


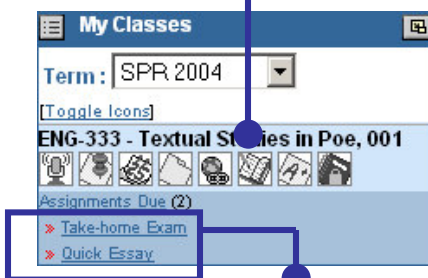
MY ASSIGNMENTS

The **My Assignments** tool helps you keep track of all assignments for a class. Each assignment is listed as a link. Clicking on the link will show you assignment details, and the **Submit Your Assignment** option allows you to send in your work to your Instructor.

1. ACCESS YOUR ASSIGNMENTS

1. Access your class.
2. Click **My Assignments** in the **Student Tools** menu.

OR
If the **My Classes** channel is displayed in your Dashboard, click on the  icon.



Assignments due on the current day will be listed below the icons. Click on a specific assignment to see its details.

2. OPEN AN ASSIGNMENT

The My Assignments page displayed assignments as links. Any published grades for your assignments will be listed in the **Grade** column.

My Assignments

Assignment	Grade	Due Date	Submission	
1 Take-home Exam	94.0 / 100.0	A	Jan 14, 2004	Submitted
2 Take-home Essay			Jan 15, 2004	Open

Click an assignment to see its details in the **Assignment Detail Page**.

 **Printable Format**

Assignment Detail

 **Add to My Tasks**

Assignment 3 of 3

Assignment

Take-home Essay

Category: Essays

Due Date: Jan 15, 2004

Detail

Compare two main characters we've discussed in class.

Files

[Brainstorming Worksheet.doc](#) (41K)

Related Links

[Edgar Allen Poe Online](#)

Submission

 **Submit Your Assignment** (as of Jan 15)

You have not yet submitted your assignment.

Message Board


1 message(s) 01/14/2004 04:36:41 pm EST

[Go to Message Board](#)

Basic information for the assignment is displayed here.

If there are files related to the assignment, download them by clicking on the link(s) here.

Links related to the assignment can be viewed in a separate pop-up browser.

Click  **Submit Your Assignment** to access the **Submit Assignment** page and begin locating files to submit.

If a topic is associated with this assignment, then click **Go to Message Board** to view the discussion.

3. SUBMIT YOUR ASSIGNMENT

Click  **Add / Edit Submissions** to locate files.

Submit Assignment

Assignment

Take-home Essay

Due Date: Jan 15, 2004

Submission

You have not yet submitted your assignment.

You can submit up to 10 files.

 **Add / Edit Submission**

Essay1.doc
References.bt

Submit Assignment

The **File Upload utility** (see other side) lets you locate files. When all desired files are listed in the text box above, click **Submit Assignment** to send the files to your Instructor.

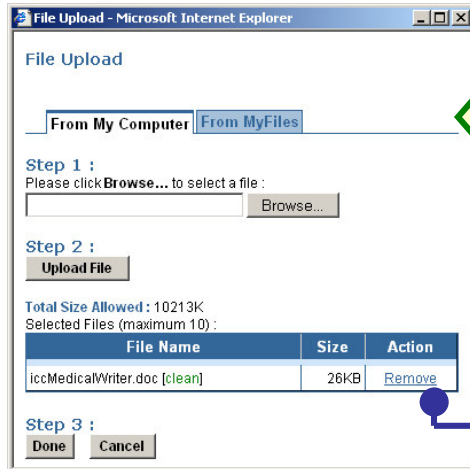
Keep in mind that your Instructor may limit the number of times you may submit work, and 10 PM of a cut-off date is the time when submissions close!

UPLOADING FILES FOR SUBMISSIONS

When the **File Upload** utility is accessed from the **Submit Assignments** page (see other side), you can search for files from your hard drive, or your **My Files Personal Tool**.

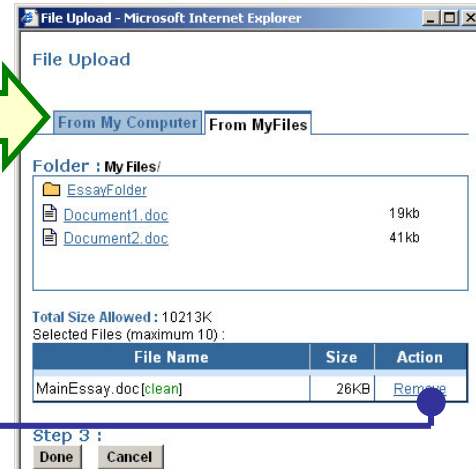
Use the **From My Computer** tab to search for files on your hard drive.

Use the **From MyFiles** tab to search for files in your **My Files Personal Tool**.



You can switch between the two tabs to collect files from both locations before clicking **Done!**

You can remove any files you already included by clicking the **Remove** link associated with each file.



1. Click **Browse...** to select a file from your computer. The path to the file will be displayed next to the button.
2. Click **Upload File**. The file will be displayed in the table once it has been stored for upload.

1. Clicking on a file will immediately select the file for inclusion.
2. Clicking on a folder will access other **My Files** contents. Selected files will be displayed in the table once they have been stored for upload.

3. (for both tabs)

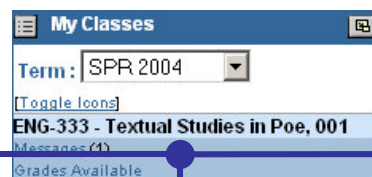
When all desired files have been collected, click **Done**. Don't forget to click the **Submit Assignment** button!

MY GRADES

View grades by clicking **My Grades** in the **Student Tools** menu from your class. The **My Classes** channel on Dashboard will provide a **Grade Available** link when new grades have been published.

Summary

Student	Scores	% (weighted)
MacLeod, Jane	192.0 / 200.0	98.0
Essays (45.0%)	98.0 / 100.0	98.0
[others]	94.0 / 100.0	



This row corresponds to your overall grade, which takes into account any weights your Instructor may have assigned to different categories.

Detail

Title	Grade	Graded On	Comments
Take-home Exam	94.0 / 100.0	A	01/14/2004 03:48:58 pm EST
Quick Essay			
Comparative Essay Essays	98.0 / 100.0	A+	01/15/2004 01:42:01 pm EST Comments

The **Detail** section of this page shows you information about individual graded items, and provides you the option to view **comments** (if your Instructor provided any) by clicking on the link.

* = Score "Dropped" due to category rule