



Submitting Written Assignments

Nearly all faculty require that formal written assignments be submitted in Microsoft Word format. MS Office 2007 or later (Office 2010, 2013, or 365) is therefore highly recommended.

Need MS Office?

Office 365 (aka Office 2013) is now free for current students with Windows 7 or later (will not work with Vista) or Mac OS 10.6 or later. You can install up to five devices (computers, tablets, phones). This package includes the MS Word and Powerpoint you need. You can register and download the installer at <http://products.office.com/en-us/student/office-in-education>.

1

Write and revise your document in MS Word. Save your document in a known location.

Naming Your Document

All documents you submit should follow these naming conventions:

Include your last name and the name of the assignment. Use only letters A through Z and numbers. Spaces are allowed but not recommended.

Do not use any other special characters including colons or #. If you upload a file with these characters in the name it may be unreadable to others.

LingWeek3Reflection	GOOD
Week3Reflection	NOT AS GOOD
Week#3Reflection	TERRIBLE (can't be opened)

2

In the weekly ASSIGNMENTS folder, click the "title link" of the particular item.

Click to submit



Practice Paper Submission

1. **Use MS Word to create a short document** (one or two sentences will be fine--maybe just an interesting fact about yourself) and save it to the desktop of your computer.
2. Then **submit the paper for grading** using the "Practice Paper Submission" title link above.

3

Click **BROWSE MY COMPUTER** to find and attach the document you saved in Step 2.

NOTE: If you need to attach more than one file, simply click *BROWSE* again before clicking *SUBMIT*. You can add as many files as you wish.

The screenshot shows a four-step assignment submission process. Step 1, 'Assignment Information', displays details for 'Week 1 Reflection' due on July 1, 2014, with 100 possible points. Step 2, 'Assignment Submission', features a 'Text Submission' section with a 'Write Submission' button and an 'Attach File' section with 'Browse My Computer' and 'Browse Course' buttons. An arrow points to the 'Browse My Computer' button with the text 'Click HERE after you've written and saved your work in MS Word'. Step 3, 'Add Comments', includes a text area for optional non-graded comments and a character count. Step 4, 'Submit', contains instructions and three buttons: 'Cancel', 'Save as Draft', and 'Submit'. An arrow points to the 'Submit' button.

1. Assignment Information

Name Week 1 Reflection - due July 1
Due Date Tuesday, July 1, 2014 11:59:00 PM EDT
Points Possible 100

2. Assignment Submission

Text Submission

Attach File

3. Add Comments

Comments

☐ ☐

Do NOT type or paste your written assignment here. This space is for optional non-graded comments about your work.

Character count: 0

4. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.

4

SUBMIT to submit your Assignment.

After you submit, clicking on the item's title link will show that you have submitted (with a preview and grade, if graded), but you will normally have an option to **START NEW SUBMISSION** if you find you attached the wrong document or forgot something. (If there is no option to start a new submission, ask the instructor to change the setting or clear your first attempt.)