

## Assignments

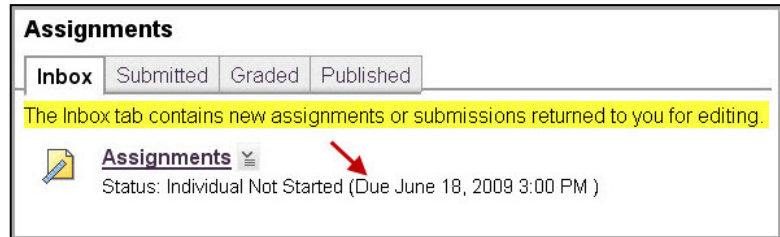
This tutorial is designed to help you:

- View and submit your WorldClassRoom assignments.

The **Assignments** tool in WorldClassRoom allows you to view and submit assignment files. Your assignment submissions can be text, text with attachments (5mb size limit), or web pages.

### Viewing Assignment

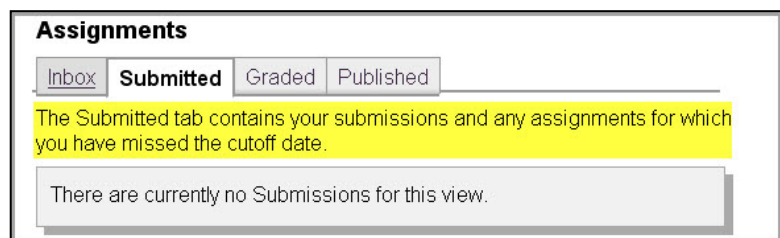
- Select the **Assignments** link in Course Tools.
- You will see Assignments page which displays course assignments. Also, you will see four tabs for Assignments tool: Inbox, Submitted, Graded, and Publish.
- Click on the **Inbox** link to view assignments in the course.
- Select the assignment link to view this assignment's instructions.



**Helpful Hint:** Due dates are set for each assignment and are noted along with the assignment (see image). Based on the dates set by your instructor, it is possible that you might NOT be able to turn in an assignment after this date. Assignment submitted after this date will be marked as **late**.

### Submitting Assignment

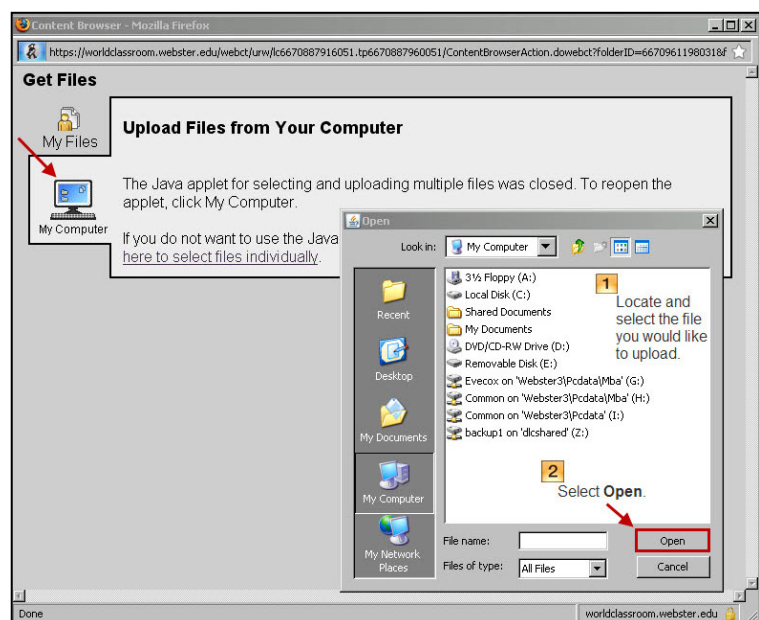
- Select the **Assignments** link in the Course Tools menu.
- You will see the Assignments page which displays course assignments. You will see four tabs for Assignments: Inbox, Submitted, Graded, and Publish.
- Click on the **Inbox** link to view assignments in the course.
- Select the assignment link to submit the assignment.
- On the Assignment Submission page select the text box to enter the text of your assignment.
- Select the **Add Attachments** link if you would like to attach a document.



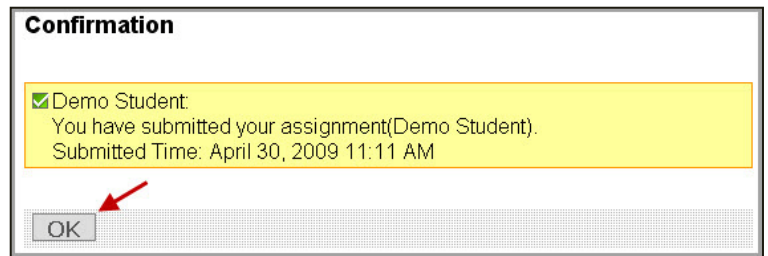
- On the Assignment Submission page select the text box to enter the text of your assignment.
- Select the **Add Attachments** link if you would like to attach a document.

**To add an attachment:** (see image)

- Browse the document from your computer and select it.
- Click on the Open button to attach it.



7. Select **Submit**. *Helpful Hint:* At this point you will need to double check to ensure that you have in fact submitted your assignment.
8. Select **OK**. You will see a submission message. This confirms the successful submission of the assignment. If you do not see this message it is possible that your assignment was not submitted to your instructor.
9. Select **OK**.



#### Viewing Submitted Assignment

1. Select the **Assignments** link in the Course Tools menu.
2. Select the **Submitted** link to view all the submitted assignments.

#### Viewing Graded Assignment

1. Select the **Assignments** link in the Course Tools menu.
2. Select the **Graded** link to view your graded assignments.
3. Select the assignment link to view detailed grading information of the graded assignment.
4. Click the **OK** button when finish.