

How to Upload a File for Grading

If your instructor has provided the Submit Assignments feature in your classroom, you will be required to submit your completed assignments by uploading them into this specified area.

Instructors usually provide detailed instructions for each assignment, including what you should name the completed file(s) you will be submitting. Occasionally, there will be a file that accompanies your assignment that you will need to download. Simply click on the link represented by the name of the file and a dialog window will open. Be sure that the radio button to the left of the filename is selected and then click the Download button. Note the location of where you save these file so you can find them easily when you are ready to work with them. In this example, I have stored my file on my 3 ½ inch floppy drive. You may choose to store your files on a zip disk, a USB key, in the My Documents folder, or in a special folder you created for this class.

Carefully follow all instructions for completing your assignment. When you are ready to submit your completed file for grading, return to the related link under the Submit Assignments area. I am submitting the completed file for the Practice Assignment. At the bottom of the Assignment page is the area for submitting your completed assignment. Click on the Upload file button and then on the Browse button. Now navigate to the drive where you have your completed file stored, find the file and select it. Click the Open button or simply double click on the file. Now click the Upload button. Your file is not submitted yet. This is a “safety net” where you can check and make sure you have the correct file uploaded. If you discover that this is not the correct file, you can remove it by checking the box to the left of the filename and then clicking the Remove files button.

This step also allows for you to upload multiple files for the same assignment if required. Simply go through the Upload file sequence as many times as needed until all of your files for an assignment appear in the list. When you are sure you have uploaded the correct file(s), click on the Submit assignment button at the bottom of the page. Your files are now available to your instructor for grading.

You may return to this same area later to check for your grade and feedback on your assignment. Some instructors will also include a grading rubric with comments that you will need to download.