



Submitting to the Assignment tool in D2L – D2L Tutorial

This tutorial is for students who have been asked by their instructor to submit assignment files to the **Assignments** tool in D2L. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved with submitting an assignment file (for example, a WORD document or an EXCEL spreadsheet) to the Assignments tool. To submit a video assignment, see the tutorial *Adding a Kaltura Video to an Assignment* on the [Kaltura for Students](#) tutorial website.

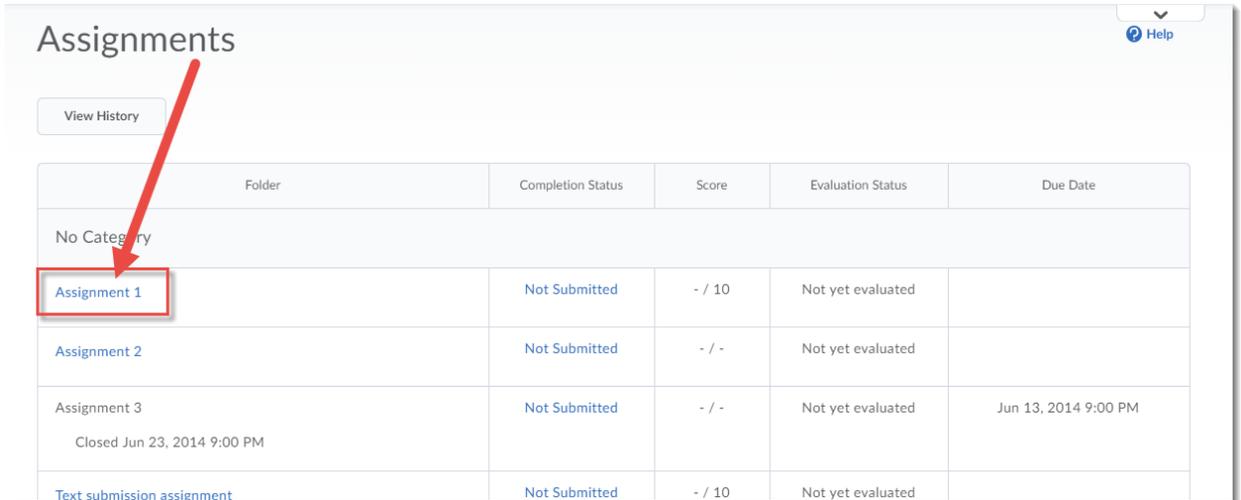
Steps

1. Go to Camosun.ca, and log into D2L. Then go to your course site.
2. Click on 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', 'My Media', and 'Course Media'. The 'My Tools' dropdown menu is open, showing a list of 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' announcement. To the right, there is a 'Territorial Acknowledgement' section with a photo of a field of purple flowers.



3. Click on the name of the **Assignments** folder you wish to submit an assignment file to.

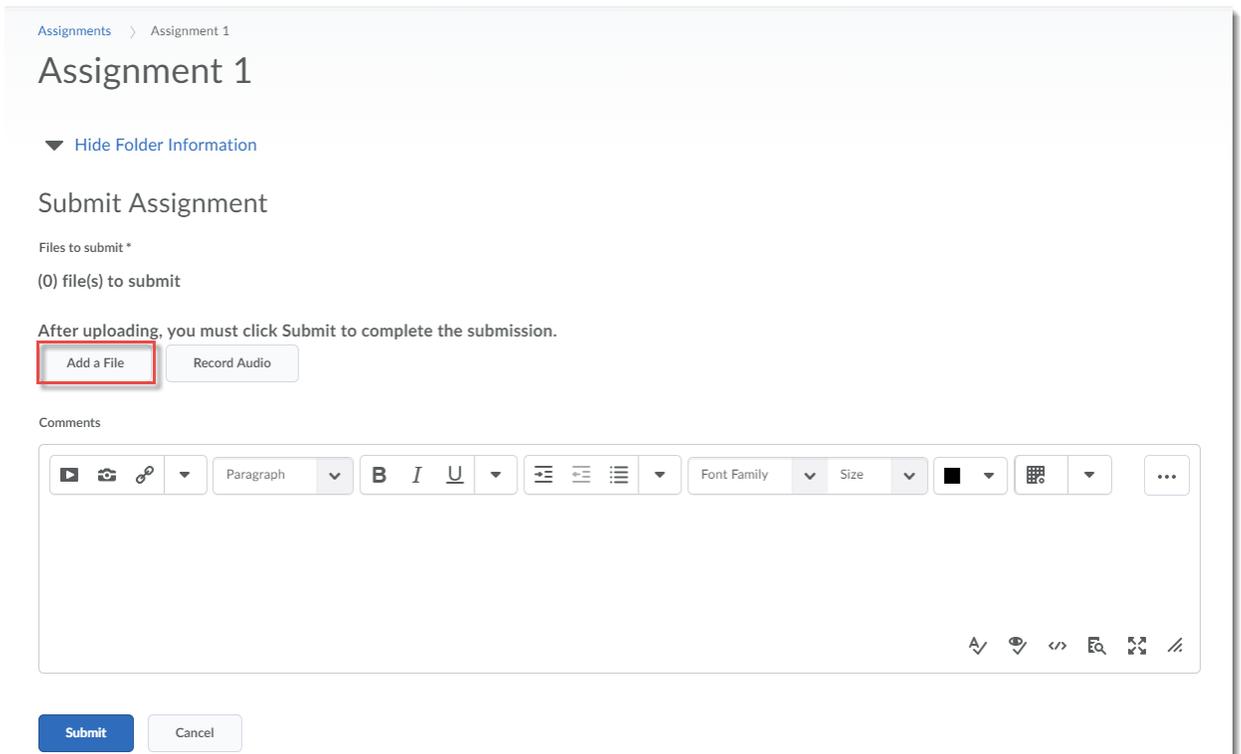


Assignments

View History

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. Click **Add a File** to upload your assignment file from your computer.



Assignments > Assignment 1

Assignment 1

▼ Hide Folder Information

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio

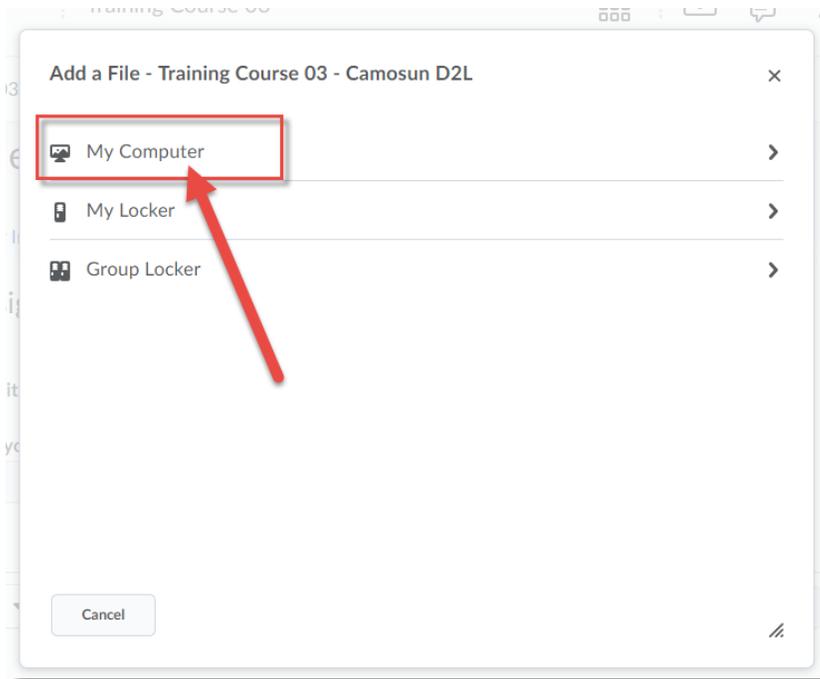
Comments

Paragraph B I U [List Icons] Font Family Size [Color Picker] [Grid Icon] [More Icon]

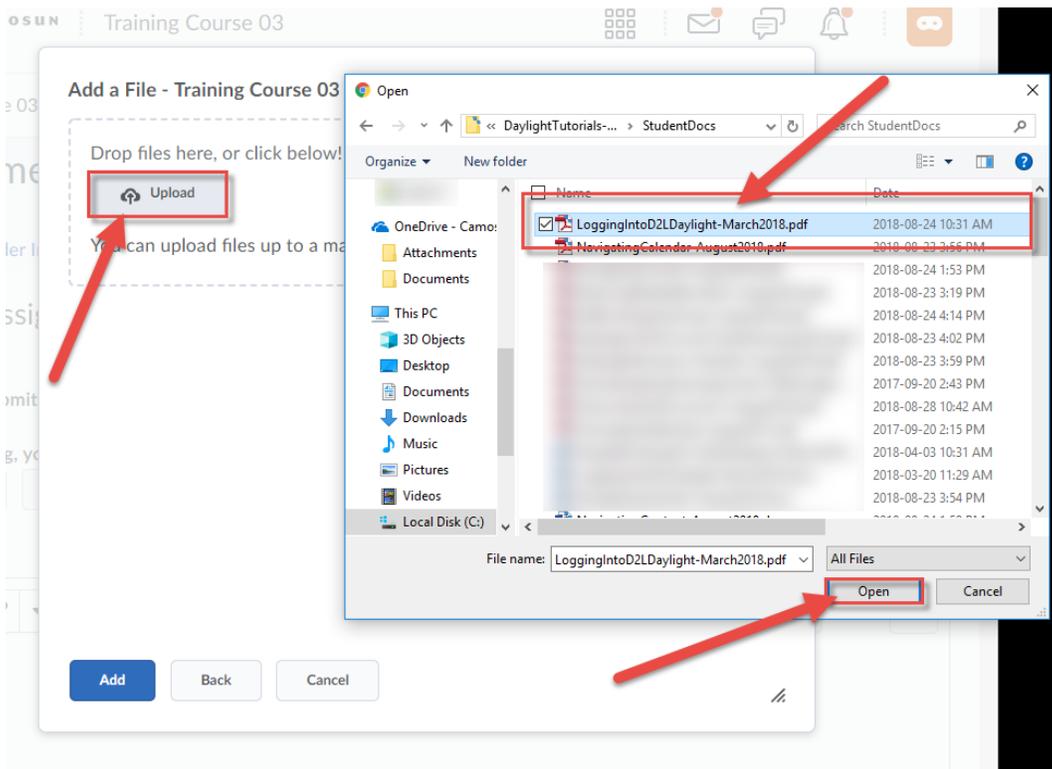
Submit Cancel



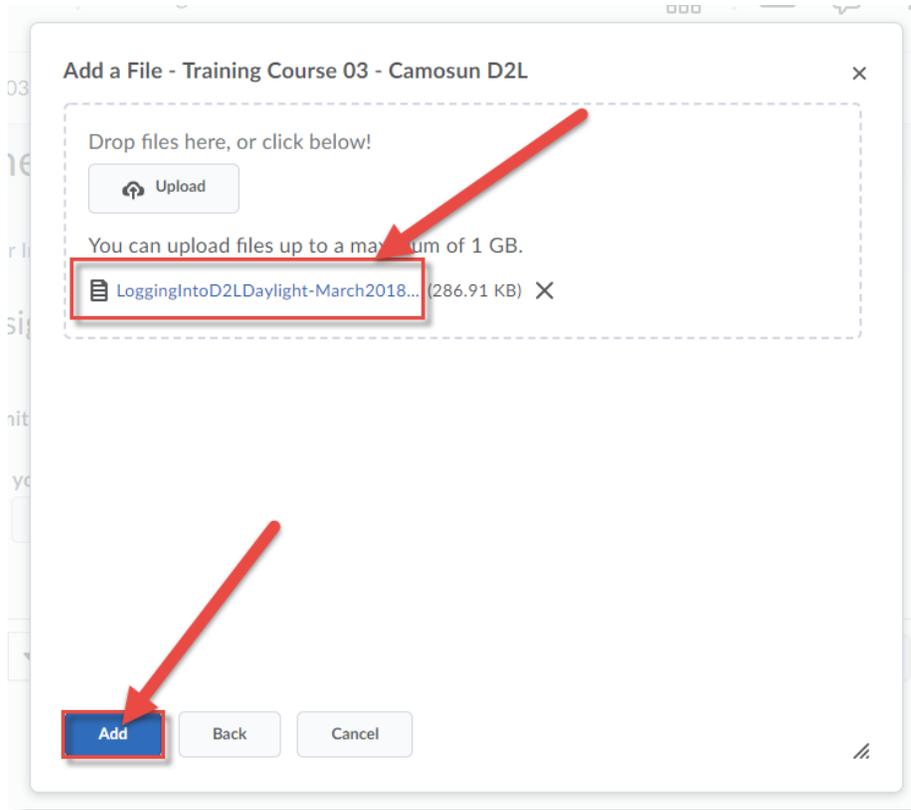
5. In the **Add a File** box that opens, click **My Computer**.



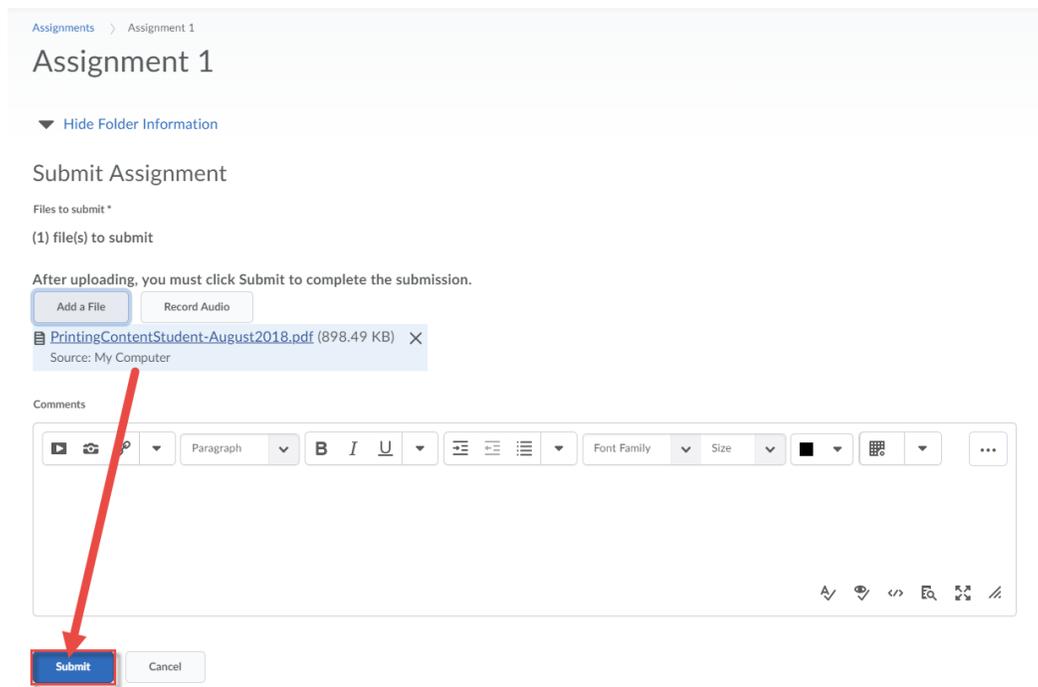
6. Click **Upload**, then find your assignment file on your computer and select it, then click **Open** (just like attaching a file to an email).



7. Once you see your file listed in the Upload area, click **Add**.



8. Click **Submit**.



- Once you see the “File submissions successful” message, click **Done** to complete your submission.

Training Course 03 Course Home My Tools ▾

Review Assignment Submission

File submission successful

Submission(s)

 [LoggingIntoD2LDaylight-March2018.pdf](#) (286.91 KB)

Comments

Folder

Assignment 1

Submission Date

Aug 28, 2018 3:37 PM

Submitted By

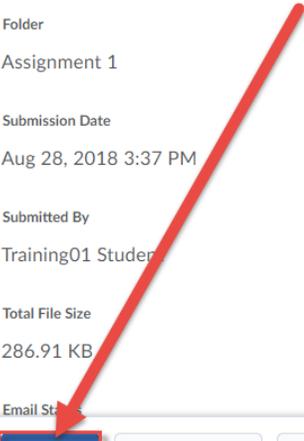
Training01 Student

Total File Size

286.91 KB

Email Status

Done View History Upload More Files



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).

Training Course 03 Course Home My Tools ▾ My Media Course Media

Assignments

View History

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
Closed Jun 25, 2014 9:00 PM				
Text submission assignment	Submitted	- / 10	Not yet evaluated	
On-Paper Submission - manually by learner	Completed	- / 10	Not yet evaluated	




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