

Oncourse: Assignments 2, Completing an Assignment

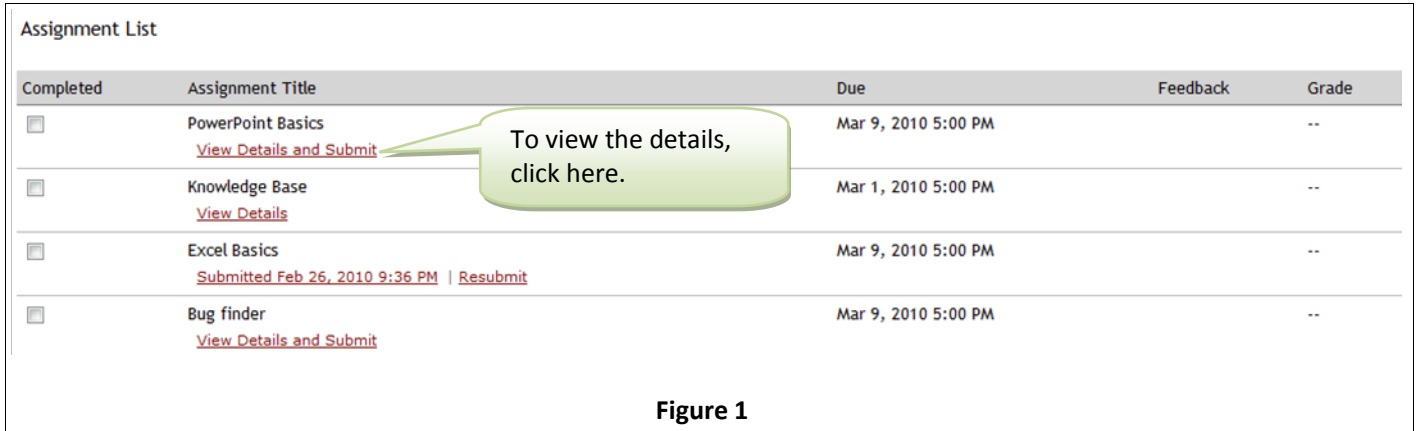
Students can complete an assignment in multiple ways. Always check with the course instructor for the method used in each course. This document shows how to use the Assignments 2 tool.

Viewing the Assignment List in Assignments 2

The Assignments 2 tool displays a list of assignments the instructor has posted.

Note: If you see the **Assignments** tool listed instead see the document *Oncourse: Completing An Assignment*.

1. From the tools on the left, **Click Assignments 2**, you will see a list of assignments
Note: On the **Assignment List** screen, a check box under the **Completed** column displays a completion status.
2. To see the details of a particular assignment, under the title of that assignment, **Click View Details and Submit**.
Note: If an instructor is accepting late submissions and the assignment is past due, its **Due** date will be marked by **(Late)**.

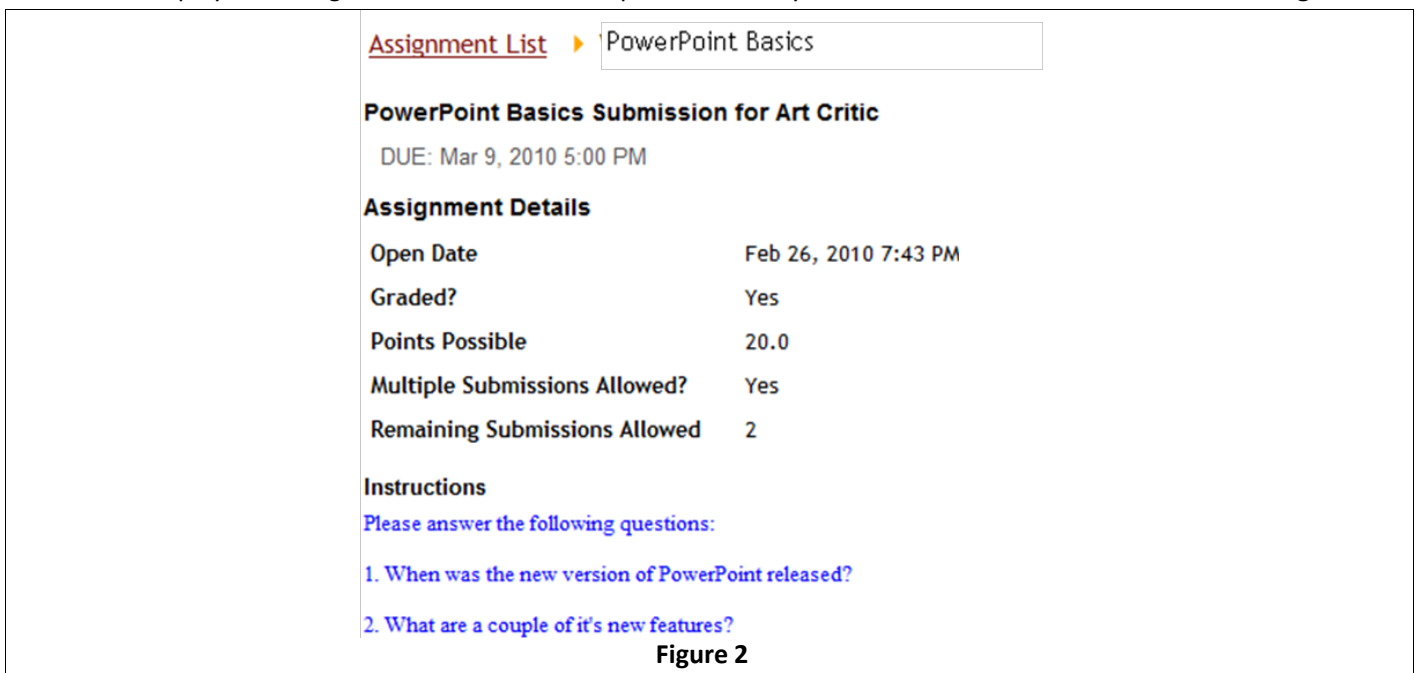


Completed	Assignment Title	Due	Feedback	Grade
<input type="checkbox"/>	PowerPoint Basics View Details and Submit	Mar 9, 2010 5:00 PM		--
<input type="checkbox"/>	Knowledge Base View Details	Mar 1, 2010 5:00 PM		--
<input type="checkbox"/>	Excel Basics Submitted Feb 26, 2010 9:36 PM Resubmit	Mar 9, 2010 5:00 PM		--
<input type="checkbox"/>	Bug finder View Details and Submit	Mar 9, 2010 5:00 PM		--

To view the details, click here.

Figure 1

The screen displays the assignment's details at the top, as well as any instructions or attachments, as shown in **Figure 2**.



[Assignment List](#) ▶ PowerPoint Basics

PowerPoint Basics Submission for Art Critic
DUE: Mar 9, 2010 5:00 PM

Assignment Details

Open Date	Feb 26, 2010 7:43 PM
Graded?	Yes
Points Possible	20.0
Multiple Submissions Allowed?	Yes
Remaining Submissions Allowed	2

Instructions
Please answer the following questions:

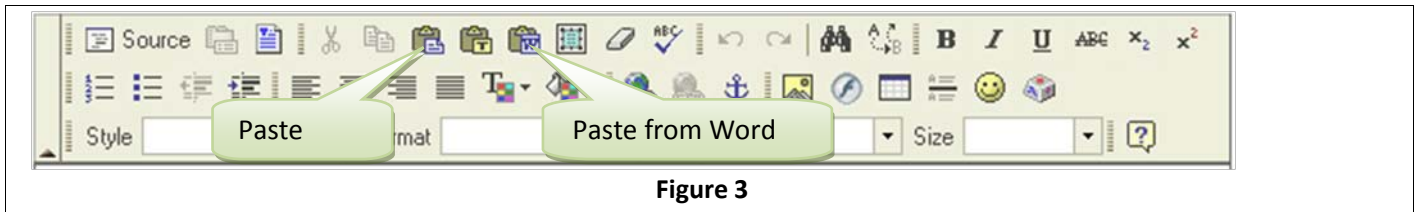
1. When was the new version of PowerPoint released?
2. What are a couple of it's new features?

Figure 2

3. Optionally, to view an attachment (if available), **Click the attachment name** under **Attachments**.

Using the Text Box

The instructor may allow you to submit your assignment via a text box. To be sure you don't lose any work; you should type your response in another application, such as Word and then paste your assignment into the text box.



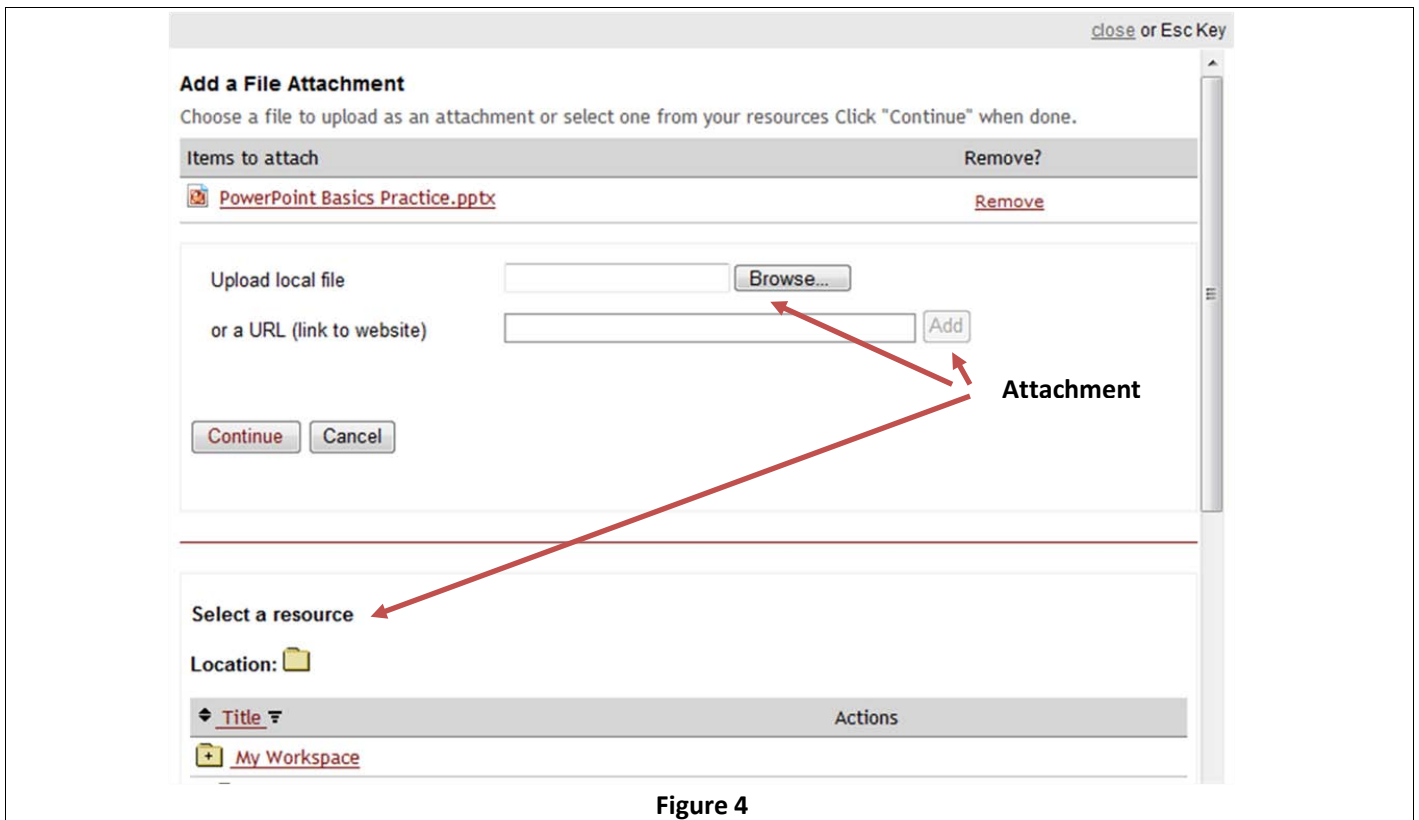
1. Under **Submission Text**, Click the **Paste** icon in the text box toolbar.
2. Or Click the **Paste from Word** icon.
When clicking the **Paste from Word** icon, the **Paste from Word dialog box** opens.
 - a. In the Paste from Word dialog box, **Click in the text area**.
 - b. **Press Ctrl + v**.
 - c. **Click OK**.

Adding Attachments

The instructor may also expect you to submit your assignment by attaching one or more files. You can attach any file for an assignment. You can add any number of attachments, and they can be any combination of local files, web sites, and items stored in Resources.

Adding Attachments from a Computer:

1. To attach a file, **Click Add Attachments**.
You will see the **Add a File Attachment** dialog box. This allows for three situations:
 - **Upload local file** - A file that is on your local computer
 - **URL (link to website)** – A file or page in an external Web site
 - **Select a resource** – An item stored in the Resources folders in **My Workspace**



Uploading a local file:

2. To search for and upload a file, next to **Upload local file, Click Browse...**
3. **Navigate to the location of the file** you wish to use.
4. To select and upload the file, **Double-click the file name.**
5. To finish attaching the file and return to the **Assignment Submission Form, Click Continue.**

Attaching a URL:

1. To attach a URL, under the URL (link to website), **Type the URL** in the box provided.
2. You don't need to include the **http://** when typing the URL.
3. **Click Add.**
4. To finish attaching the URL and return to the **Assignment Submission Form, Click Continue.**

Adding an Item from Resources:

5. **Open the folder** that contains the file you want to attach.
6. Under **Select a resource, Click Attach a copy** next to the file you want to add.
7. To finish attaching the file and return to the **Assignment Submission Form, Click Continue.**
*Note: Once a file has been added to **Resources**, it becomes readily available for attachment to other objects in Oncourse, such as announcements, private messages, and assignments. You can attach a file from one of your other sites, including **My Workspace** area, provided the file's **Availability and Access** properties are set to **This file is publicly viewable**. To browse for files in other sites, click the **Show other sites** link.*

Submitting the Assignment

Buttons at the bottom of the screen allow you to submit, preview, save a draft of your work, or cancel out of the screen without saving any work.

1. To make the submission available, **Click Submit → Click Yes, Continue** in a new dialog box.
*Note: To view the submission, without posting it, **Click Preview**,*
*Note: To save your work, then return later to revise and finish, **Click Save and Exit**,*
*Note: To return to the **Assignment List** screen without saving your work, **Click Cancel → Click Yes** in a new dialog box.*

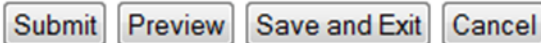


Figure 5