

HOW TO SUBMIT AN ASSIGNMENT

It is important to submit your assignment as a PDF file. Follow the guidance on the page below to scan and merge your documents:

[FORMATTING AND SCANNING ASSIGNMENTS](#)

When you are ready to submit your assignment, choose **Start Assignment** found towards the top right-hand side of the canvas course assignment page:

☰ YOUR COURSE > Assignments > Assignment 01

Home
Modules
| Assignments
Grades

Assignment 01

[Start Assignment](#)

Due	Points	Submitting	File types
No due date	100	a file upload	pdf

[Important Assignment Information](#) ↓
[Assignment 01](#) ↓
[Assignment Reflection](#) ↓

Please refer to the Guide to Canvas if you need help viewing your tutor's feedback or seeing any annotated comments on your marked assignment.

[EXPLORE - Guide to Canvas](#)

This should take you to a page that looks like the one below. Select **Choose file** (see below). Navigate to the completed assignment file on your computer/device and then choose **Upload**. Please note, the file size needs to be under 20MB.

- Home
- Modules
- Assignments**
- Grades

Assignment 01

Due No due date **Points** 100 **Submitting** a file upload **File types** pdf

[Important Assignment Information](#) ↓

[Assignment 01](#) ↓

[Assignment Reflection](#) ↓

Please refer to the Guide to Canvas if you need help viewing your tutor's feedback or seeing any annotated comments on your marked assignment.

[EXPLORE - Guide to Canvas](#)

File upload

Upload a file, or choose a file you've already uploaded.

No file chosen

+ Add another file

Comments...

Once uploaded, the name of the document (e.g. "Assignment 01.pdf" will appear as shown by the arrow below) and you can then click on the blue **Submit assignment** button.

File upload

Upload a file, or choose a file you've already uploaded.

Assignment 01.pdf

+ Add another file

Comments...

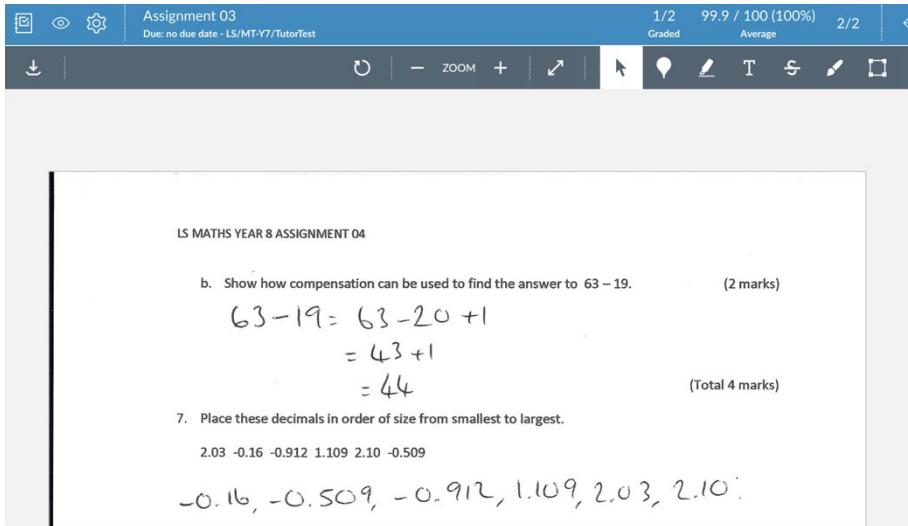
If all is well, you will be taken to this page where the **New Attempt** button now displays and on the right-hand side you can see confirmation that the assignment has been submitted. Please now select **Submission details** (see arrow) so that you can check it is displaying correctly for the tutor to access.

The screenshot shows the Canvas interface for 'Assignment 01'. On the left is a navigation menu with 'Home', 'Modules', 'Assignments', and 'Grades'. The main content area has a header with 'Assignment 01' and a 'New Attempt' button. Below this is a table with columns: 'Due' (No due date), 'Points' (100), 'Submitting' (a file upload), and 'File types' (pdf). There are three links: 'Important Assignment Information', 'Assignment 01', and 'Assignment Reflection'. A paragraph of text follows, and a link 'EXPLORE - Guide to Canvas' is at the bottom. On the right, the 'Submission' section shows 'Submitted!' with a checkmark, the date '7 Sep at 9:32', a 'Submission details' link (pointed to by a blue arrow), and a 'Download Assignment 01.pdf' link. Below that, it says 'Comments: No comments'.

This should take you to this page where you can select **View feedback** to see the document as the Tutor would receive it. Please check the correct document is there and that you can see the assignment clearly.

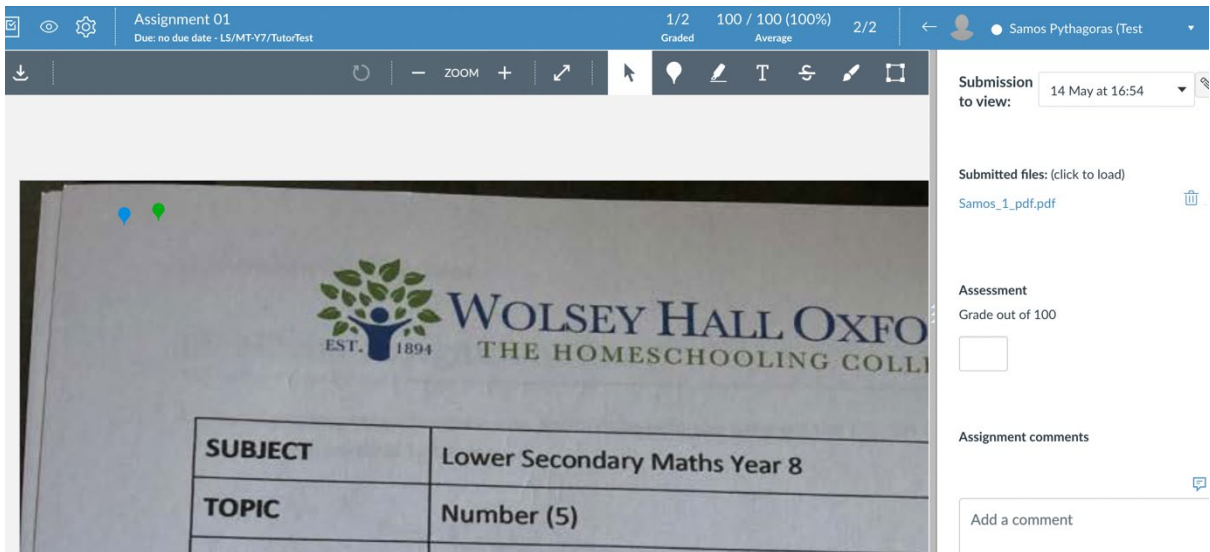
The screenshot shows the 'Submission details' page. At the top right, it says 'Grade: / 100'. The main heading is 'Assignment 01' with a 'Resubmit assignment' button. Below the heading, it says 'Test student submitted 7 Sep at 9:32'. The main content area shows a file icon and 'Assignment 01.pdf 148 KB'. To the right of the file is a 'View feedback' link (pointed to by a blue arrow). On the far right, there is a comment box with the text 'Add a comment:', a text input field, and buttons for 'Media comment', 'Attach file', and 'Save'.

Below is an example of how the assignment should look:



The completed assignment document sits within the page and the answers are legible.

By contrast, if the assignment is too big it might look like this (the page does not sit within the frame like the example above does):



If this becomes the case, you can follow the instructions on the page below that explain how to adjust the resolution:

[FIXING PAGE SIZE PROBLEMS](#)

We ask that the assignment is uploaded as one document. If multiple pages have been added and it has not merged into one you will see a list of documents on the right-hand side of the screen (example below).

Submitted: 14 May at 18:05

Submitted files: (click to load)

- hirsghrekwg.pdf
- fgsyhusg.pdf
- sgjhdsjsj.pdf
- bhjaekjeakj.pdf

Assessment

Grade out of 100

Finally, if the background is dark it is likely your tutor will have trouble seeing the assignment. Here's an example:

Assignment 04
Due: no due date - LS/MT-Y7/TutorTest

1/2 Graded 98 / 100 (98%) 2/2 Average

Submitted: 14 May at 18:36

Submitted files: (click to load)

- IMG_9967 (2).pdf

Assessment

Grade out of 100

Assignment comments

Add a comment

SUBJECT	Lower Secondary Maths Year 8
TOPIC	Number (2)
ASSIGNMENT	Test
STUDENT NAME	Samos Pythagoras

In summary, if the assignment sits within the frame, isn't dark/is legible and is delivered as one merged document, you should be all set. You will receive feedback once your tutor has marked the assignment!

Before you begin assignments proper, please complete a test assignment and upload it. Simply print the **Test Pages**, write in the box provided, scan and merge the two documents and try to upload following these instructions.

Good luck!