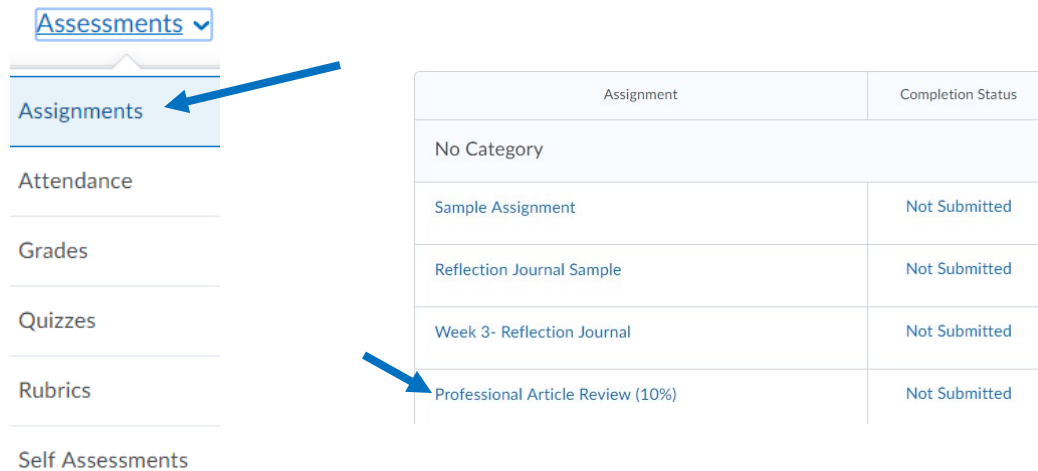


## Uploading an Assignment

1. Click on the assignment. One way to get to your assignments is by clicking on **Assessments** and then **Assignments**. Then select the appropriate assignment to complete. *Your instructor may add all assignments in each week's folder or in a special Assignment folder. Consult your instructor for more information.*

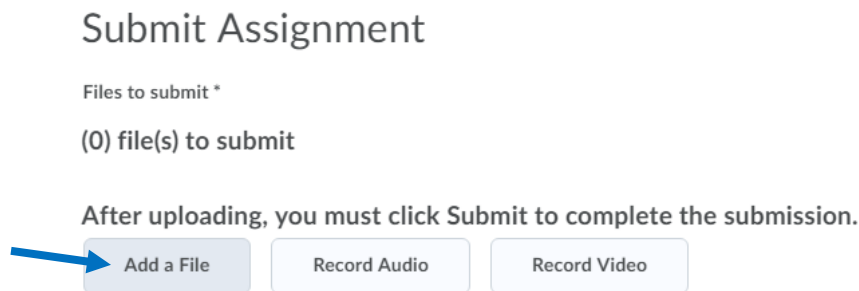


The screenshot shows a navigation menu on the left with a dropdown menu open for 'Assessments'. The 'Assessments' dropdown is highlighted with a blue arrow. Below it, the 'Assignments' link is also highlighted with a blue arrow. The main content area shows a table of assignments with the following data:

Assignment	Completion Status
No Category	
Sample Assignment	Not Submitted
Reflection Journal Sample	Not Submitted
Week 3- Reflection Journal	Not Submitted
Professional Article Review (10%)	Not Submitted


A blue arrow points to the 'Professional Article Review (10%)' row in the table.

2. After reading the instructions, completing the assignment, and saving the assignment on your computer, click on **Add a File**.



The screenshot shows the 'Submit Assignment' page. It displays 'Files to submit \*' and '(0) file(s) to submit'. Below this, a message states: 'After uploading, you must click Submit to complete the submission.' There are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. A blue arrow points to the 'Add a File' button.

3. Click on **My Computer** and then **Upload**. Find the correct document to upload.



The screenshot shows a dialog box titled 'Add a File - Practice course - McLennan Community College'. It contains a dashed box with the text 'Drop file here, or click below!' and an 'Upload' button with a circular arrow icon.

4. Click **Add**. Add any comments (if needed). Then click **Submit**.



The screenshot shows two buttons: a blue 'Submit' button and a grey 'Cancel' button. A blue arrow points to the 'Submit' button.