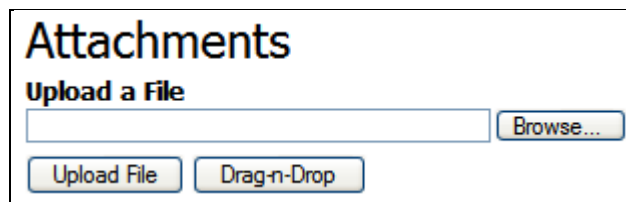


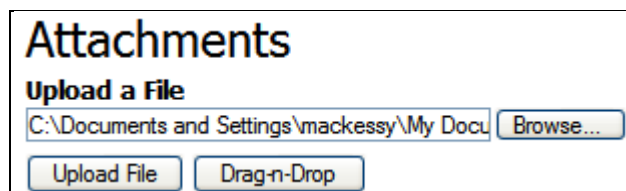
Submitting Assignments

1. After selecting the **Assignments** folder on the **Map**, a listing of coursework requiring submission is loaded in the right-hand frame. (Alternatively, you could click the plus sign next to the **Assignments** folder and then select the assignment for which you would like to submit work for.)
2. Select the assignment you will be submitting work for from the right-hand frame.
3. Type in a title for your assignment.
4. Enter any desired comments into the **Message** text box. ***Note:** If you are not uploading a file and wish to simply submit the assignment directly in the **Message** field, be sure and use a word processor to spell-and grammar-check your submission.
5. If you wish to upload a file along with any comments, click the **Attachments** button which will bring up the **Upload a File** dialog box. Choose **Browse** to locate your file.



Attachments
Upload a File

6. After you have chosen a file to upload, the path will be displayed in the text box, as the example depicts.



Attachments
Upload a File
C:\Documents and Settings\mackessy\My Docu

7. Select the **Upload File** button.
8. To attach another file click **Browse** to select your file; **Upload File** to upload file to Angel.

9. When you are done adding files select **Finished** to complete your assignment submission.

***Note: Please consult with your instructor or with DDP Technical Support if you are currently using Microsoft Office 2007 to create and upload files. There may be additional considerations necessary to be able to successfully view your submissions.**