



# Submit an Assignment

## Step 1

Click any current **To-Do** to see the details of the assignment.

Current To-Dos		Completed To-Dos	
Type	Group	Due Date	To-Do
	New Media Arts	11/06/2009	Critique

## Step 2-a

Review the following information:

- **Description** explains the assignment.
- **Due Date/Time** tells you when the assignment must be submitted.
- **Weighting** tells you how many points the assignment is worth.
- **Estimated Time To Complete** tells you approximately how long you will need to finish the assignment.

Assignment Submission: Critique	
Subject	Critique
Description	Listen to some Podcast Stories and choose one to critique.
Due Date/Time	November 06, 2009
Weighting	This assignment is worth 5 points.
Estimated Time To Complete (ETC)	0 Hours 45 Minutes
Status	Incomplete

## Step 2-b

Download any **Files** and visit any **Bookmarks** in the assignment.

When you have completed the assignment, click **Submit** to turn in the assignment electronically.

**Files**

Attachment Name	Download
Podcast Critique.docx	

**Bookmarks**

Website Name	Link
Other	Pod Stories: Tales for Everyone

## Step 3-a

Use **Submitter Comments** to give your teacher feedback on the lesson.

If you need to **Upload Files** for the assignment, click **Attach More Files**.

**Submission**

Submitter: Aaron Washington

Submitter Comments (Optional):

Upload Files (Optional):

## Step 3-b

Click **My Computer** and **Browse** to find the file(s) you want to upload for the assignment.

Click **Add more files** if you want to upload more than four files.

Click **Add** to upload the file(s) or **Cancel**.

My Files | My Computer

Click "Browse" button to select your file to upload

File 1:  AWashing...ue.docx

File 2:  no file selected

File 3:  no file selected

File 4:  no file selected

## Step 3-c

Enter the amount of time you actively worked on the assignment in **Actual Time to Complete**.

Click **Save** when you are ready to submit the assignment, or **Cancel**.

**Submission**

Submitter: Aaron Washington

Submitter Comments (Optional):

Upload Files (Optional):

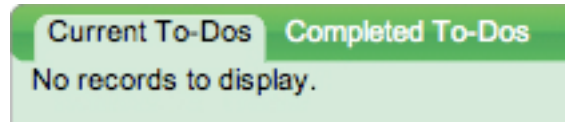
Actual Time to Complete (ATC):  Hours  Minutes

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## Step 4

Notice that the assignment is no longer listed in **Current To-Dos**.

Click **Completed To-Dos** to see assignments you have submitted.



## Step 5-a

Click the title of the **To-Do** to see your grade and your teacher's comments.

Current To-Dos		Completed To-Dos	
Type	Group	Due Date	To-Do
	New Media Arts	11/06/2009	Critique

## Step 5-b

Review your **Grade** and **Grader Comments**. If your teacher provided comments or corrections on your assignment, click the **Return File** to view the revised file.

Submission	
Submitter	Aaron Washington
Upload Files	(1)
Submitter Comments	I want to learn how to do sound effects.
Actual Time To Complete (ATC)	0 Hours 30 Minutes
Grade	4 points
Grader Comments	Good analysis of strengths and weaknesses, but try to offer the podcast author constructive suggestions for improvement.
Return File	None