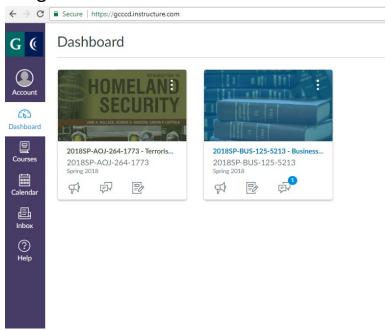
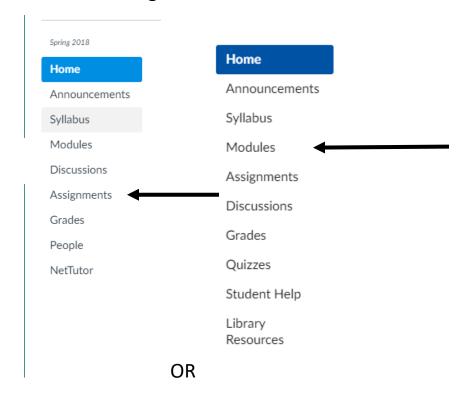
How to Submit an Assignment to Canvas

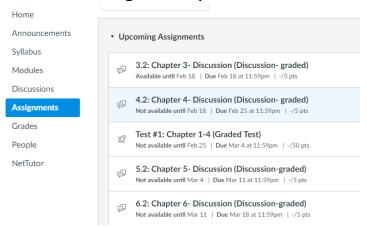
- 1. Sign into your Canvas account.
- 2. On your "Dashboard," select the class to which you want to submit your assignment.



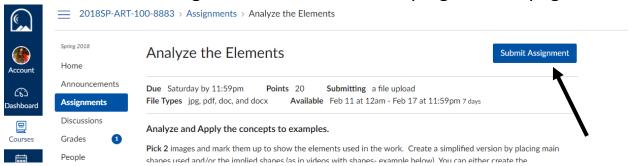
3. Select "Assignments" or "Modules."



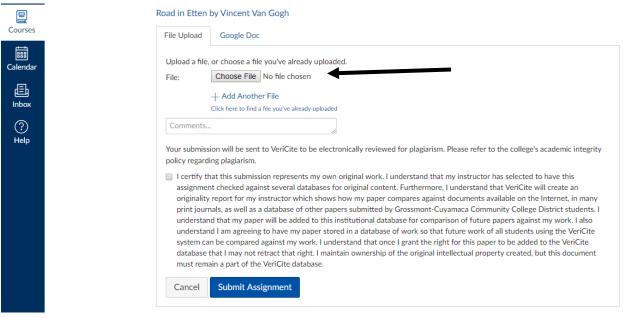
4. Select the assignment you would like to submit.



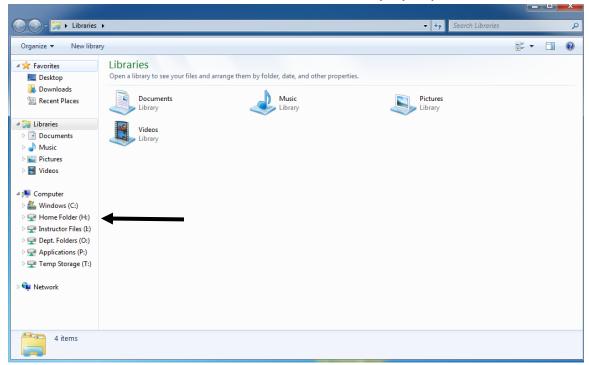
5. Click the "Submit Assignment" button at the top right of the page.



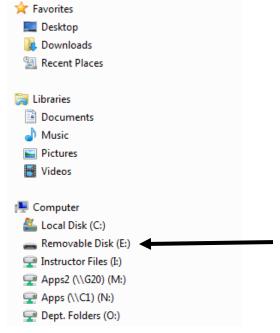
6. Click on "Choose File" to download your document.



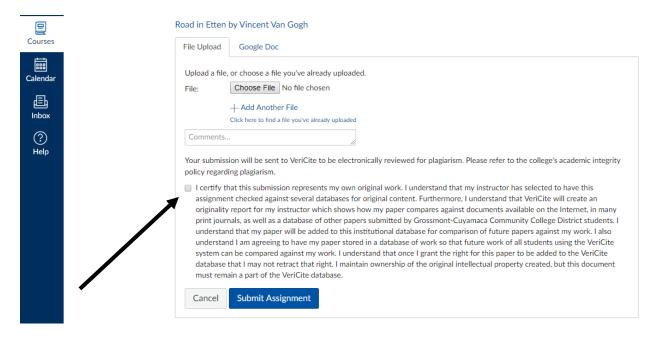
- 7. Choose the document that you have saved on the computer or have on a flash drive.
 - a. If you have saved your file onto your "Home Folder (H:)," double click on the folder, found on the left side of the pop-up screen.



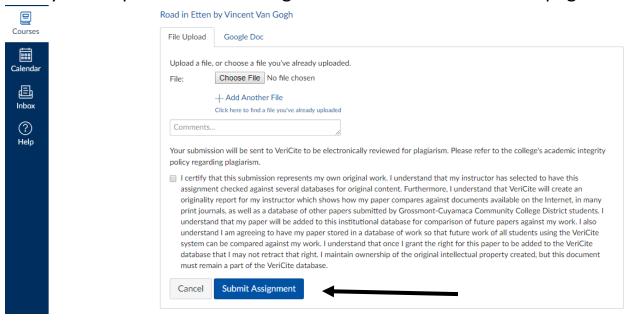
b. If you have saved your file on a USB flash drive, your document will be found on the "Removable Disk (E:)."



Once your file has loaded, you will need to check the box, certifying that the document that you are submitting is your own work.



8. Now you can press "Submit Assignment" at the bottom of the page.



9. You have now SUBMITTED your assignment!

- *Please note that if you are trying to submit an assignment through your phone, Canvas will look different. The best way to submit an assignment is through a computer.
- ** If you have any problems with canvas, you can call the 24/7 hotline phone number for help at 1(844)592-2205.