



Text Submission - Assignment tool in D2L

This tutorial is for students who have been asked by their instructor to use the **text submission box** to complete an assignment in the **Assignments** tool in D2L.

For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

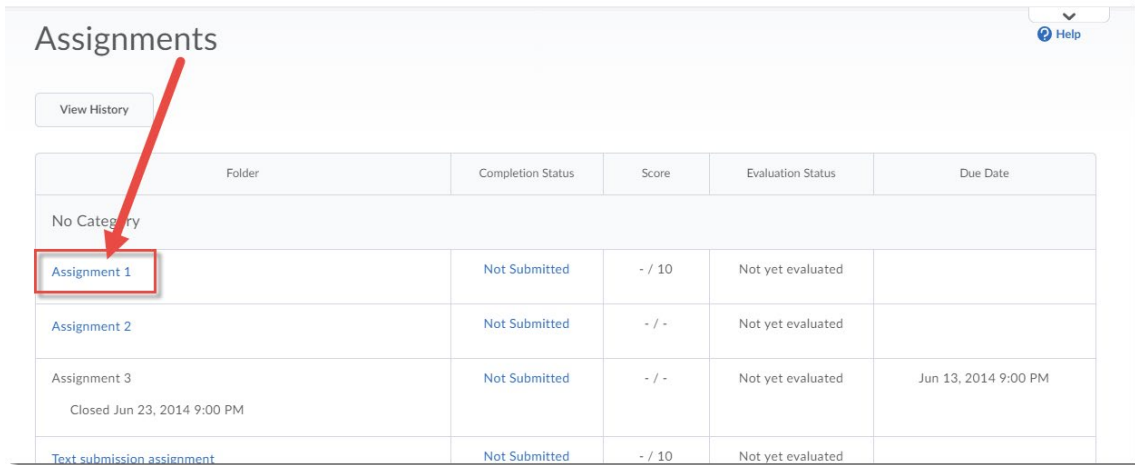
Steps

1. Go to Camosun.ca, and log into D2L. Then go to your course site.
2. Select the Tools drop-down menu for your course, and select **Assignments**. Note that you might also find **Assignments** on the navigation bar of your course if your instructor has placed it there.

The screenshot shows the D2L course interface for 'Training Course 03'. At the top, there is a navigation bar with 'Training Course 03', 'Course Home', 'My Tools' (with a dropdown arrow), 'My Media', and 'Course Media'. The 'My Tools' dropdown menu is open, listing various tools: Calendar, Classlist, Content, Discussions, Assignments (highlighted with a red box and a red arrow), Email, Glossary, Grades, Locker, Quizzes, ePortfolio, and Chat. Below the navigation bar, there is a banner image of a bear's face. To the left, there is a 'News' section with a 'Welcome to D2L' message. To the right, there is a 'Territorial Acknowledgement' section with a photo of a field of purple flowers.

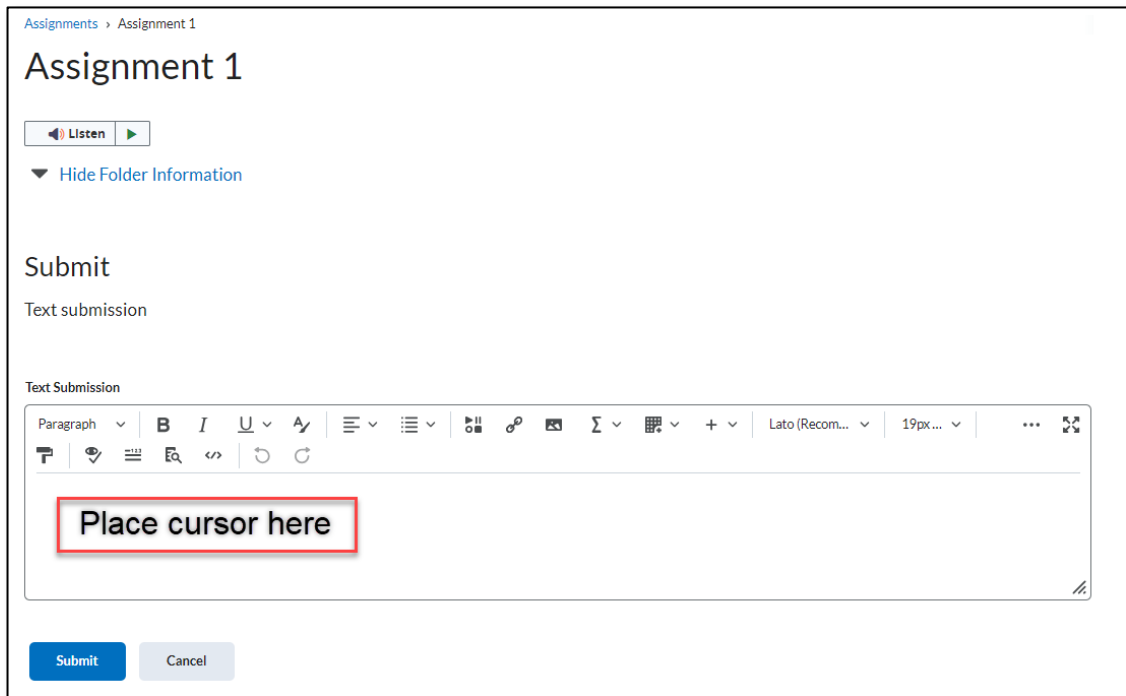


3. Select the name of the **Assignments** folder you wish to complete.



Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignment 1	Not Submitted	- / 10	Not yet evaluated	
Assignment 2	Not Submitted	- / -	Not yet evaluated	
Assignment 3 Closed Jun 23, 2014 9:00 PM	Not Submitted	- / -	Not yet evaluated	Jun 13, 2014 9:00 PM
Text submission assignment	Not Submitted	- / 10	Not yet evaluated	

4. Place your cursor by tabbing or clicking into the **Text Submission** box provided. Note any instructions provided in the Folder information.



Assignments > Assignment 1

Assignment 1

[Listen](#)

[Hide Folder Information](#)

Submit

Text submission

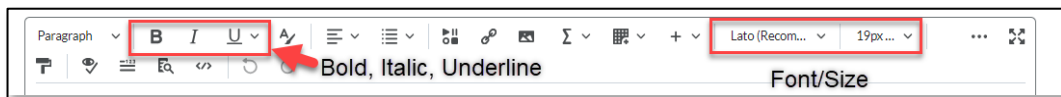
Text Submission

Paragraph **B** *I* U [A](#) | [Bulleted List](#) | [Numbered List](#) | [Link](#) | [Image](#) | [Table](#) | [Insert](#) | Lato (Recom... | 19px... | ...

Place cursor here

[Submit](#) [Cancel](#)

5. Use the tools to format your text as you type.



Paragraph **B** *I* U [A](#) | [Bulleted List](#) | [Numbered List](#) | [Link](#) | [Image](#) | [Table](#) | [Insert](#) | Lato (Recom... | 19px... | ...

Bold, Italic, Underline

Font/Size



6. Select **Submit** when you are done.

NOTE: you will not be able to edit your submission once you select the Submit button.

Assignments > Assignment 1

Assignment 1

◀ Listen ▶

▼ Hide Folder Information

Submit

Text submission

Text Submission

Paragraph | **B** | *I* | U | *A* | [List] | [List] | [Link] | [Image] | [Table] | [Table] | + | Lato (Recom... | 19px... | ... | [Full Screen]

TO: Mr. Wilson
FROM: IT Help Desk
SUBJECT: Computer replacement

B | *I* | [Link] | [Quote] | H₁ | H₂

We will be scheduling your replacement for later this month. One of our technicians will be in contact with an extract time and date.

Have a great day,

IT Services Admin

Submit | Cancel



7. Your **Review Assignment Submission** box will appear, if you are satisfied with your submission select Done, if you want to add another submission, select Submit More.

NOTE: you cannot edit your original submission.

Review Assignment Submission

Submission ID
3268458

Text Submission
TO: Mr. Wilson
FROM: IT Help Desk
SUBJECT: Computer replacement

Good afternoon Mr. Wilson,

We will be scheduling your replacement for later this month. One of our technicians will be in contact with an extract time and date.

Have a great day,

IT Services Admin

Folder
Assignment 1

Submission Date
Oct 7, 2024 2:50 PM

Submitted By
Patricia Larose

Instructions

[Done](#) [View History](#) [Submit More](#)

Things to Remember

You will also be able to go back into the Assignments tool to view the feedback from your instructor. To do so, go to **Assignments**, and click the **Feedback** link (see below).

Assignments

[View History](#) [Help](#)

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignment 1	Submitted	- / 10	Not yet evaluated	
Assignment 2	Submitted	- / -	Feedback Unread	
Assignment 3	Not Submitted	- / -	Not yet evaluated	Jun 13, 2014 9:00 PM



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