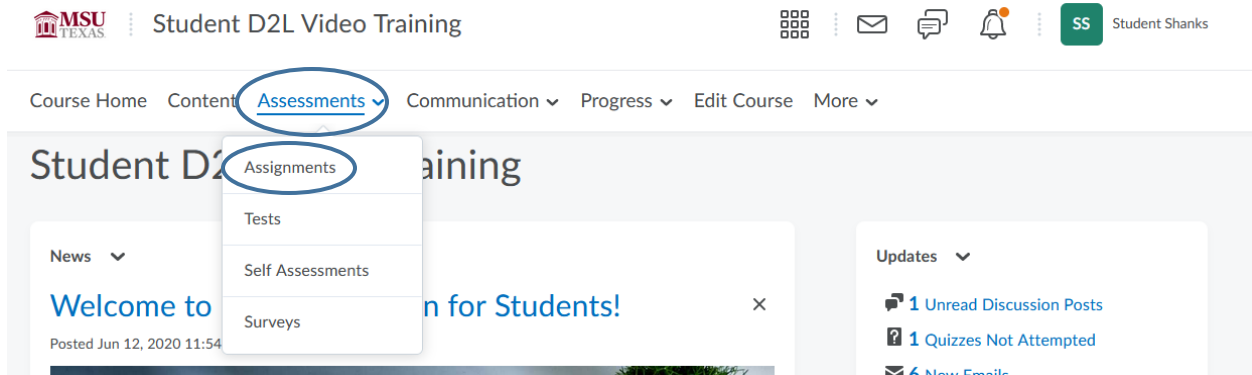# Assignment Instructions

This PDF will show you how to upload an assignment to D2L.

From your course home page, in the navigation bar, click on **Assessments** and then **Assignments**.

Click on the assignment you are wishing to complete.

Be sure the read the instructions of the assignment carefully. Some instructors may put a lot of instructions, some may put none.

Practice Uploading Assignment

▼ Hide Folder Information

Instructions

Open a new document on your computer. (A MS Word doc, a PDF, a plain text file, etc.) In the document, type your name and your major. Save your document and call it "Practice Assignment". Upload it by using the Upload/Add a File button, and submit.

NOTE: The following characters can NOT be used in a file name:

" * / : < > ? \ | –

The best practice is to always save your files with letters only - avoid special characters entirely.

You have three choices for submitting assignments. **Adding a file**, **recording audio** or **recording video**. For this, we will be adding a file. Click on **Add a File**.

Submit Assignment

Files to submit *

(0) file(s) to submit

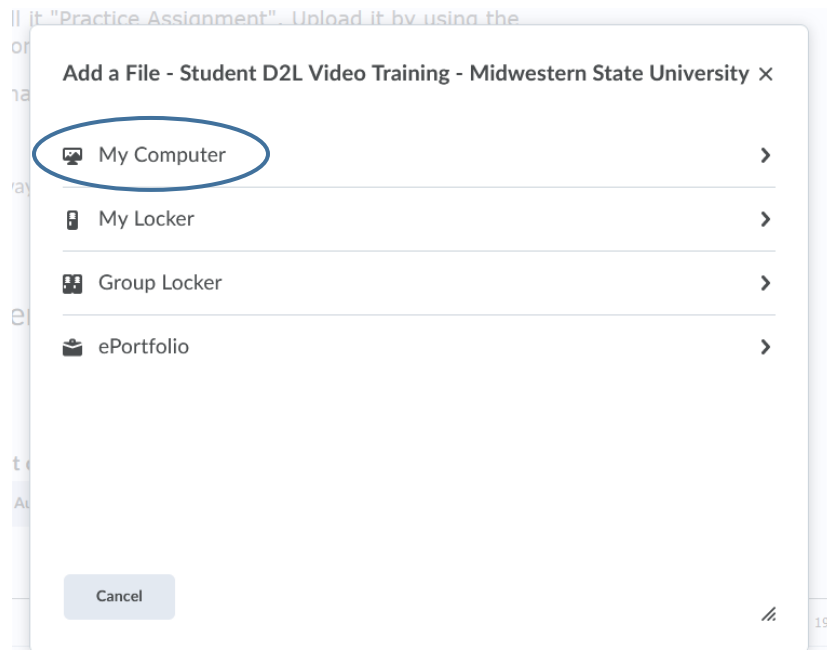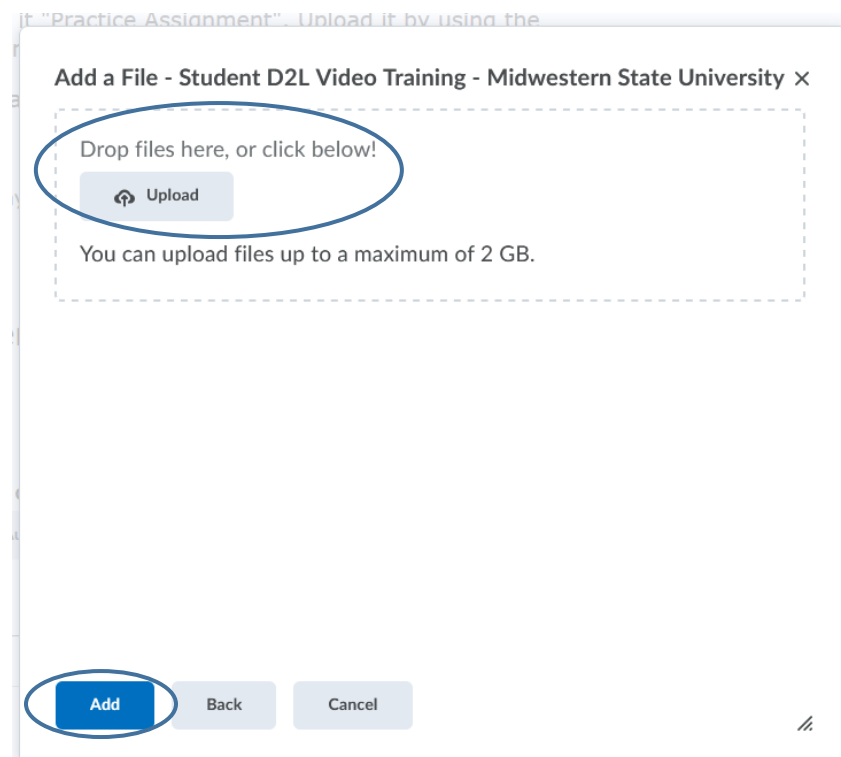**After uploading, you must click Submit to complete the submission.**

| Add a File | Record Audio | Record Video |

The first pop up will give you the choice on where you want to get the file from. I will be choosing **My Computer**.

Add a File - Student D2L Video Training - Midwestern State University ✕

 My Computer >

 My Locker >

 Group Locker >

 ePortfolio >

Cancel

You can now click **Upload** if you want to search for your file or you can **drag and drop** the file into the outlined rectangle. Click **Add** once finished.

Add a File - Student D2L Video Training - Midwestern State University ✕

Drop files here, or click below!

 Upload

You can upload files up to a maximum of 2 GB.

Add   Back   Cancel

You should now see your added file listed. You can also put in any comments you so choose. Click **Submit** once you are finished.

Submit Assignment

Files to submit *

(1) file(s) to submit

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

| Add a File | Record Audio | Record Video |

📄 HOMEWORK.docx (11.21 KB)   ✕
Source: My Computer

Comments

| Paragraph ∨ | **B** | *I* | U ∨ | A∕ | ☰ ∨ | ☰ ∨ | ▶‖ | 🔗 | 🖼 | Σ ∨ | ▦ ∨ | + ∨ | Lato (Recom... ∨ | 19px ... ∨ | ··· | ⤢ |

Submit   Cancel

You will see a **Review Assignment Submission page** that gives you information on your submission. You will also receive an email that your submission to the dropbox has been received. You can view the history of your dropbox submission or upload more file if needed. Click **Done** once you are finished.

Review Assignment Submission

File submission successful

Submission ID

1042598

Submission(s)

📄 HOMEWORK.docx (11.21 KB)

Comments

Folder

Practice Uploading Assignment

Submission Date

Dec 2, 2021 9:08 AM

Submitted By

Student Shanks

Total File Size

11.21 KB

Email Status

Confirmation Email Sent Successfully

| Done | View History | Upload More Files |

You can now see that your file has been submitted. This is also where you can see the Score, Evaluation Status and Due Date.

Dropbox/Submission Folders

View History

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Practice Uploading Assignment	1 Submission, 1 File	- / -		

20 per page ⌄