

Submitting Assignments:

1. Your attached files must be compatible with the software used by your Instructor, (usually RTF, TXT, or Word files) or he or she will not be able to view them.
2. When you save your document in your word processing software, keep the document names less than 15 characters. Also, you cannot have spaces or special characters in the document name. A good rule of thumb is to just keep the name simple (Assign1.doc, Assign2.doc, etc.) This will save you lots of time trying to figure out why your document won't upload. WebCT cannot handle long file names, spaces or special characters.
3. You can use any word processor – it does not have to be Microsoft Word—but you do need to check with the instructor to know how you should save the document. Create your document and save it. Remember where you saved it—you will have to find it to upload it and submit it.
4. Each assignment has a due date. Your Instructor may allow you to submit an assignment after the due date, but it will be marked late. Otherwise, assignments not received by the due date will be marked missed.
5. If you submit an assignment, the Instructor can grade it and provide feedback to you under the Graded tab. If an assignment does not require a grade, the instructor marks it as complete.
6. If your Instructor allows it, you can revise your submission even after you have submitted it. There are two ways of doing this: An Instructor returns your submission, allowing you to revise it and then submit it again. If the due date hasn't passed, you can take back your submission, revise it, and then submit it again.
7. If you are having difficulties, call the help desk at 1-866-818-4243 or place a help desk ticket ([click here to access the on-line help desk](#)), and e-mail me.

HOW TO SUBMIT AN ASSIGNMENT THROUGH THE ASSIGNMENTS TOOL:

- Click the Assignments Tool, and then click the assignment link.
- On the Edit Submission screen, scroll down and click Add Attachments.
- On the Get Files screen click the My Computer icon
- Navigate to the location of your file.
- Highlight your file and then click Open, the file will be uploaded.
- Click Submit.
- Click OK. A confirmation message appears showing the date and time of your submission.
- You can print the confirmation message as a record for yourself, if you wish.
- Click OK.
- You can also verify your submission by clicking the Submitted tab.