

Submitting Assignments

The Assignments tool in VSpace allows you to submit work electronically to your instructors through inline text, attachments or inline text and attachments. In addition to this it enables your instructors to not only return your assignment grades, but to also give you additional feedback on the assignment by writing comments and attaching any necessary documents to return to you.

Accessing An Assignment: To access an assignment you must first enter the VSpace course that the assignment is located in. After logging into VSpace, select the “Course” category and the appropriate course section.



Figure 1 - Select the “Course” worksite category



Figure 2 - Select the appropriate course worksite

Locating Assignments: Once you have entered the appropriate course, select the “Assignments” tool from the course menu on the left. This will display the Assignment List for the section.

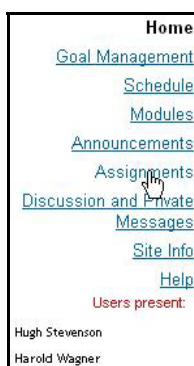


Figure 3 - Select the “Assignments” tool

Submitting Assignment Materials: Once the Assignment List is displayed, click on the name of the assignment you wish to submit your materials for. You may begin a submission and save your progress for later if you only have partial materials or discover that you need to revise something. In addition to this you may attach multiple files to your submission.



Figure 4 - Click the name of the assignment you wish to complete

Inline Text: To add inline text to your assignment submission type the necessary information using the editor and the text area provided.

Attaching Files From My Workspace Resources: To attach a file that has been previously uploaded to your My Workspace Resources select the “Add Attachments” button. Then scroll down and select “show other sites”. Next choose “Your Name Workspace Resources” and once the page reloads navigate through your My Workspace Resources to the appropriate file. Select “Attach a copy”, located to the right of the file name, to attach the file to the assignment.

Attaching Files By Uploading: To upload attachments, click the “Add Attachments” button. Then select the “Browse” button (“Choose File” in Safari) to select a file to attach to your assignment. Once you have selected your file, it will be uploaded automatically.

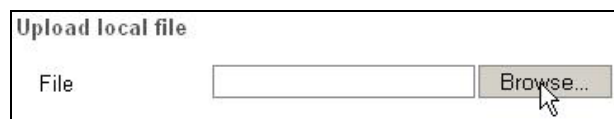


Figure 5 - Click “Browse” to begin uploading a file

Removing Files: If you have uploaded an incorrect file, or have an updated version you would like to upload instead, you may click “Remove” next to the appropriate file to remove it from the submission.

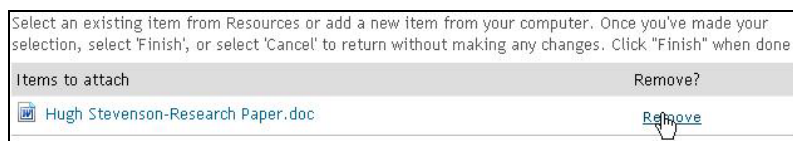


Figure 6 - Click “Remove” to remove an attached file

Submitting Your Work: Once you have attached the necessary documents and/or completed filling out the inline text area and are ready to submit your completed assignment select the “Submit” button. If you would like to save your progress, especially if you are completing a response in the inline text area, select “Save draft”. Your materials will remain intact for you to finish at a later time, but will not be submitted to the instructor.

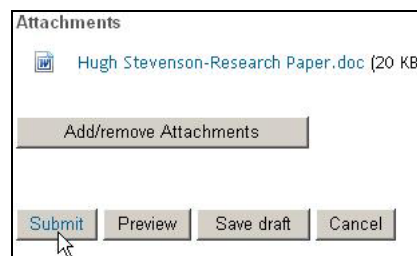



Figure 6 - Click “Submit” to finalize the assignment or “Save draft” to return and finish later

Viewing A Returned Assignment: Once an instructor has graded and returned your assignment you are able to view your grade along with any addition comments or attachments the instructor has returned to you. To do this, go to the assignments tool in the course and then select the assignment name that the instructor has graded and returned to you. You will then see your grade and what you submitted for the assignment along with any additional instructor comments and attachments.

 **Assignments**

Viewing assignment's grade ...

Assignment

Title	Assignment 1 - Rough Draft
Student	Training Account 1
Submitted Date	Sep 20, 2006 4:33 pm
Grade:	23.0 (max 25.0)

Instructions


Submit your Assignment 1 rough draft as an attachment to me and include any information or comments that you feel are necessary through inline text.

Instructor's comments

Original submission text with the instructor's comments inserted if applicable

This is my rough draft, please pay additional attention to my third and fifth sections.

Submitted Attachments


 [Assignment_1_Rough_Draft.doc](#) (20 KB)

This is my rough draft, please pay additional attention to my third and fifth sections.

Additional instructor's comments about your submission

This is a very well thought out and articulated rough draft. Also, your third and fifth sections were well written however I have made some specific notes on your paper regarding these sections that you should address. Also attached is a filled out rubric for your rough draft.

Instructor's attachments to this submission

 [Corrected_Assignment_1_Rough_Draft.doc](#) (20 KB)


 [Assignment_1_Rubric.doc](#) (20 KB)

Figure 7 -Viewing a returned grade

You may also check your assignment grade in the gradebook, but you will only see the grade you received.