

How to Upload a file to an Assignment



[Back to Student Toolbox](#)

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 'Due No Due Date', 'Points 25', and 'Submitting a file upload'. The 'Assignment Instructions' section says 'Please answer the questions at the end of chapter 2.' and 'How to Submit Work: Type them out in a word doc, and submit as a PDF.' Below this is a 'File Upload' dialog box with a circled '3' pointing to the 'File Upload' tab. Inside the dialog, a circled '4' points to the 'Choose File' button. Below the dialog is a 'Comments...' text box and 'Cancel' and 'Submit Assignment' buttons. Below the dialog is a 'Save As' window with a circled '5' pointing to the 'Open' button. The 'Save As' window shows the file path 'This PC > Desktop', a file named '1.3 ECD 430', and the file name 'ASSESS YOURSELF QUESTIONNAIRE-1'. Below the 'Save As' window is a 'Submit Assignment' button with a circled '6' pointing to it.