

## How to Submit an Assignment

### Go to the Assignment

First, you will go to the assignment area in the Active Course session.

Assess



ASSIGNMENT  
Differentiation FAQs

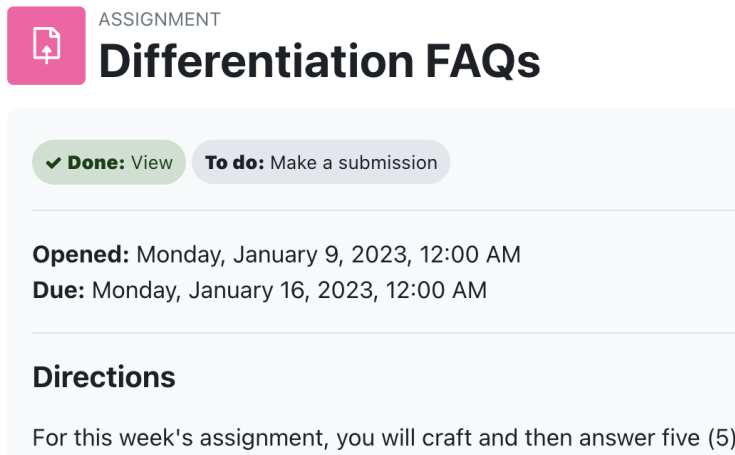
✓ Done: View

To do: Make a submission

In this example, the assignment is called Differentiation FAQs.

### Review the Directions

R2S Instructional / Differentiation FAQs



ASSIGNMENT

## Differentiation FAQs

✓ Done: View To do: Make a submission

**Opened:** Monday, January 9, 2023, 12:00 AM  
**Due:** Monday, January 16, 2023, 12:00 AM

### Directions

For this week's assignment, you will craft and then answer five (5)

Click on the assignment name and then reread the assignment directions until you get to the Submission button.

### Add Submission

Add submission

#### Submission status

Submission status	No submissions have been made yet									
Grading status	Not graded									
Time remaining	3 days 6 hours remaining									
Grading criteria	<table border="1"> <tr> <td><b>Relevancy</b></td> <td>The participant response is completely related to the assigned topic. <b>5 points</b></td> <td>The participant response is not related to the assigned topic. <b>0 points</b></td> </tr> <tr> <td><b>Transfer to Practice</b></td> <td>The participant response is</td> <td>The participant response is</td> <td>The participant response is</td> </tr> </table>			<b>Relevancy</b>	The participant response is completely related to the assigned topic. <b>5 points</b>	The participant response is not related to the assigned topic. <b>0 points</b>	<b>Transfer to Practice</b>	The participant response is	The participant response is	The participant response is
<b>Relevancy</b>	The participant response is completely related to the assigned topic. <b>5 points</b>	The participant response is not related to the assigned topic. <b>0 points</b>								
<b>Transfer to Practice</b>	The participant response is	The participant response is	The participant response is							


Scroll to the area above the rubric and click on the Add Submission button.

## Upload Your File

### ▼ Add submission

File submissions Maximum file size: 50 MB, maximum number of files: 1

Files



Test file for f...

Accepted file types:

PDF document .pdf

[Save changes](#) [Cancel](#)

Click on the paper with the top-right corner folded down symbol to add your document to be uploaded.

Navigate to your document by clicking on choose file in the dialog box opens to then look on your device.

Name the file in the format requested in the save box Choose Upload File.

Click on the Save changes button.

## Complete Submission

[Submit assignment](#) ?

[Edit submission](#)

[Remove submission](#)

Note a new page opens and depending on the device you are on you may need to scroll down to see its submission status is in draft status.

This is a common stumbling point for many participants.

### Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people. !

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

! Required

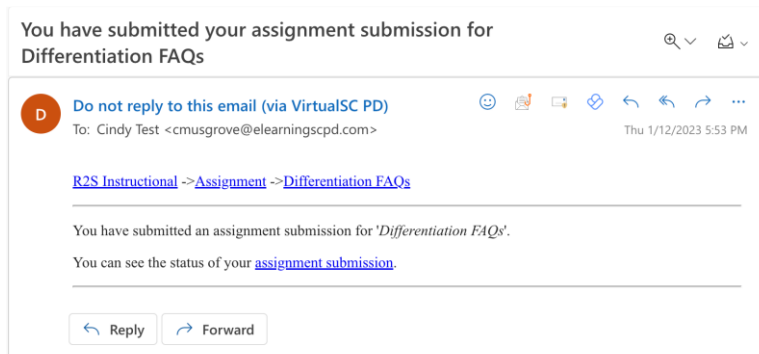
Please be sure to scroll to the bottom of that screen and click on submit assignment button and confirm the submission by putting the check mark in the box and then click on continue.

## Check Submission Completion

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 3 days 6 hours early

The next screen will confirm that it has been submitted with green next to the Submission status. You will also see the dot next to the assignment on the course index as well as the activity flag turn green.



You will also receive an automatic email similar to the one pictured confirming your assignment submission.