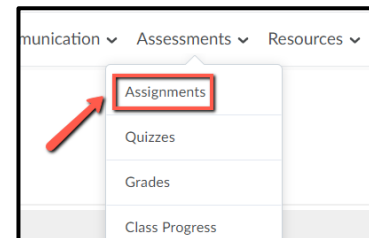




Submitting Assignments on D2L

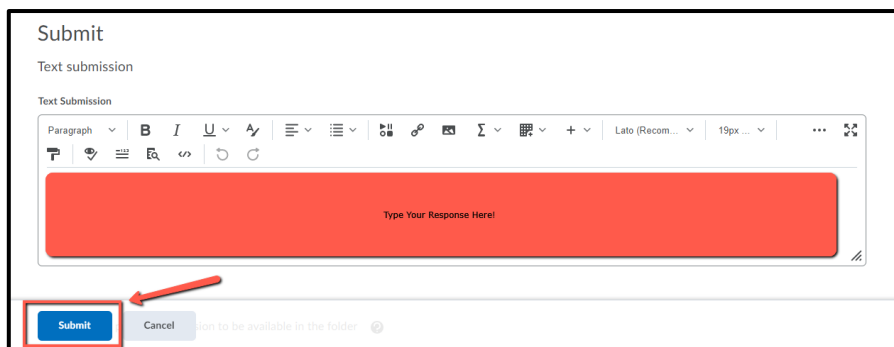
1) From the course navigation bar, click **Assessment** and then click **Assignments**. From there, select the assignment you want to submit. The Submit Assignment page will show you any instructions or rubrics for your review.



2) The next steps will vary, depending on the type of assignment:

a) Text Submission Assignments

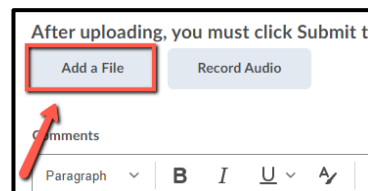
i) Type your response in the text box that appears on the screen. Click **Submit** on the bottom of the page to turn in your response, once you have finished.



ii) On the Review Assignment Submission page, you will receive confirmation on your assignment submission. You can then click **Done**. You will also receive email confirmation that you have submitted the assignment.

b) File Submission Assignments

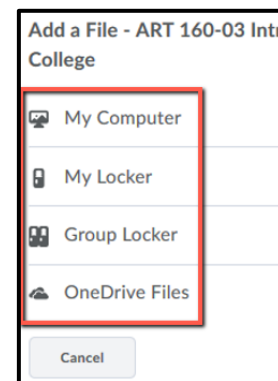
i) To add an existing file, click **Add a File**.



ii) Your next steps will depend on where your file is saved. Select the proper option below based on where the file you want to upload is saved.

(1) **My Computer** – your local device. Click **Upload**, select the file you want to upload, then click **Open**. Click **Add** to add the file to the assignment.

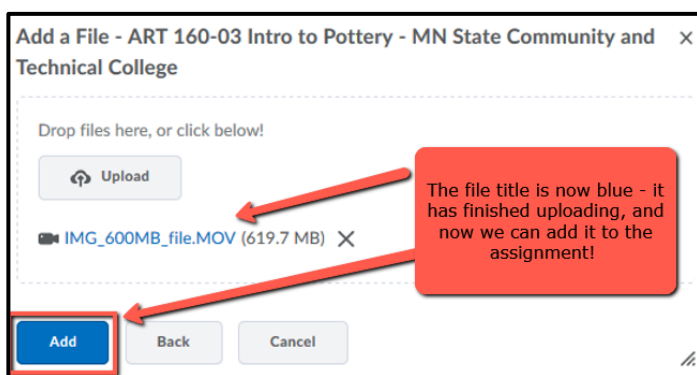
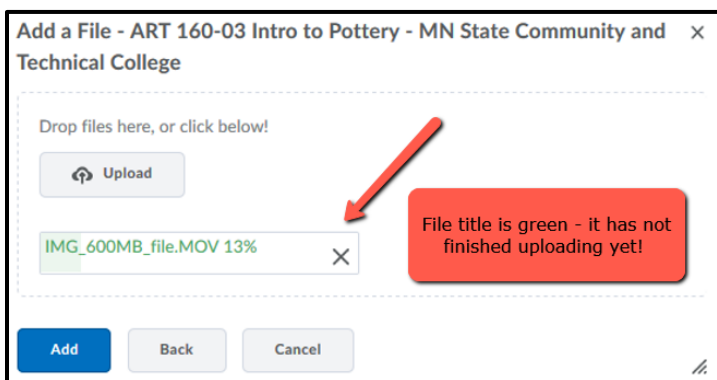
(2) **My Locker** – your personal locker in the D2L Brightspace site. Select the **checkbox** next to the file you want to upload, then click **Add** to add the file to the assignment.



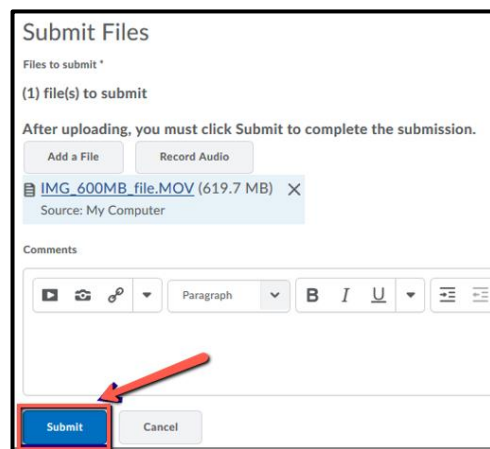


- (3) **Group Locker** – a course group locker. Select the **checkbox** next to the file you want to upload, then click **Add** to add the file to the assignment.
- (4) **OneDrive Files** – Requires a sign-in and authentication to your Office365 account, if you were not previously logged in. Check the **checkbox** next to your desired file, then click **Add** to select the file from OneDrive.

After you have selected your file, there may be a green progress bar that displays the file is still uploading. Wait until the loading bar on the file name has completed uploading, and then click **Add. After the file has finished uploading, the file name displays as a hyperlinked text **



- iii) Once your file has been added to the assignment, you have the option to leave additional comments for your instructor.
- iv) Then, click **Submit**. If you do not, the assignment will not be uploaded. **If you miss this step, your assignment is not submitted!**
- v) On the File Upload Results page, you will receive confirmation that your files have successfully uploaded. You can then click **Done**. You will also receive email confirmation that your files have successfully submitted.



c) **On Paper or Observed in Person Assignments**

- i) These types of assignments are completed on paper or in person, and require no upload on D2L



Troubleshooting Assignment Submission on D2L:

- *What types of files can I submit for my assignment?*

Supported File Type Extensions in Assignments	
Extension	File Type
HTM, HTML	Web Document
RFT, TXT	Text Document
PDF, PDFS	Adobe Acrobat
BMP, GIF, JPG, JPEG, PNG, TIF, TIFF	Images
DOC, DOCX, PPT, PPTX, XLS, XLSX	Microsoft Word
SWF, MPG, MPEG, RM, MP3, MP4*, M4V*, M4A*, AVI, WAV, RAM, ASF, MOV, RA	Media

- *What else should I keep in mind when naming my files?*
 - File names cannot end with a period mark (.) and cannot contain the special ASCII characters, including / \ : * ? " < > | character marks. Problems will arise if file names contains any of these characters. If you attempt to upload a file containing any of these characters, you will receive an appropriate message. You will then have to rename the file before you can successfully upload it.
- *How do I turn a Word Doc into a different type of file?*
 - You can save a Word document as other file type extensions from the Microsoft Word program. Follow these steps:
 - Open the document in Microsoft Word.
 - Choose **File > Save As**.
 - Click the **Save as type**, drop-down menu.
 - Select your desired document type. Popular options for uploading into D2L include **Rich Text Format (*.rtf)** or **PDF (*.pdf)**.
 - Click **Save**.
- *How can I submit a Google Doc file to an assignment?*
 - Pull up the Google Doc, and click **File → Download**, then you will see the option to download the document in many different forms. For submission to D2L, download the document as a Word .docx or as a .rtf file. Once the file is saved as a .docx or .rtf file extension, you can upload it to the assignment.
- *Why can't I upload a Word doc from a mobile device to Assignments?*
 - When using a mobile device to upload files to a D2L Brightspace an assignment or locker, the **My Computer** upload option may be limited to photos or videos. When using a mobile device, you may have the option to upload a file from your OneDrive account.



➤ *Why can't I delete a file in an assignment?*

- Unfortunately, students cannot delete files submitted to an assignment. After a file has been submitted to an assignment, it stays in the assignment.
- Some assignments allow students to submit multiple files. If you have the option, you can submit a new file to the assignment and add comments to let your instructor know that the most recent submission is the correct one. You may also contact your instructor and ask them to delete the accidental submission from the assignment folder.