

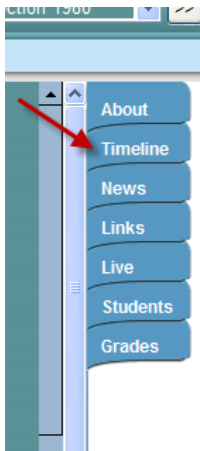


Eastern Arizona College

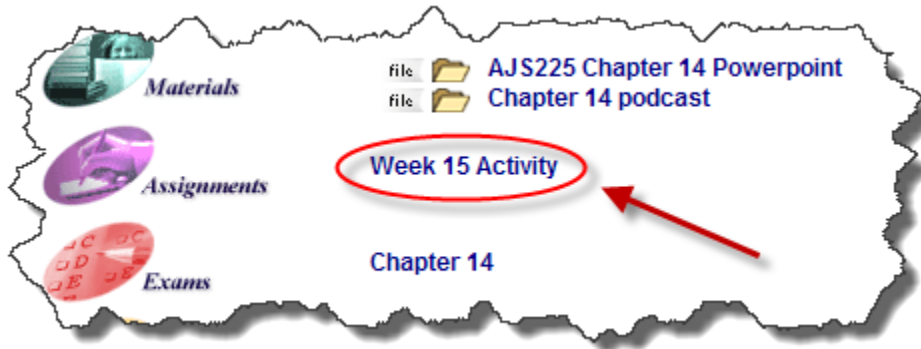
HOW TO SUBMIT AN ASSIGNMENT



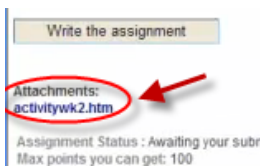
- Go to the Timeline tab on the right hand side of the screen.



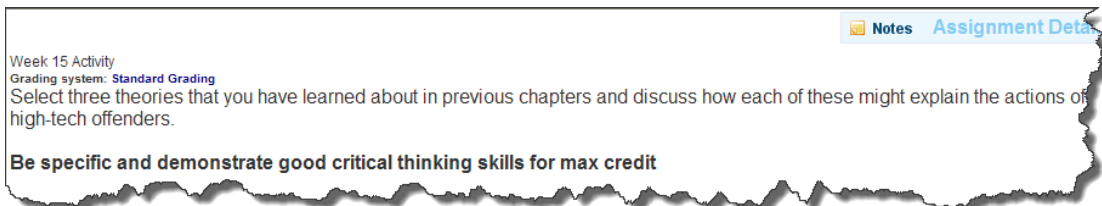
- Scroll down to the week of the assignment you wish to submit.



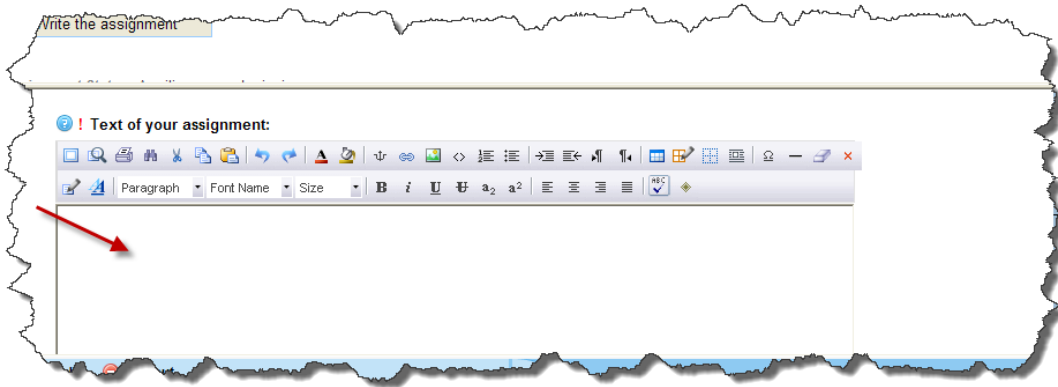
- Click on the assignment link to open the assignment window.
- Check to see if your instructor provided an attachment.



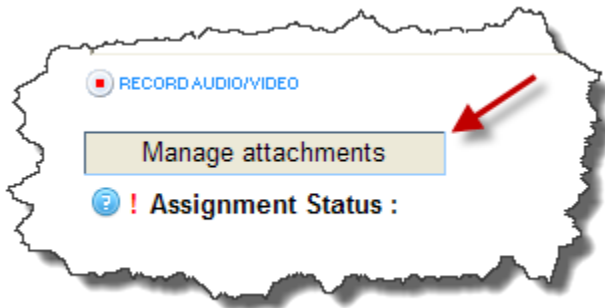
- If so, click on the attachment and open it or save it to your computer/flashdrive.
- At the top of the assignment window is where your instructor will have the instructions for completing that assignment.



- The text box below is where you will type or paste your assignment.



- **And/Or** if you would like to attach your assignment (i.e. Word document, etc.) then scroll to the bottom of the screen and click on Manage Attachments.

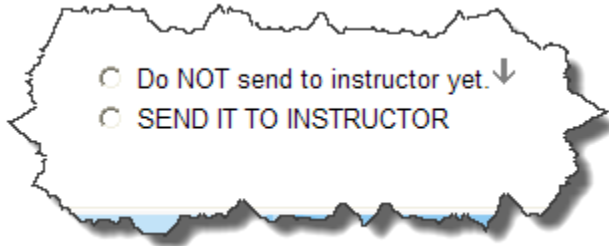


- Follow the 3 steps given on the attachments window.

Attachments

1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below. **No attachments.**
Attach File:
2. Click the **Attach to assignment** button.
The transfer of an attached file may require up to 10 minutes.
3. Repeat Steps 1 and 2 to attach additional files. Click the **Finish** button to return to your assignment.

- When you have your assignment complete you can Submit it. However, there are 2 options for you. **Option 1:** Do not send to instructor yet (this is if you are not ready to send it to your instructor but want to save your work in progress like a draft). **Option 2:** Send it to instructor (this will send your assignment to your instructor as soon as you click on Submit).



- Choose your option and click Submit.
****If you chose option 1, please remember that you have not submitted your assignment to your instructor yet. It is only saved on WebStudy to be sent later so you will need to go back in, choose option 2 and submit it in order for your instructor to receive it.***