

ASSIGNMENTS

Student Directions Uploading A File To An Educator Assignment

Your instructor may create specific evaluation learning objects in Educator called Assignments. Assignments allow you to easily upload and attach a file directly to an Assignment. You can tell if your instructor has created specific Educator Assignments by looking for the **Assignment** navigation area on the left side of the screen and clicking on it to see specific assignments. If you do not have an Assignment button, this means that your instructor is not currently using this feature of Educator.

To Submit a File to An Educator Assignment:

1. Click on the **Assignment** navigation area. You will see something similar to the screen pictured below. In this course there is currently only one assignment. **Remember to be careful to locate the correct assignment if more than one is visible!**

User: Test Student
In Course: Advanced Web Design (CS 372)
Instructor: [Linda Ehley](#)

EXTERNAL ASSIGNMENTS		
Assignment Title	Options	
Assignment 1 Due: 9/3/02	VIEW DETAILS	FEEDBACK/COMMENTS

2. To view the assignments, click on **View Details**. To upload your file click on **Feedback/Comments**. You will see something similar to:

User: Test 1 Alvemo
In Course: CS 270 01 FA 02 (CS 270 01 2002FA)
Instructor: [Linda Ehley](#)

OPTIONAL FILE UPLOAD:

Enter comments/instructions about this assignment to your instructor:

VIEW EXTERNAL ASSIGNMENT DETAILS	
TITLE	Design Process Step 1
DUE DATE	10/2/02
DETAILS Use the directions to complete Design Process Step 1 and upload it to this assignment. I will edit it and upload it with my feedback. make sure you make all changes in Step 1 when you turn in Step 2!	

- This screen has a **Browse** button for you to locate your file. Click on the Browse button and locate a file to upload (**Note- You must have the file SAVED before you upload it**). Once you have located the document, click **Open**. The file name should appear in the **Optional File Upload** box

OPTIONAL FILE UPLOAD:

- Type something in the Comments filed (**currently it is required that you type something in the comments box**).
- Then click the **Process** button to complete the upload. Your file will appear in your Student Folder (My Folder) and will also be associated with the assignment. You will see a list of the documents you uploaded for this assignment on the bottom of this page as well.
- You can add more documents by clicking on the browse button again and selecting another file. As soon as you click **Process** with no files selected, you will be returned to the assignment selection screen.

To Check Your Feedback/Grade

To check your feedback click on the **Assignment** navigation area. Then click on **Feedback/Comments** next to the appropriate assignment. You will see something similar to the picture below. The instructor can either type in some feedback comments and/or upload a file for your feedback.

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OPTIONAL FILE UPLOAD:

Feedback Comments → Enter comments/instructions about this assignment to your instructor:

Check here if you would like to remove these comments.

Uploaded Feedback → **Grade:** 90
File Association: [secondTestasginment.doc](#)
Instructor Comments: [Assignment 2 Feedback.doc](#)

VIEW EXTERNAL ASSIGNMENT DETAILS	
TITLE	Assignment 2
DUE DATE	9/9/092
DETAILS	
Upload all of your files for web page 2	