

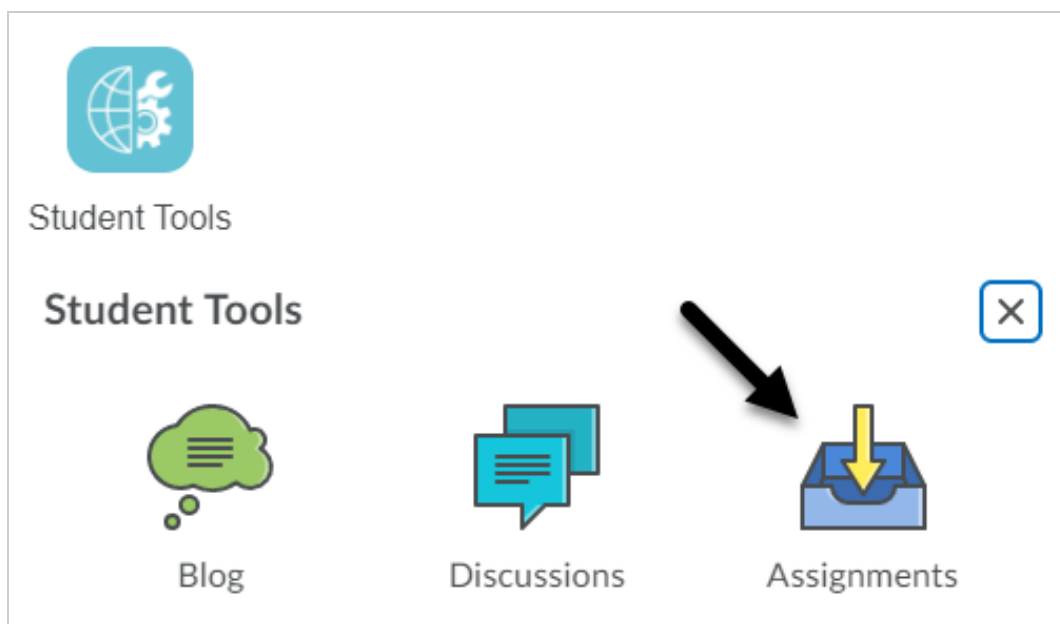
Submitting Assignments Using the Assignment Tool

Assignments is an area where you can submit completed assignments. It allows you to see your completion status and the due date of each assignment.

Once you have synced your Google Account within the VLE (visit the [Linking your Google Account in the VLE](#) document for instructions), you can upload documents, spreadsheets, presentations and other materials from your Google Drive. You can also submit files that are saved on your computer.

How to Submit an Assignment in Assignments:

1. In your VLE, go to the **Student Tools** and click on **Assignments** icon.



The information provided in VLE Resources is intended to be up-to-date and free from errors/omissions.

Please email vle.support@ocdsb.ca if updates or corrections are needed.

2. Select the activity you wish to upload your file to.

Unit 1	
Activity 2 - Assignment	
Activity 3 - Assignment	
Activity 4 - Assignment 2	

Example:

3. When the assignment opens, select **Add a File**:

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click **Submit** to complete the submission.

Add a File

Record Audio

Record Video

4. A list of different upload options will appear. Choose the location where your file is located:

 My Computer >

 Google Drive >

5. Click on the file you want to upload, then select **Add**.

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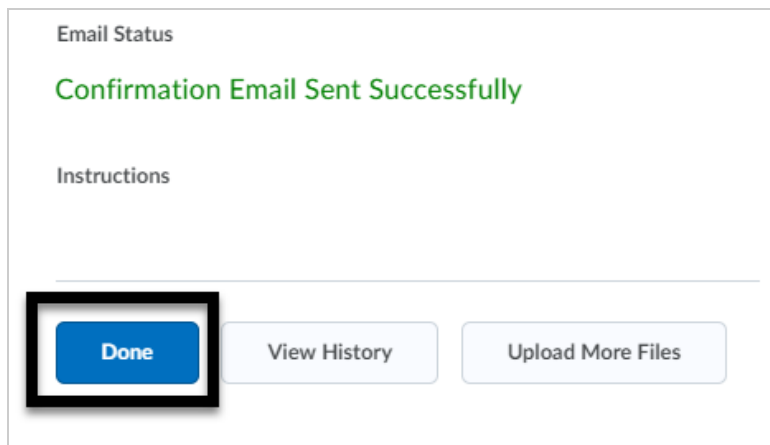
6. When the file is successfully uploaded, click **Submit**:

After uploading, you must click Submit to complete the submission.

 [Vocabulary Strategies ppt Final.pptx](#) (1.95 MB) 



7. When you receive a confirmation message, click **Done**.



That's it! You have successfully uploaded a completed assignment using the Assignments!

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