



**DARE TO DO MORE**

## Submitting an Assignment

Step 1 – Click on Assignments on the course menu.

A screenshot of a course management system interface. On the left is a course menu for "Introduction to Oceanography" with a list of items including Home Page, Syllabus, Instructor Info, Chapter 2, External Links, Assessments, Assignments (highlighted with a mouse cursor), Blogs, Journals, Opinions and Reflections, Course Leader Photos, Discussions, Groups, Tools, Ocean Park Route Map, Ocean Park, Marine Life, and My Grades. On the right is the "Home Page" section, which includes "My Announcements" (stating no announcements have been posted) and a "To Do" section with "What's Past Due" (0 items) and "What's Due" (0 items for today).

**LaGuardia Community College**

31-10 Thomson Ave, Long Island City, New York 11101

**Created by ISMD's Dept. Training Team.**

Step 2 – Open an Assignment the instructor has posted. Click on Weekend Assignment



## Assignments



### Weekend Assignment

Attached Files  [intro\\_oceanography\\_weekend\\_assignment1.doc](#) (33.5 KB)

This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.



### Term Paper Requirements

The paper topic should have greater depth than the coverage that that topic receives in class.

The paper should include the writer's own conclusions and not be merely a book report.

At least three sources should be used and properly cited with footnotes or scientific citations, and a bibliography should appear at the end of the paper.

Papers should be about 7-10 pages in length, but this is not a rigid requirement, and they will be graded only on content.

This assignment will be worth 200 points.

Please mark this item as reviewed to verify the directions have been read.

Step 3 – Assignment information list instructions, the due date, the number of points possible and the assignment file attachment.



### Upload Assignment: Weekend Assignment

Cancel

Save as Draft

Submit

#### 1. Assignment Information

Name:	Weekend Assignment
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	May 31, 2010 12:00:00 AM EDT
Points Possible	50
Assignment Files	intro_oceanography_weekend_assignment1.doc ( <a href="#">intro_oceanography_weekend_assignment1.doc</a> )

#### 2. Assignment Materials

Step 4 – Click the attached Assignment Files link to download the assignment.

**Upload Assignment: Weekend Assignment**

Cancel Save as Draft Submit

**1. Assignment Information**

Name: Weekend Assignment

Instructions: This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.

Due Date: May 31, 2010 12:00:00 AM EDT

Points Possible: 50

Assignment Files: intro\_oceanography\_weekend\_assignment1.doc ([intro\\_oceanography\\_weekend\\_assignment1.doc](#))

**2. Assignment Materials**

Step 5 – Click Save File

**Upload Assignment: Weekend Assignment**

Cancel Save as Draft Submit

**1. Assignment Information**

Name: Weekend Assignment

Instructions: This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.

Due Date: May 31, 2010 12:00:00 AM EDT

Points Possible: 50

Assignment Files: intro\_oceanography\_weekend\_assignment1.doc ([intro\\_oceanography\\_weekend\\_assignment1.doc](#))

**2. Assignment Materials**

**Opening intro\_oceanography\_weekend\_assignment1.doc**

You have chosen to open

**intro\_oceanography\_weekend\_assignment1.doc**  
which is a: Microsoft Office Word 97 - 2003 Document  
from: http://edmonton.pd.local

What should Firefox do with this file?

Open with Microsoft Office Word (default)

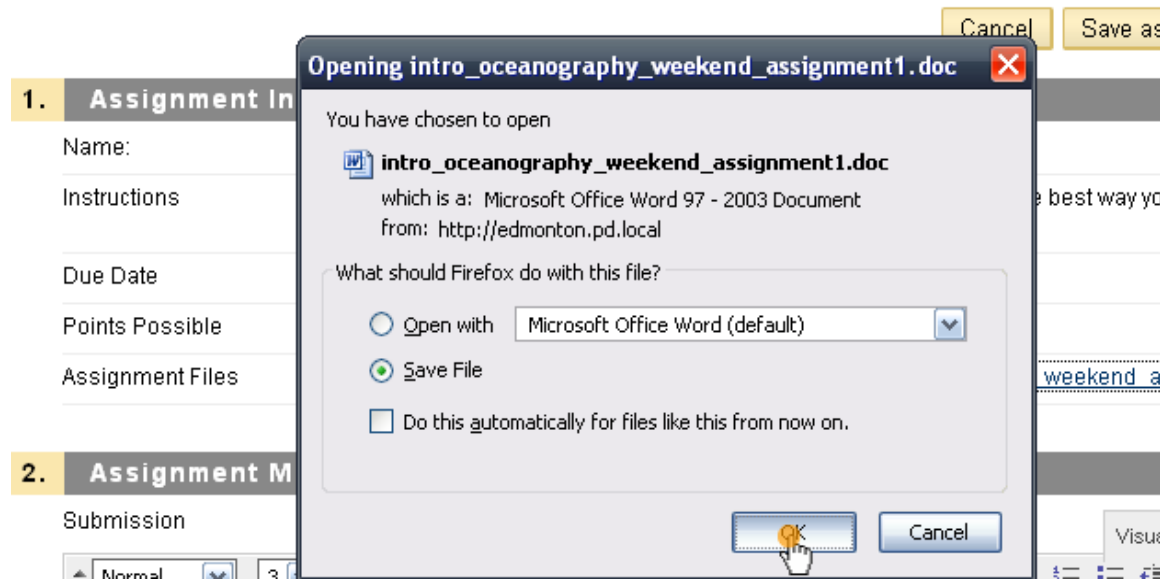
Save File

Do this automatically for files like this from now on.

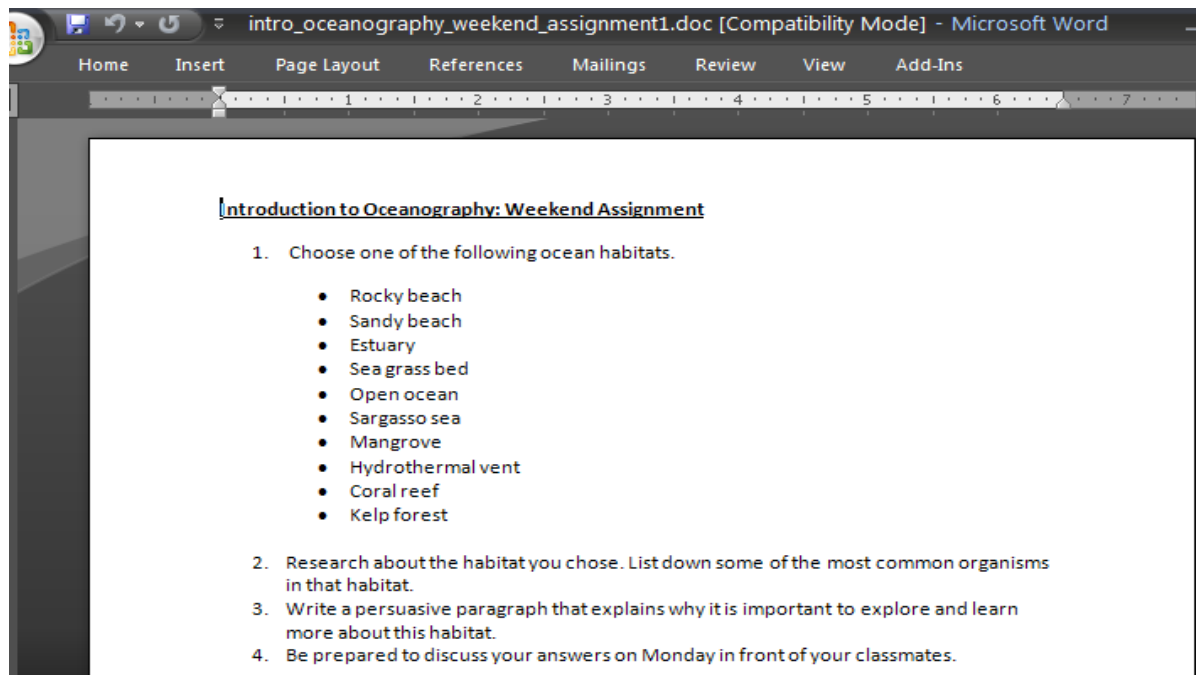
Step 6 – Then Click Ok



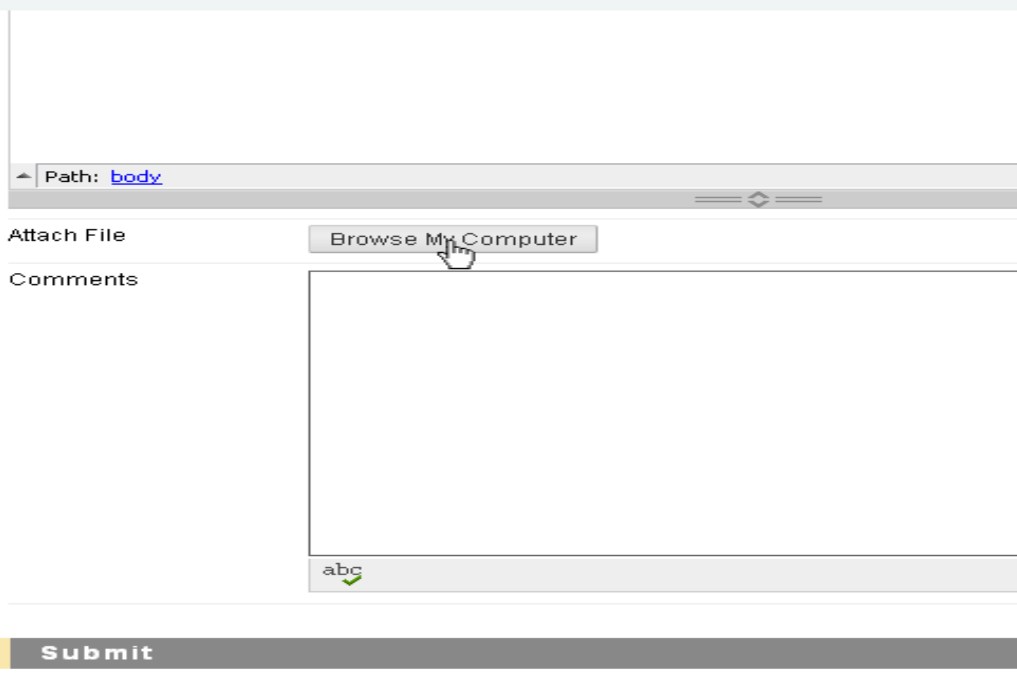
## Upload Assignment: Weekend Assignment



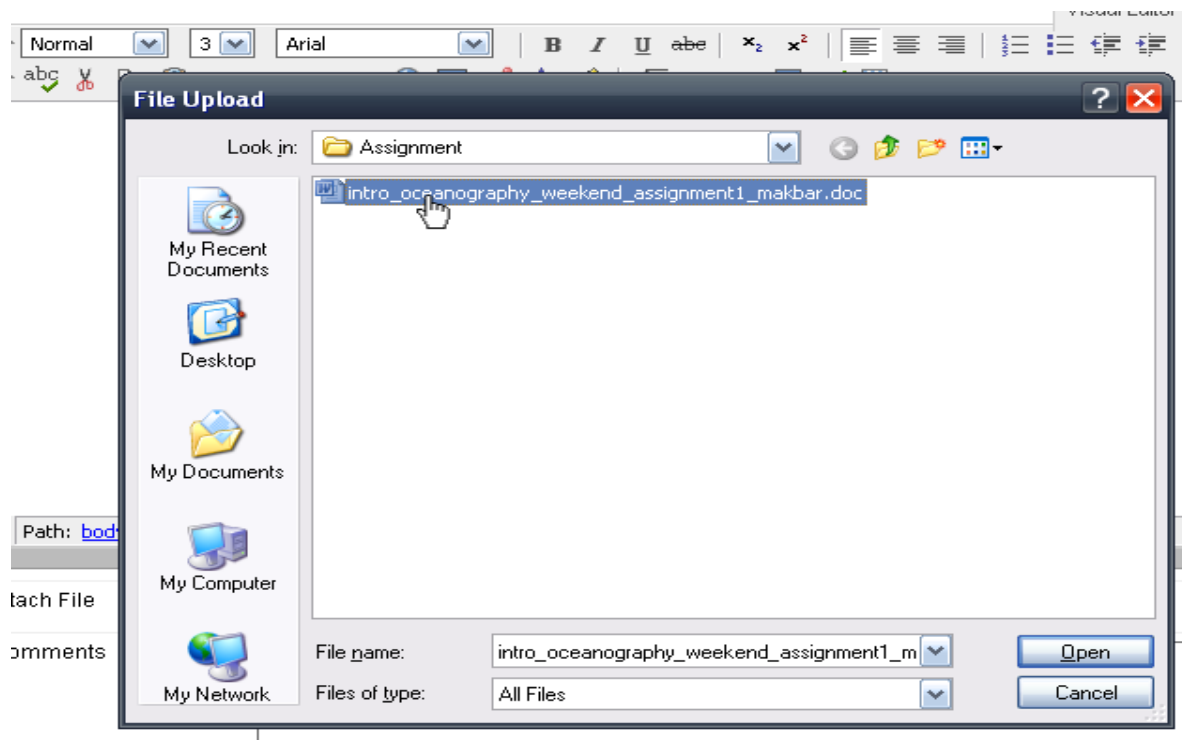
Step 7 – Open the file that you have downloaded and complete your assignment. When you are done, Save the file on your local drive.



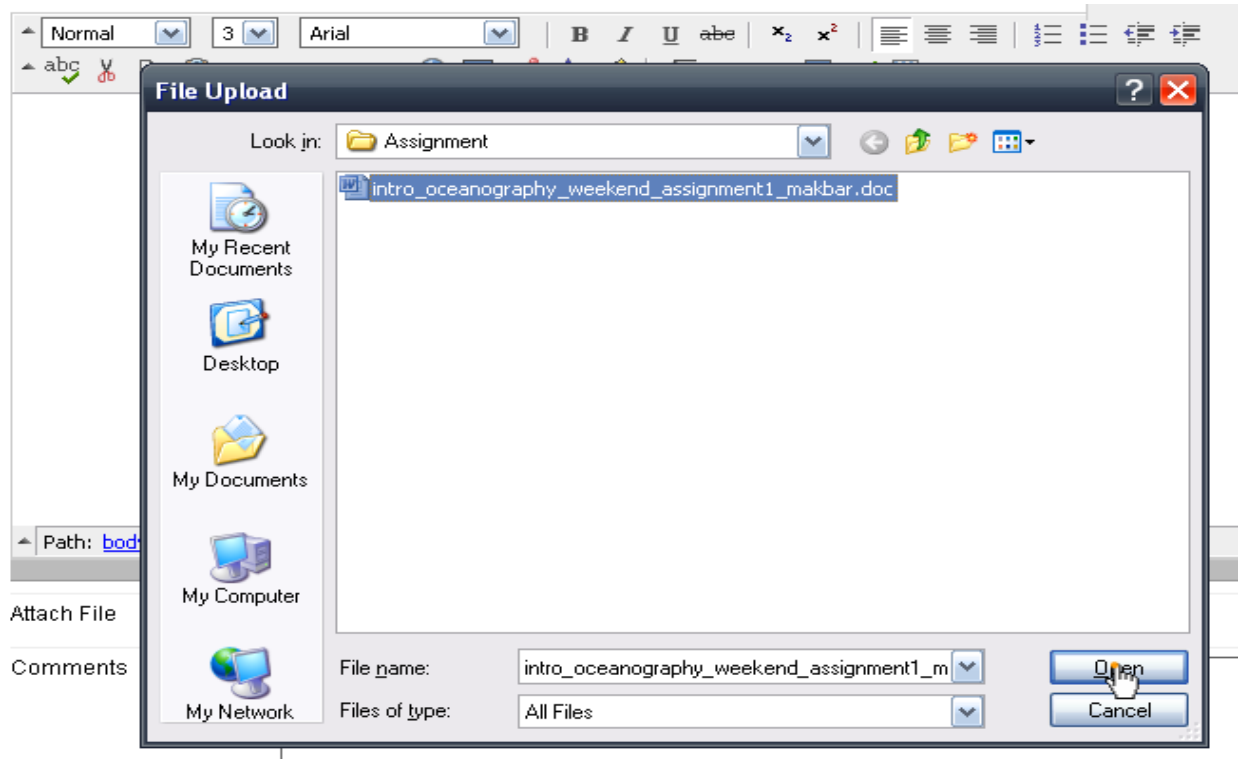
Step 8 – Upload the file back to the assignments page by Clicking Browse My Computer



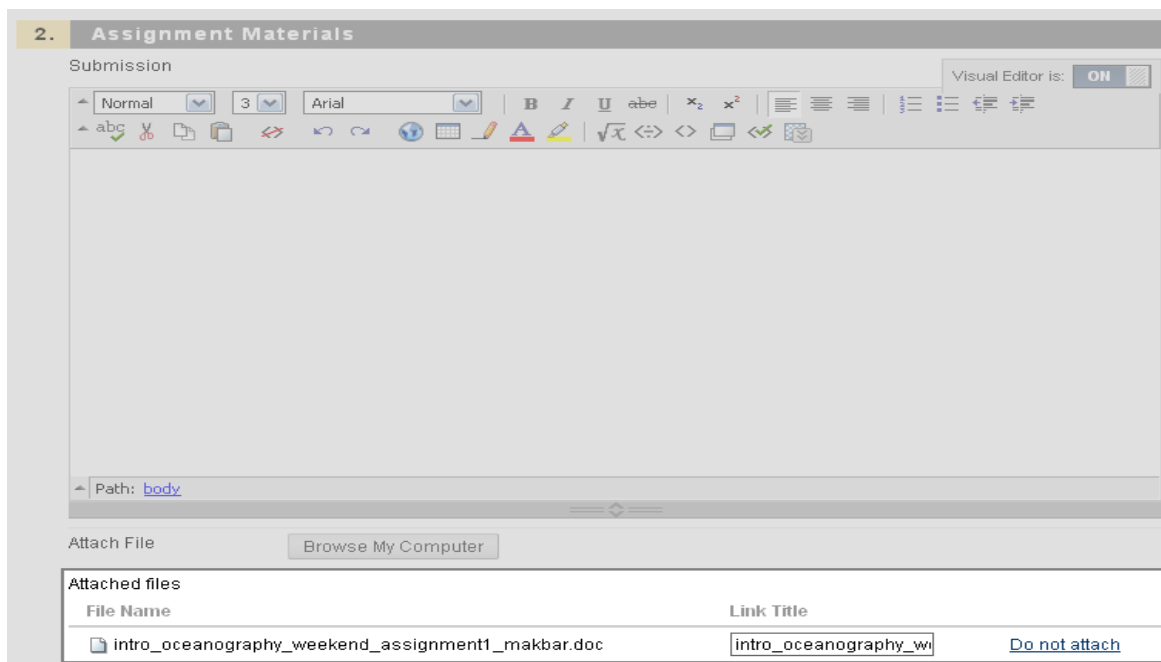
Step 9 – Click on your save file, it should be highlighted as shown the picture below.



## Step 10 – Click on Open



## Step 11 – Your uploaded assignment appears below the Text Editor.



Step 12 – You can enter additional information for your assignment using the Text Editor.

The screenshot shows the 'Assignment Materials' section of a learning management system. At the top, there is a 'Submission' section with a 'Visual Editor is: ON' toggle. Below this is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The editor's path is shown as 'Path: body'. Below the editor is an 'Attach File' section with a 'Browse My Computer' button. Underneath, there is a table of 'Attached files' with columns for 'File Name', 'Link Title', and 'Do not attach'.

File Name	Link Title	Do not attach
intro_oceanography_weekend_assignment1_makbar.doc	intro_oceanography_wi	<a href="#">Do not attach</a>

Step 13 – You can also add Comments for the instructor to read.

This screenshot shows the same 'Assignment Materials' section as Step 12, but with the 'Comments' section expanded. The 'Comments' section has a large text area for entering comments and a small text input field at the bottom with the placeholder text 'abc' and a green checkmark icon. The 'Attached files' table is visible above the comments section.


File Name	Link Title	Do not attach
intro_oceanography_weekend_assignment1_makbar.doc	intro_oceanography_wi	<a href="#">Do not attach</a>

### Step 14 – Click Submit


Path: [body](#)

Attach File

Attached files

File Name	Link Title	
 intro_oceanography_weekend_assignment1_makbar.doc	<input type="text" value="intro_oceanography_wi"/>	<a href="#">Do not attach</a>

Comments


abc 

3. **Submit**

Step 15 – A message appears at the top of the screen indicating that your assignment has been submitted successfully.

Introduction to Oceanography Assignments > Review Submission History

This assignment is complete. [Review the Submission History.](#) X

 **Review Submission History**

1. Assignment Information