

## Submitting Assignments in Canvas

**There are multiple ways that assignments can be submitted on canvas.**

***IMPORTANT NOTE: ROC does not accept email submissions. If you are struggling with submitting, please reach out to ROC for assistance.***

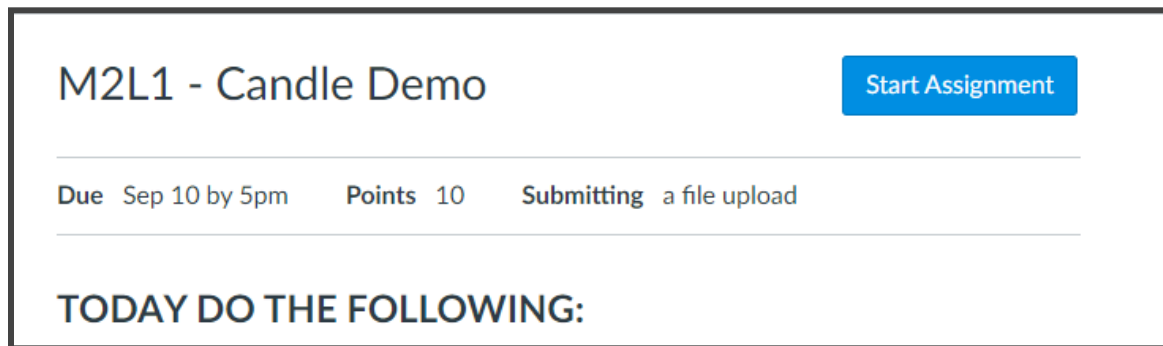
This document will cover the ways common to most courses.

- Google Drive integrates with Canvas and provides a great format for sharing your google docs, spreadsheets and presentations without needing to email it to your teachers!
- Hue Camera will take the picture of a document right from canvas, no need to figure out how to get the image from your phone to your chromebook to canvas!
- Multiple Files can be uploaded

When you are ready to submit your assignment follow these steps.

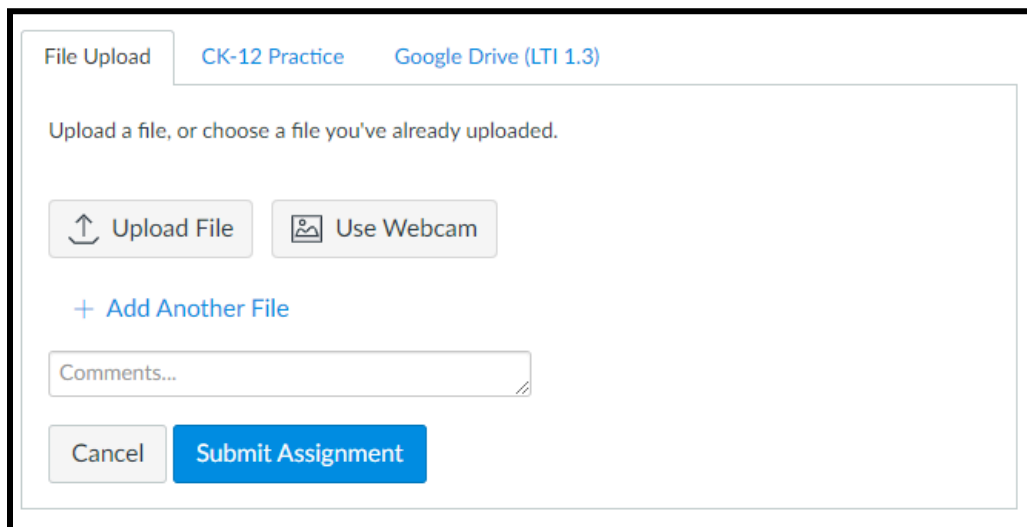
1. Scroll back up to the top of the screen

It will look something like this.



The screenshot shows the top of a Canvas assignment page. At the top left is the title 'M2L1 - Candle Demo'. To its right is a blue button labeled 'Start Assignment'. Below the title, there is a horizontal line. Underneath this line, the text 'Due Sep 10 by 5pm' is followed by 'Points 10' and 'Submitting a file upload'. Another horizontal line is below this. At the bottom of the section, the text 'TODAY DO THE FOLLOWING:' is displayed in bold.

2. Click the **Start Assignment** button
3. Scroll down to the bottom of the screen



The screenshot shows the file upload interface in Canvas. At the top, there are three tabs: 'File Upload' (selected), 'CK-12 Practice', and 'Google Drive (LTI 1.3)'. Below the tabs is a text prompt: 'Upload a file, or choose a file you've already uploaded.' Underneath this prompt are two buttons: 'Upload File' (with an upward arrow icon) and 'Use Webcam' (with a camera icon). Below these buttons is a link that says '+ Add Another File'. At the bottom of the interface is a text input field labeled 'Comments...' and two buttons: 'Cancel' and 'Submit Assignment'.

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### **If your file is a google doc, spreadsheet or presentation.**

4. Click on the **Google Drive** and **find your assignment.**
  - a. **Check to make sure the file name has .doc**
5. Click **Submit Assignment** – **accept any permission changes**
  - a. If you have more than one assignment to attach, just click Submit Assignment again to attach the additional file
  - b. You can do this as many times as files that you have.

### **If your submission is work you did on paper - the submission will be USE WEBCAM – follow these instructions below:**

6. Make sure your HUE Camera is set up and attached to your chromebook.
7. If you have more than one page, BEFORE YOU use webcam
  - a. Click the + Add Another File
  - b. Click for the number of pages that you have.
  - c. Make sure you have watched the Hue Camera video
  - d. Click Use Webcam, make sure it is in focus and good lighting.
8. You will have to **agree to permission changes.**
9. Upload one at a time.
10. Once everything is loaded, Click **Submit Assignment.**

There are special cases for assignments that have there own How-to's. The steps here are the core of what we do.