Your online instructor may create an assignment for you in which you have to upload a document to be graded. This tutorial will walk you through that process step by step.

**Step One:** Find the upload assignment in your course. Click on the “View/Complete Assignment” link to access the upload screen.

Clicking on the “View/Complete Assignment” link will bring up the “Upload Assignment” screen. The title and instructions for your assignment will also appear on this screen. You can type/paste your text in the Comments box or click “Browse” to choose a document to upload (preferred).

**Step Two:** Clicking on the “View/Complete Assignment” link will bring up the “Upload Assignment” screen. The title and instructions for your assignment will also appear on this screen. You can type/paste your text in the Comments box or click “Browse” to choose a document to upload (preferred).
Step Three: From the “Upload Documents” screen that appears, select the document you wish to upload. The document will be located wherever on your computer it is saved. After you have located and selected your document, click the “Open” button to include this document in your assignment submission.

Step Four: The location of your document should now appear in the “Attach local file” text box. Click Submit to turn in your assignment. You will be shown a receipt page; click “OK” to return to the assignments area.

Your assignment will now appear in your instructor’s grade book; the results will be available to you (both in our grades screen and at the assignment link) after the assignment has been graded.