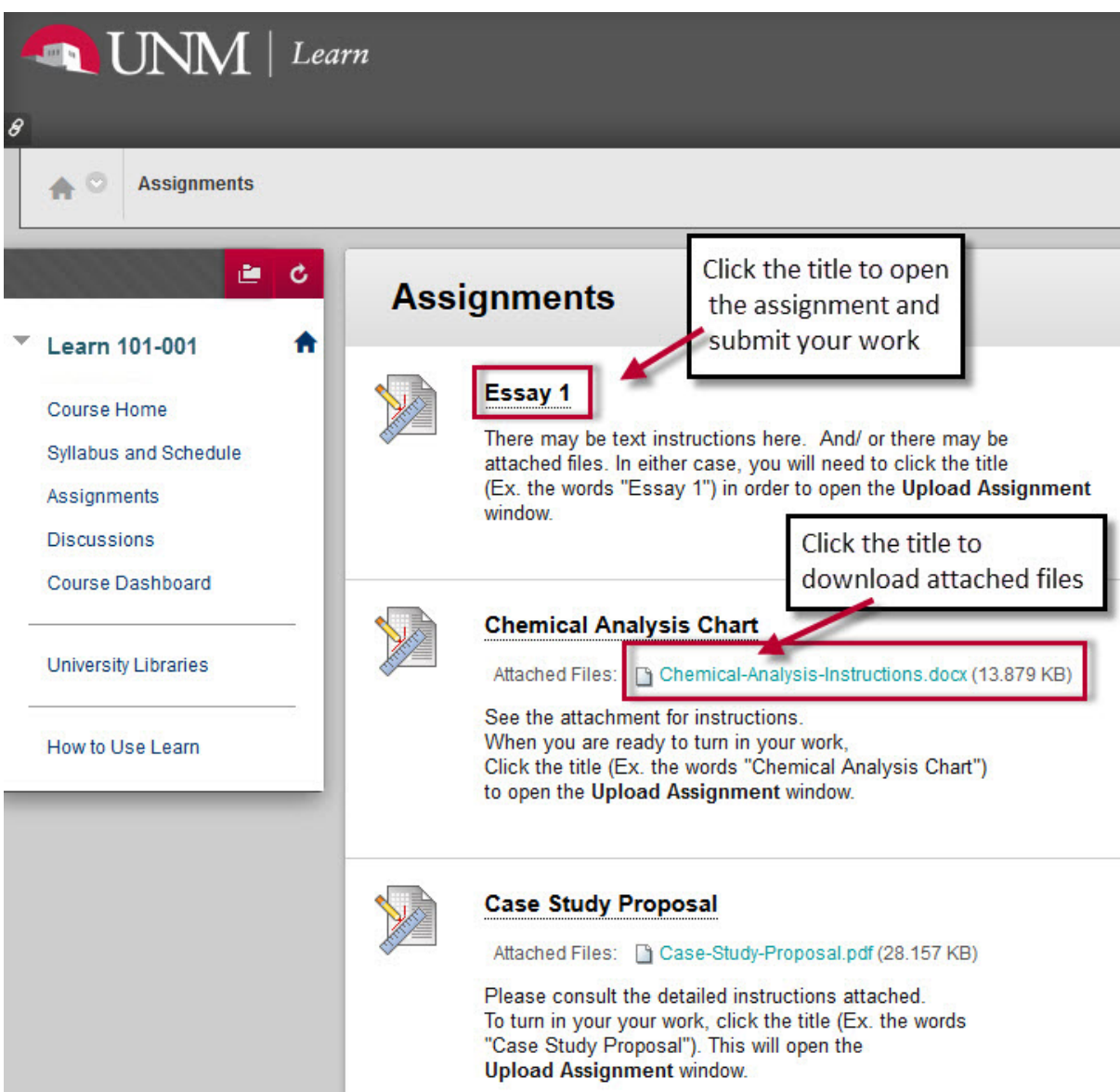


Submitting Assignments

UNM Learn offers lots of flexibility, so it is likely that your online courses will be set up in different ways. If you have questions about where to find links to assignments, ask your instructor! Once you find the link, you will need to click the title to open the **Upload Assignment** window.



The screenshot shows the UNM Learn interface for the 'Assignments' section of a course. On the left is a navigation menu for 'Learn 101-001' with links to Course Home, Syllabus and Schedule, Assignments, Discussions, Course Dashboard, University Libraries, and How to Use Learn. The main content area lists three assignments:

- Essay 1**: A red box highlights the title. A callout box says: "Click the title to open the assignment and submit your work". Below the title is a document icon and text: "There may be text instructions here. And/ or there may be attached files. In either case, you will need to click the title (Ex. the words 'Essay 1') in order to open the **Upload Assignment** window."
- Chemical Analysis Chart**: A red box highlights the title. A callout box says: "Click the title to download attached files". Below the title is a document icon and text: "Attached Files: [Chemical-Analysis-Instructions.docx](#) (13.879 KB)". Below this is text: "See the attachment for instructions. When you are ready to turn in your work, Click the title (Ex. the words 'Chemical Analysis Chart') to open the **Upload Assignment** window."
- Case Study Proposal**: Below the title is a document icon and text: "Attached Files: [Case-Study-Proposal.pdf](#) (28.157 KB)". Below this is text: "Please consult the detailed instructions attached. To turn in your your work, click the title (Ex. the words 'Case Study Proposal'). This will open the **Upload Assignment** window."



Upload Assignment: Chemical Analysis Chart

Cancel Save as Draft **Submit**

1. Assignment Information

Due Date Friday, December 5, 2014 11:59 PM	Points Possible 30
---	------------------------------

When you open an assignment, you will immediately see when it is due and how many points it is worth

See the attachment for instructions. When you are ready to turn in your work, Click the title (Ex. the words "Chemical Analysis Chart") to open the **Upload Assignment** window.

[Chemical-Analysis-Instructions.docx](#)

Instructions and attached files are right below. Click the file title(s) to download.

2. Assignment Submission

Text Submission Write Submission

Read the instructions your instructor provides carefully. She or he may want you to post to the **Text Submission** box, or may expect you to attach a particular kind of file.

2. Assignment Submission

Text Submission **Write Submission**

Attach File Browse My Computer Browse Content Collection

2. Assignment

Text Submission Write Submission

Path: p

Attach File Browse My Computer Browse Content Collection

Words: 0

Check your instructions--you might be asked to type your assignment in this text area instead of attaching!

If that is the case, you may want to type it first in Word, then copy/paste here--so you don't lose work due to Internet connections.

Drag this to make the typing area bigger



If you have been asked to submit a file, use the **Browse My Computer** button to navigate your computer and select it.

2. Assignment Submission

Text Submission

Attach File

Click here to find and attach your paper

The file will appear here if you are successful. **Take a second to make sure it is the correct file!**

2. Assignment Submission

Text Submission

Attach File

Attached files

File Name	Link Title
my-assignment.docx	my-assignment.docx

Your instructor may expect you to put your name in the file name of your assignment attachment. You can use the **Link Title** make that last minute change.

Attached files

File Name	Link Title
abcdefg.jpg	<input type="text" value="my-picture.jpg"/>

Change the file name by clicking in the box

4. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working.

When ready, Submit



This assignment is complete. Review the Submission History.

Review Submission History: Assignment 1

After submitting you will see this screen. Check to make sure you loaded the correct file.

Note that the exact date/time are recorded.

GRADE	Attempt
Last Graded Attempt	- /10
7/24/14 10:23 AM	Attempt /10

SUBMISSION

my-assignment.docx

OK Start New

Click Okay to finish

This button appears if your instructor has allowed more than one attempt/ submission. Ignore it if it doesn't apply.

To check your grades later, you can click **My Grades** from your **My Courses** page.

My Learn

Courses Notifications

Messages

Courses with Messages:

You have no new unread messages!

Last Updated: July 24, 2014 2:04 PM

Important Notice

UNM Learn planned outage on Saturday, August 2nd, 5:30 am - 12 noon

UNM Learn will be unavailable on Saturday, August 2nd, from 5:30 am until 12 noon, for system maintenance. This outage is taking place during the UNM Learn routine maintenance window (<http://it.unm.edu/availability/>). Please note times are best estimates and may vary depending on issues encountered when carrying out the scheduled work. Thank you for your patience as we work to improve the UNM Learn service.

Institution Bookmarks

Get Support

- UNM University Libraries Branch and Special Libraries
- CAPS Online Tutoring Services
- students.unm.edu
- IT Computer Pods
- UNM Bookstore

Announcements

No Institution Announcements have been posted today.

No Course or Organization Announcements have been posted today.

[more announcements](#) →

My Courses

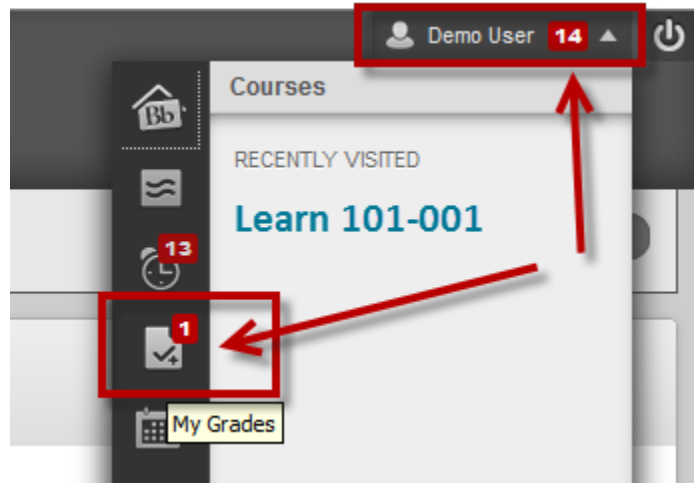
My Grades

Tools

[Calendar](#)



You can also access **My Grades** from the Global Navigation screen.



The **My Grades** screen will let you see your grades at a glance. If your instructor has given general feedback, click the link read it. If your instructor has provided detailed comments (for example, using the mark-up tools to annotate a paper), click the title of the activity to view the full **Review Submission** screen. You can download PDF copies of your work that will include all those comments.



Learn 101-001

Click the title of the activity to see more details on the full grading screen.

You can see your grade here. If there is general feedback, click the down arrow to expand and read it.

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Assignment 1	Feedback from yo...	Jul 24, 2014 ... GRADED	5.00 /10