

How to Upload a file to an Assignment



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1. Go to the Assignment page.
2. Click “**Submit Assignment**” .

Tip: Depending on how your teacher set up the assignment, the submission options may differ.

3. Select “**File Upload**”
4. Click on “**Choose File**”. You will look for the document you saved in the steps above.
5. Select the file you’d like to submit, and click “**Open**”.
6. Add comments if necessary, and click “**Submit Assignment**”.

If you need help with this or get stuck along the way, please call the Distance Education Help Desk
(661) 763-7894

The screenshot shows the 'Chapter 2 Questions' assignment page. At the top right, a circled '2' points to the 'Submit Assignment' button. Below the assignment title, it shows 'Submitting a file upload'. The 'Assignment Instructions' section asks to answer questions at the end of chapter 2. The 'How to Submit Work' section says to type in a word doc and submit as a PDF. A 'File Upload' dialog box is shown with a circled '3' pointing to the 'File Upload' tab and a circled '4' pointing to the 'Choose File' button. Below the dialog, there is a 'Comments...' field and 'Cancel' and 'Submit Assignment' buttons. A 'Save As' dialog box is shown with a circled '5' pointing to the 'Open' button. The 'Save As' dialog shows the file name 'ASSESS YOURSELF QUESTIONNAIRE-1' and the file type 'Word Document'. At the bottom of the screenshot, a circled '6' points to the 'Submit Assignment' button.