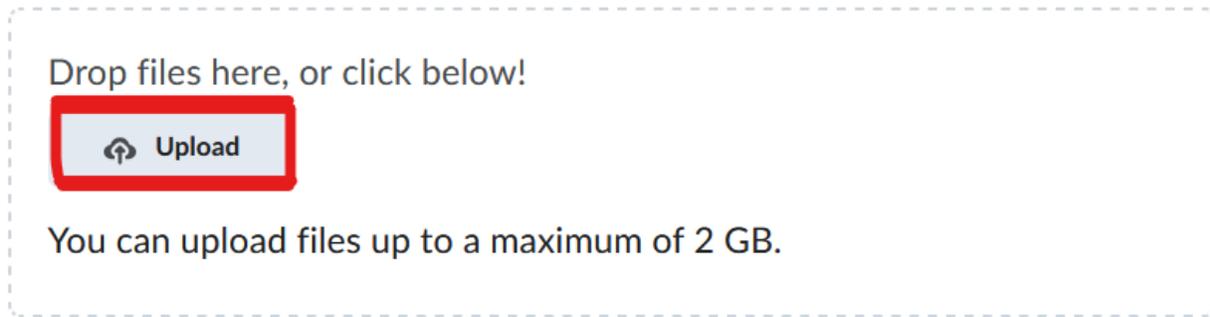


Figure 5: Brightspace file upload interface with an upload button highlighted.

6. Click **Add** once the file uploads.

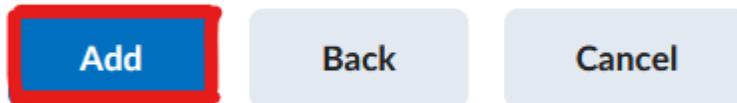


Figure 6: Three buttons labeled "Add," "Back," and "Cancel."

7. After the file has been added click on the **Submit** button. You will receive a confirmation message upon successful submission.

Types of Assignment Submission

Text Submission

You can type your assignment directly as text within the text editor. You can also add links to your submission if preferred. If the assignment type permits it, you can record audio or video.

On Paper Submission

This option allows you to submit your assignment as a physical copy. Your instructor can provide feedback within your Grades.

Observed in person

This option allows you to work on your assignment during in-person lectures. Your instructor can provide feedback within your Grades.

Note: Your instructor determines the type of assignment you will be submitting in the course, i.e., Observed in person, File, Text, and On Paper Submissions