

Are you completing an assignment online? See how to use the form provided by your tutor to submit your work

## View Assignments

The **Assignments** tool displays a list of assignments the tutor has posted in your WebLearn site.

1. From the list of tools to the left, **Click Assignments**

The list of assignments displays, showing status, open date and due date.

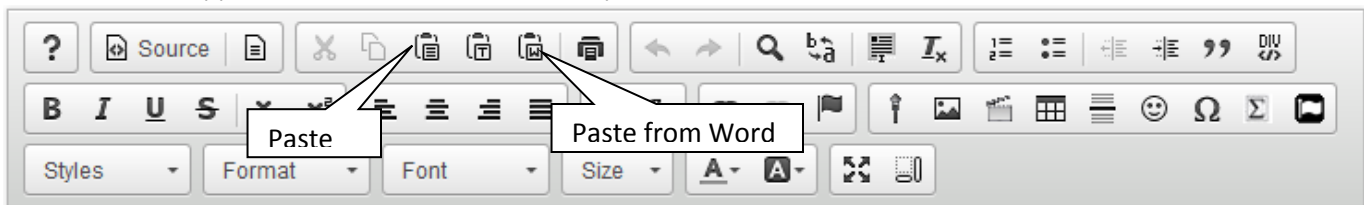
2. To see the details of an assignment, **Click the name of the assignment.**

The screen displays the assignment's details at the top, as well as any instructions or attachments.

3. To view an attachment, **Click the attachment name, Click OK.**

## Using the Text Box

The tutor may allow you to submit your assignment via a text box. To be sure you don't lose work you should type your response in another application, such as Word, and then paste the text into the text box.



1. In the textbox toolbar, **Click one of the paste icons**
2. If using the **Paste from Word** icon, the *Paste from Word dialog box* opens.
3. In *the Paste from Word dialog box*, **Click in the text box**
4. **Press Ctrl + v** to paste your text
5. **Click OK**

## Add Attachments

The tutor may also expect you to submit your assignment by attaching one or more files.

1. **Click Add Attachments**
4. **Click Browse**
5. **Locate the file on your computer**
6. **Double-click the filename**
7. To return to the Assignment Submission Form, **Click Continue**

## Submit the Assignment

Buttons at the bottom of the form allow you to submit, preview, save a draft of your work, or cancel out of the form without saving any work.

1. **Click Submit**

An alert message appears warning that submitted assignments cannot be modified and offering the opportunity to save a draft or to continue with submission.

2. **Click Submit again**

The Submission Confirmation screen shows details of your submission.

3. **Click OK**

You are returned to the Assignment List.

4. You will receive a WebLearn email notification of receipt of your submission. Keep this notification for your records.

## Turnitin Plagiarism Checking

Your tutor may have specified that the assignment will be submitted to the Turnitin plagiarism checking service. If so, you will receive an official Turnitin receipt, and you may or may not have access to your Turnitin originality report.