



Submitting a Project, Paper or Other File to Your Instructor

At times your course work will require you to write a paper or complete other homework that needs to be “handed in.” **DO NOT E-MAIL** your work to the teacher unless you have been instructed to do so.

You will upload your work through the virtual classroom. When you click the assignment link in a module it will have instructions for that assignment and under the instructions will be a field that allows you to upload your homework back to the system.

To submit a finished homework assignment follow these steps:

1. Click on the assignment heading in the module window.
2. Under the project instructions you will see "Upload a file (Max size: 1MB)"
3. Click the "BROWSE" button to search for your document on your computer.
4. Click "UPLOAD THIS FILE" to submit your project.