

ASSIGNMENT SUBMISSION INSTRUCTIONS

COMP-202B, Winter 2009, All Sections

INTRODUCTION

This document describes the proper procedure for submitting, verifying, editing, and taking back assignment submissions in COMP-202.

IMPORTANT NOTES

Please note the following:

- Each assignment has a *due date* and a *cutoff date*.
 - The due date of an assignment is the date before which submissions for the assignment in question **MUST** be sent to the graders in order to potentially receive full value; submissions sent after the due date will be penalized according to the lateness policy described in the *General Instructions and Regulations for Assignments*.
 - The cutoff date of an assignment is the date after which submissions for the assignment in question are no longer accepted.
- Once the due date for an assignment passes, the system does **NOT** allow you to edit your work for that assignment, nor to take it back; what you have submitted at that point constitutes your full submission. On the other hand, if you have not submitted any work when the due date passes, or if you have submitted work and taken it back without resubmitting before the due date passes, the system will allow you to submit after the due date has passed (as long as you attempt to submit before the cutoff date), but it will **NOT** allow you to edit or take back your work once you have submitted it.
- If
 - you send your first submission for an assignment after the due date but before the cut-off date for that assignment, or
 - you send your submission before the due date, take it back before the due date, and resubmit past the due date (but before the cutoff date),then your submission will be marked as **late**; the appropriate lateness penalty will therefore be applied.
- If
 - you do not submit anything before the cutoff date for an assignment, or
 - you send your submission before the due date, take it back before the due date, and do not resubmit it before the cutoff date,

you will be considered to have **missed** that assignment; you will therefore receive a grade of 0 for it.

SENDING YOUR SUBMISSION

To send your submission to the graders, follow the instructions below:

1. From the myCourses course home page, click on the link to *Assignments*, located in the left-hand portion of your Web browser. This will take you to the *Assignments* tool.
2. In the *Assignments* tool, the *Inbox* tab contains links to assignment submission boxes in which you have not yet submitted anything, but can still submit something. If the *Inbox* tab is not selected, select it by clicking on it.
3. Links to assignment submission boxes in which you have not yet submitted anything but can still submit something will appear. Click on the link to the assignment submission box in which you want to submit something.
4. A page titled *Edit Submission* will be displayed. Towards the middle of this page, there will be a section labelled *Submission*. In this section, there will be a button labelled *HTML Creator*, a text box, a check box labelled *Use HTML*, and another button labelled *Add Attachments*. Click on this button.
5. A new Web browser window titled *Content Browser* will appear. In the left part of that window, there will be two icons, one labelled *My Files* and the other, representing a computer, labelled *My Computer*. Click on the latter.
6. You will then be able to add files from your computer one by one using the *Content Browser*; clicking on one of the buttons labelled *Browse...* will enable you to select one file for upload. Click on the button labelled *OK* when you have selected all the files you wish to submit.
7. If you have successfully attached the selected files, the *Edit Submission* information page will be updated. Below the text box in the *Submission* section of this page, a list of all the files you have attached will appear, along with your name and the date on which the file was attached. If you made a mistake and attached a file you do not wish to submit, you can remove it by clicking on the icon representing a piece of paper with a red arrow, located to the right of the file name. Note that you can attach more files by clicking on the *Add Attachments* button again and selecting more files.
8. Ignore the text boxes in the *Submission* and *Add comment* sections.
9. Once you are sure that you have attached all the files you wish to submit, click on the *Submit* button, located at the bottom of the *Edit Submission* page. A dialog window will ask you to confirm that you really want to submit the assignment. If you are certain your submission is complete and you wish to send it, click *OK*; a confirmation screen will appear to let you know that you successfully submitted your assignment. Otherwise, clicking *Cancel* will bring you back to the *Edit Submission* page.

If you wish to undo the changes you made, click on the *Cancel* button located at the bottom of the *Edit Submission* page. Finally, if you wish to save the changes you have made, but do not wish to submit your assignment right away, click on the *Save as Draft* button. If you choose the latter option, do not forget to submit your work later!

VERIFYING YOUR SUBMISSION

To verify that you have submitted the correct files, follow the instructions below:

1. From the myCourses course home page, click on the link to *Assignments*, located in the left-hand portion of your Web browser. This will take you to the *Assignments* tool.
2. In the *Assignments* tool, the *Submitted* tab contains links to the assignment submission boxes in which you have submitted something, but not yet received a grade for what you submitted. The *Submitted* tab is located between the *Inbox* and *Graded* tabs. If the *Submitted* tab is not selected, select it by clicking on it.

3. Links to assignment submission boxes in which you have submitted something but for which you not yet received a grade will appear. Click on the link to the assignment submission box whose content you want to verify.
4. A page containing information about your submission will be displayed. In the *Submission* section of that page, under *Attachments*, you will see all the files that you have submitted. If there are no files there, you have not attached your files properly. You can also click on the link corresponding to each file in order to view the file that you have submitted and ensure it is the correct file.

Adopt the habit of systematically verifying your submissions immediately after sending them; this will enable you to avoid nasty surprises.

EDITING YOUR SUBMISSION

To edit your submission, follow the instructions below:

1. From the *Submitted* tab of the *Assignments* tool, click on the link to the assignment submission that you want to edit.
2. In the top portion of the page, in the grey rectangle, you will see that the due date, type, and grading criteria for the assignment are listed in the left portion of the grey rectangle, and the status of your submission is listed in the top right portion of the same grey rectangle. To the right of the status information, you will see an icon representing a hand grabbing a piece of paper. Clicking on this icon will take your submission back to your Inbox, thus enabling you to edit it.

TAKING YOUR SUBMISSION BACK

To cancel your submission and send it back to your Inbox, follow the instructions below:

1. In the *Submitted* tab of the *Assignments* tool, to the right of the link pointing to the assignment submission box for the assignment you want to take back to your Inbox, is an icon representing an arrowhead pointing down and three horizontal lines. Click on it and a context menu will appear.
2. The context menu has two menu items labelled *Edit* and *Take Submission Back to Inbox*. Choose *Take Submission Back to Inbox*.

OTHER NOTES

When editing an assignment:

- To add a file, simply add an attachment.
- To change a file you have already attached, remove it as an attachment (by clicking on the icon to the right of it). Change the file, and attach the new version.

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