

At some point, you may have to submit an assignment in your course.

In the **Table of Contents**, an assignment has a distinctive icon.



1.1 Practise Analyzing an Image

The best advice for assignments is to carefully read instructions. Instructions may include examples, requirements, tips, and even rubrics that explain exactly how your assignment is going to be marked.



Step 1: Before you begin **examine the rubric** to see how your assignment will be assessed.

NOTE: This is a **REQUIRED credit/no credit assignment**, meaning that if you complete the concepts, you will earn full marks for your work. If you do not receive credit, you will be re



Step 2: Read **Sabah's student example** of the "What? So What? Now What?" strategy being applied. Be sure to read her marker's comments on the rubric to see how Sabah was assessed.

At the bottom of the assignment page is the **Submission status**. Here you will find many bits of useful information, including the **Attempt number**, **Grading status**, and a place where you can add **Comment(s)**.

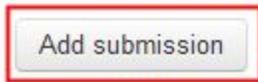
Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	Wednesday, 23 December 2015, 9:09 AM
Submission comments	▶ Comments (0)

Add submission

Make changes to your submission

Most important is the **Add submission** button, which will allow you to add your assignment.

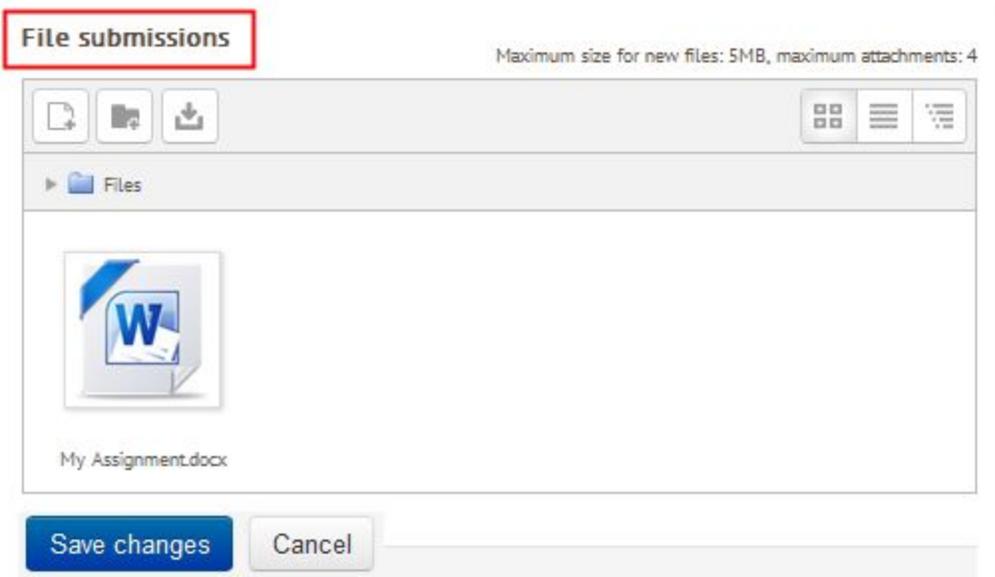


Selecting this button will reveal either a text submission box, a file submission box, or both, depending on the assignment.

Use the text box to enter any text necessary for your assignment, use the text formatting tools at the top of the box as you wish.



The **File submissions** box lets you add computer files to your assignment. You can drag and drop files here, or you can click the add file button which brings up the file picker window that lets you upload a file from your computer, or choose a file from your **Private Files** that you've already uploaded.



When you've added the text and files you want, it's very important to **Save Changes**. In the next document, we'll discuss the final submission and grading status of your assignment.

So now you have completed your work and added your assignment to the ADLC online learning system, it's time to officially submit it. It is important to note that after adding your assignment work and files, it still must be submitted. In this **Submission status**, we can see that this assignment is still labelled as **Draft**, and has **NOT** been **submitted**.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted) 
Grading status	Not graded
Last modified	Wednesday, 23 December 2015, 9:55 AM
File submissions	 My Assignment.docx
Submission comments	 Comments (0)

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

This means you can still make changes by clicking the **Edit submission** button. Here you can edit text, or, you can click on your assignment to download it, delete it, or edit the name. As always, if you have made changes, don't forget to save them.

Now it's time to officially submit your assignment. You'll get a warning, because once you submit, you won't be able to make any further changes to your assignment. Select the **Continue** button.

Submit assignment

* 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

There are required fields in this form marked *.

We can now see in the **Submission status** that your assignment has been officially **Submitted for grading**. We can also see it's not yet graded. In future tutorials, we'll discuss how to review your assignments and check your grades.



Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca