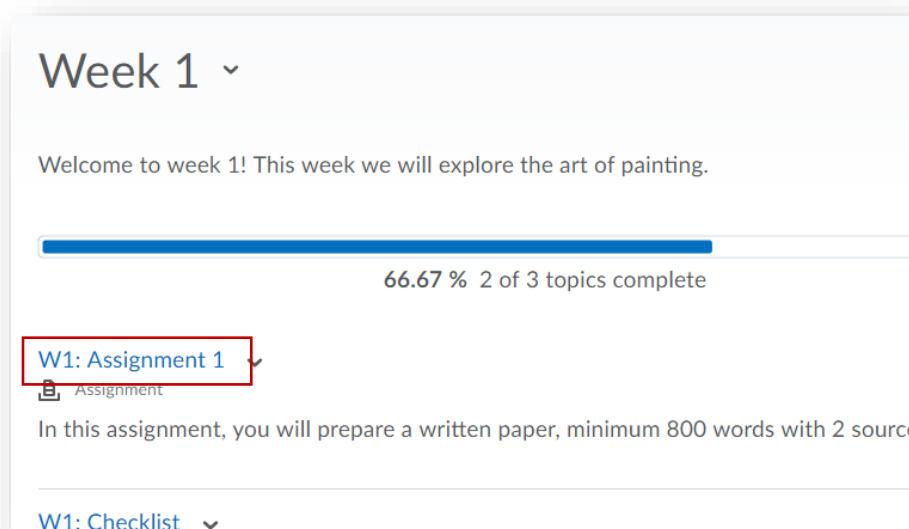


# uiuLearn STUDENT TUTORIAL

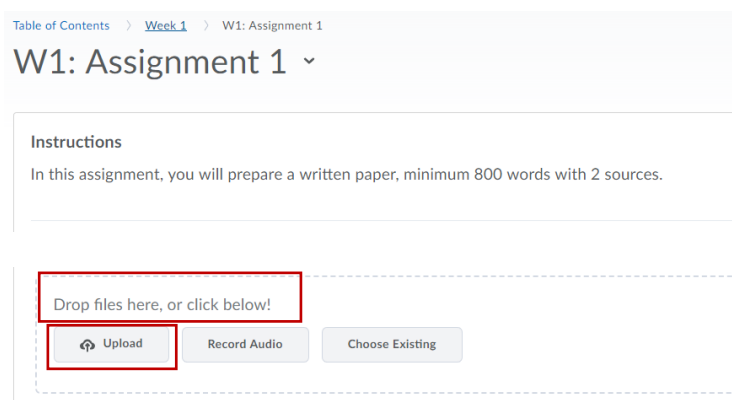
## ASSIGNMENT > SUBMIT AN ASSIGNMENT

This tutorial covers how to submit an assignment.

**STEP 1>** Locate the assignment in the Content tool and click on the Assignment link. Assignments are indicated by an icon.

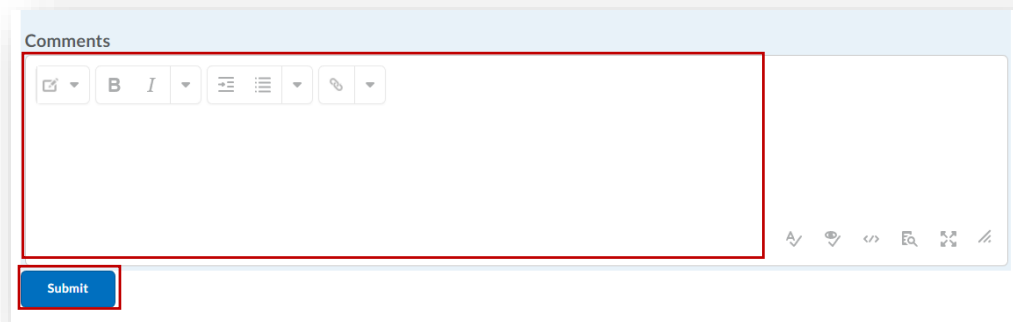


**STEP 2>** All assignment instructions and submissions occur within the assignment item. Click the 'Upload' button or drag and drop a file to the area as indicated.



**STEP 3>** Locate the assignment on your computer and click 'Open'. If using drag and drop, drag the assignment from the folder on your computer to the 'Drop Files Here' area.

**STEP 4>** After uploading the file(s) a Comments box will appear. It is optional to include a note to your instructor. You may also record an audio message for your instructor (optional). NOTE: Adobe Flash player must be enabled to use the Record Audio feature.



**STEP 5>** When finished, click the 'Submit' button.

**STEP 6>** Your instructor may have set up the assignment to accept only one submission. In this instance, a pop-up window will appear to ask if you wish to submit. If you choose yes, you will not be able to submit the assignment again without contacting your instructor. If ready to submit, choose 'Yes.'

**STEP 7>** When the assignment submits successfully a brief message will appear for a few moments at the bottom of the page.

**STEP 8>** If enabled, you will also receive an email notification to your UIU email.

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