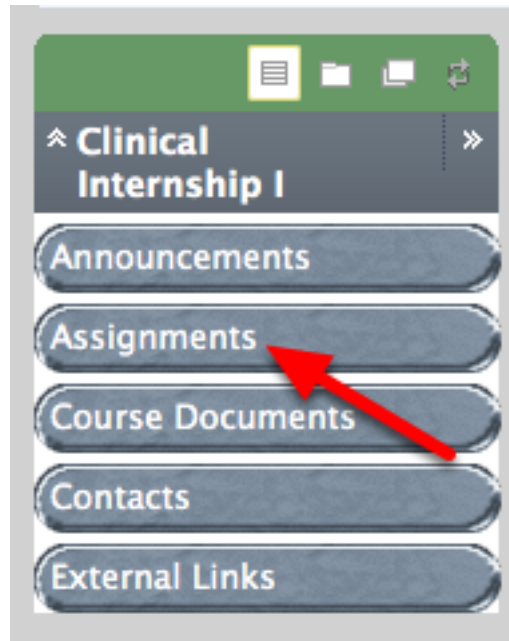


Submitting a File for an Assignment - Students

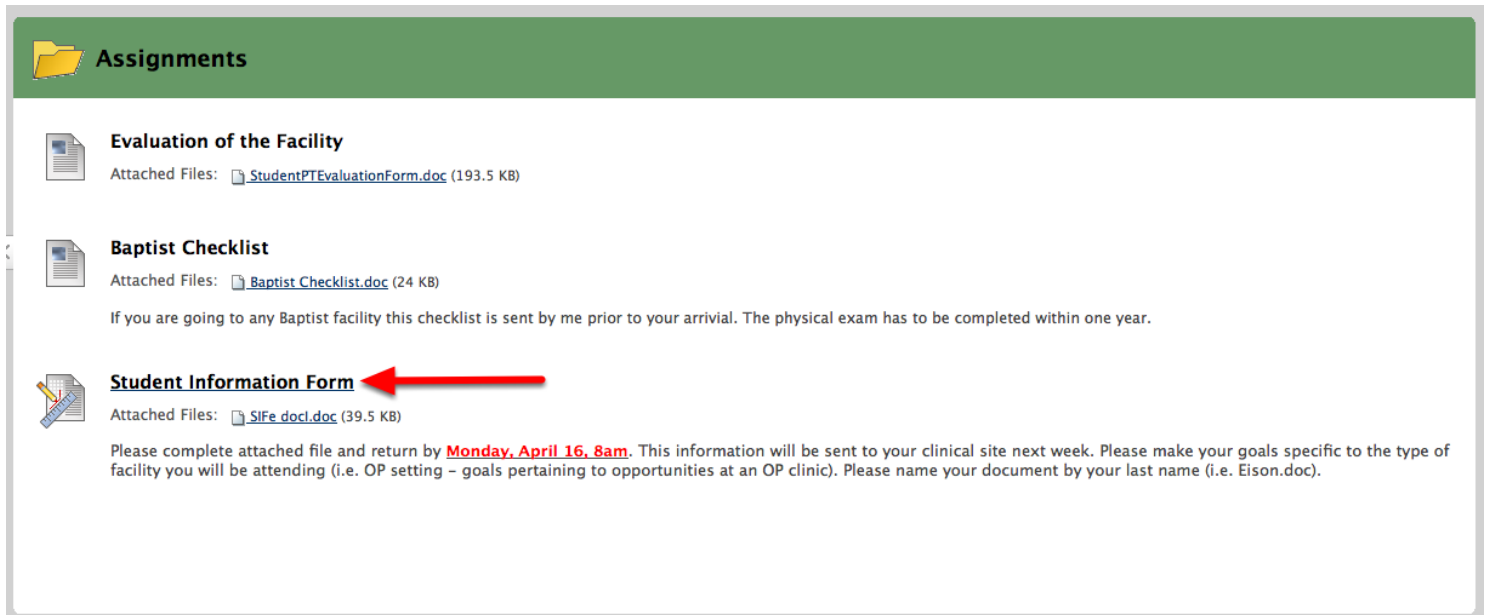
This is a step-by-step guide for students on how to attach a file to be submitted for an assignment.

Navigate to the Content Area for the Assignment



From the Course Menu, select the Content Area where the assignment resides in your course (i.e. Assignments, Module 1, etc.).

Open the Assignment



Assignments

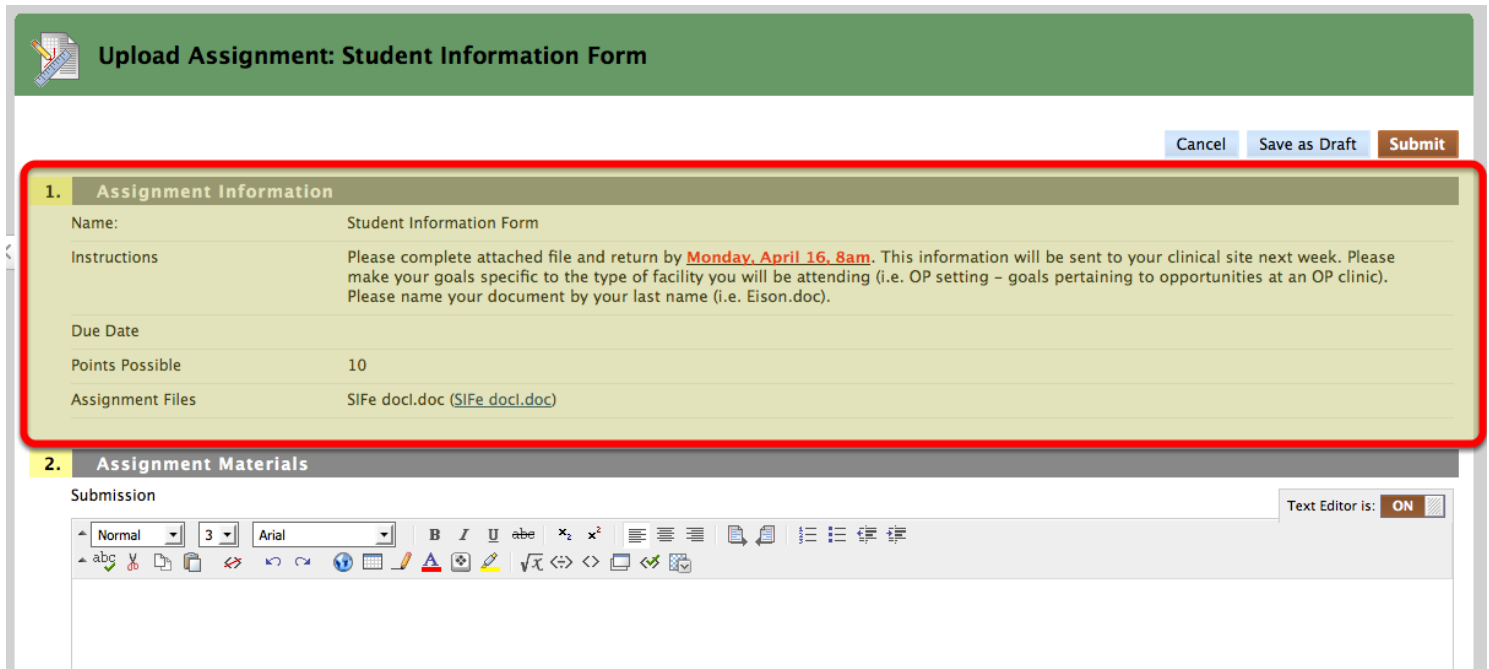
Evaluation of the Facility
Attached Files: [_StudentPTEvaluationForm.doc](#) (193.5 KB)

Baptist Checklist
Attached Files: [_Baptist Checklist.doc](#) (24 KB)
If you are going to any Baptist facility this checklist is sent by me prior to your arrival. The physical exam has to be completed within one year.

Student Information Form ←
Attached Files: [_SIFe docl.doc](#) (39.5 KB)
Please complete attached file and return by **Monday, April 16, 8am**. This information will be sent to your clinical site next week. Please make your goals specific to the type of facility you will be attending (i.e. OP setting – goals pertaining to opportunities at an OP clinic). Please name your document by your last name (i.e. Eison.doc).

Click the title of the assignment to open the assignment.

Read the Assignment Information



Upload Assignment: Student Information Form

Cancel Save as Draft Submit

1. Assignment Information

Name:	Student Information Form
Instructions	Please complete attached file and return by Monday, April 16, 8am . This information will be sent to your clinical site next week. Please make your goals specific to the type of facility you will be attending (i.e. OP setting – goals pertaining to opportunities at an OP clinic). Please name your document by your last name (i.e. Eison.doc).
Due Date	
Points Possible	10
Assignment Files	SIFe docl.doc (SIFe docl.doc)

2. Assignment Materials

Submission

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x² [Rich text editor toolbar]

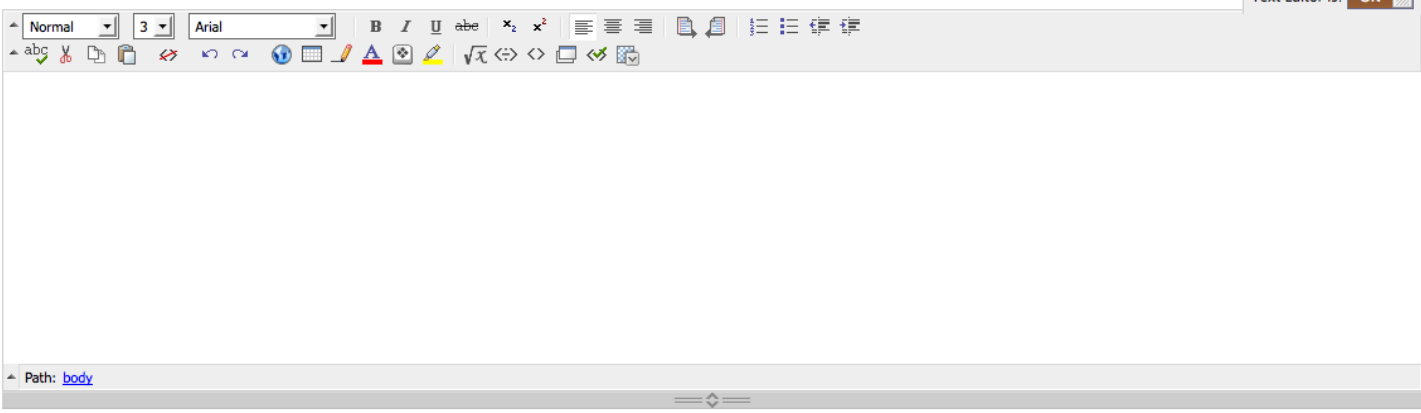
Read all of the information available for the assignment. This section may contain information that is critical in completing the assignment successfully.

Upload a Document

2. Assignment Materials 1

Submission

Text Editor is: **ON**



Path: [body](#)

2 Attach File

Browse My Computer Browse Course

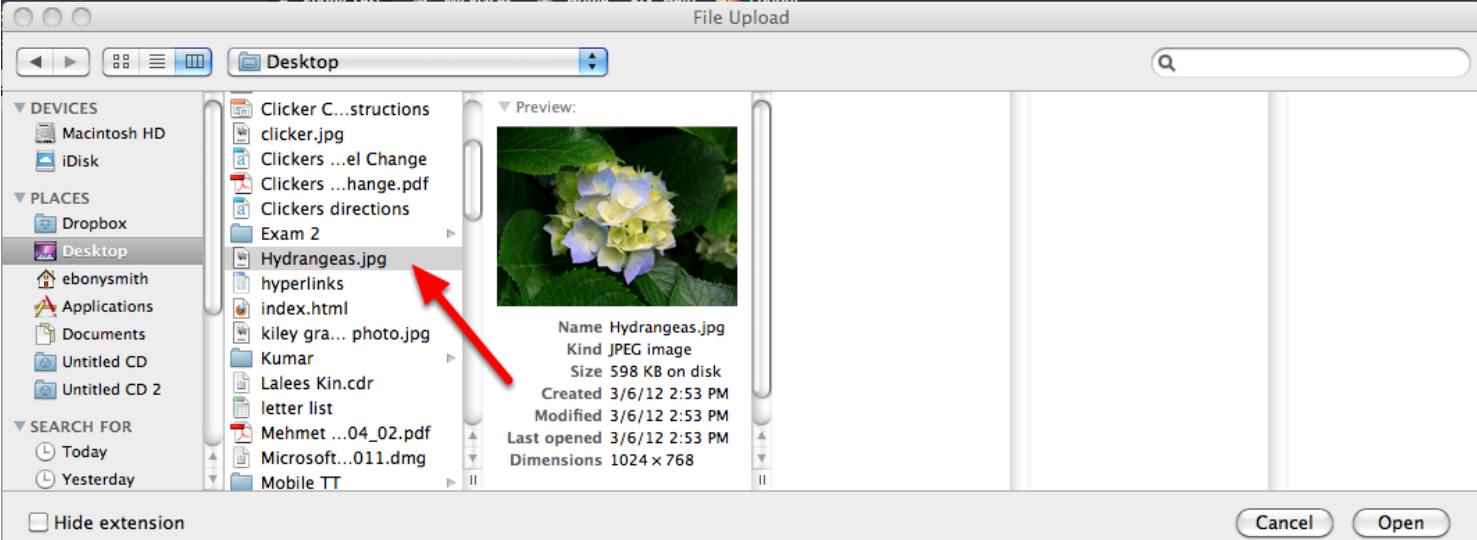
Comments

3

If the assignment requires a file submission, scroll down in the (1) 'Assignment Materials' section to the (2) 'Attach File' sub-section.

Click the (3) 'Browse My Computer' button.

Selecting a File to Upload



File Upload

Desktop

DEVICES

- Macintosh HD
- iDisk

PLACES

- Dropbox
- Desktop
- ebonysmith
- Applications
- Documents
- Untitled CD
- Untitled CD 2


SEARCH FOR

- Today
- Yesterday

Clicker C...structions

- clicker.jpg
- Clickers ...el Change
- Clickers ...hange.pdf
- Clickers directions
- Exam 2
- Hydrangeas.jpg
- hyperlinks
- index.html
- Kiley gra... photo.jpg
- Kumar
- Lalees Kin.cdr
- letter list
- Mehmet ...04_02.pdf
- Microsoft...011.dmg
- Mobile TT

Preview:



Name Hydrangeas.jpg
Kind JPEG image
Size 598 KB on disk
Created 3/6/12 2:53 PM
Modified 3/6/12 2:53 PM
Last opened 3/6/12 2:53 PM
Dimensions 1024 x 768

Hide extension

Cancel Open


A file upload window will appear. Use this new window to navigate to the file you will submit for the assignment.

Click 'Open' or 'Submit' to choose the selected file for upload.

Submitting Your File

Attach File

Attached files

File Name	Link Title	
1  Hydrangeas.jpg	2 <input type="text" value="Hydrangeas.jpg"/>	3 Do not attach

Comments

abc ✓

3. Submit 4

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Your uploaded file now appears below the 'Attach File' sub-section. You may upload multiple files by repeating previous two steps.

You may change the name of the link to the file using the (2) '**Link Title**' field. You may also choose to remove the attached file from the assignment by clicking the (3) '**Do not attach**' link.

Once you have uploaded all of the documents you have for the assignment, scroll to the bottom on the page and click the (4) '**Submit**' button.