How do I.....Turn in an Assignment?

Watch a [movie tutorial](http://fsweb.bainbridge.edu/gaview/students/Assignments.html) about posting assignments (3 1/2 minutes).

**ShowMe **FAST **

You can get to an assignment two ways in most classes:

1. Click on the assignment from within a learning module like you see to the right, and this will take you straight to the assignment.
2. Or, open the assignment tool as you see below. This gives you a list of all your assignments, and you can then click on the assignment you need to complete to open it.

Once you enter the Assignment Tool, you have access to four tabs:

- **Inbox**—this is where new assignments are listed. Click on the name to see the assignment.
- **Submitted**—a list of assignments you have submitted but have not yet been graded.
- **Graded**—your graded assignments. Click on the assignment to see instructor comments.
- **Published**—this is a list of assignments that have been published so that the entire class can see it. Sometimes instructors want the whole class to see a student's work because it is a good example. Instructors can publish the assignment or give you the ability to do so.

Once inside an assignment, you can read the instructions and submit your assignment.
Assignments

Submission:

Type your submission here, or add an attachment using the Add Attachments button below.

☐ Use HTML

Add Attachments

Add Comment:

Type any comments to the instructor you want to make to accompany your submission.

When you are finished, click Submit.

Submit  Cancel  Save as Draft

Get Files

The Add Attachments button opens the Get Files dialogue. Click on My Computer to navigate to the file you want to attach. Learn more about attaching documents.

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<< Back to the main page

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