

# Assignment

The Assignments Tool allows you to:

- View the assignment directions
- Submit your work
- Review instructor feedback

In Assignments, you will notice that there are four tabs:

## Inbox tab

The inbox tab has information on all the incomplete assignments, including the assignment name, type (group or individual) and due date. Assignments returned to students for correction will also appear in the inbox as “Attempt # 2”.

## Submitted tab

This tab has a list of assignments that have been submitted but not yet graded.

## Graded tab

The graded tab has a list of assignments that have been graded. Click on the assignment title to read instructor’s comments.

## Published tab

To view a published assignment, click on its title

## How to submit an assignment?

1. Click on the title and see the instructions for the assignment along with its due date and grading criteria. If it is a group assignment you will see the title of your group and a listing of the members in your group.
2. You can type the answer in the text box and/or attach a file.
3. To attach a file, click **Add Attachment**. A pop-up window will appear and gives you options to choose a file from your computer. Click **My Computer** on the right side. Another window will open and show you all the files in your computer.
4. Click **Submit**.

