



How to Submit Assignments



All Assignments are returned within 72 hours, Monday – Friday.

- **Please do NOT email or message me assignments or revisions. I cannot grade work that is emailed or messaged; all files must be submitted through the assignment links, per Aventa policy.**
- **Please save your assignments as:
Last Name, First Name Assignment Name
Example: Woods, Joe Carry the Torch**
- **Please be sure to save ALL Word documents as (*.rtf).
This will help ensure that I can open your work.**

ATTENTION: Save all of your written assignments in Rich Text Format.

Open your file in Microsoft Word. Click on File - Save As - and under "Save as type" (in the drop down menu) select Rich Text Format (*.rtf).



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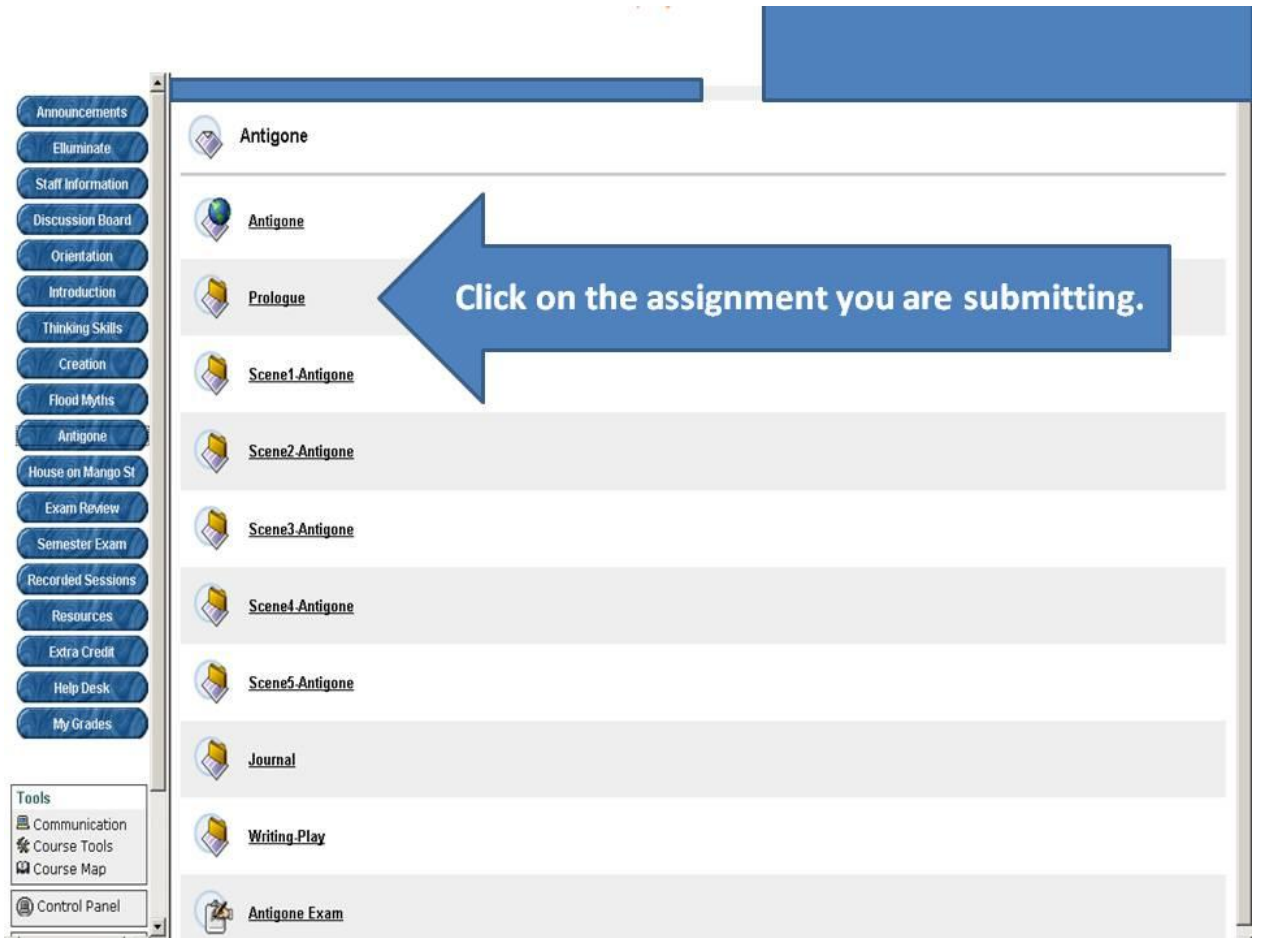
Please note: This assignment may not be located in your course. Regardless, this example will show you how to submit work in any course.

1. Click on the Unit where the assignment is located. See screen shot below.

The screenshot displays a course management system interface. On the left is a vertical navigation menu with buttons for: Announcements, Eliminate, Staff Information, Discussion Board, Orientation, Introduction, Thinking Skills, Creation, Flood Myths, Antigone, House on Mango St, Exam Review, Semester Exam, Recorded Sessions, Resources, Extra Credit, Help Desk, and My Grades. Below this menu is a 'Tools' section with icons for Communication, Course Tools, Course Map, and Control Panel. The main content area is titled 'Announcements' and features a large banner image. The banner contains two portraits of Edgar Allan Poe and the text: 'This is one of my favorite authors! Identify this author & tell me the title of [redacted] for 1 extra credit point.' A blue arrow points from the text 'Click on the Unit where your assignment is located.' to the banner. Below the banner are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'April 01, 2011 - April 08, 2011' is shown. Two announcements are listed: one from Thursday, April 07, 2011, titled 'Have You Replied?' with a play button icon, and another from Sunday, April 03, 2011, titled 'Important!' with the word 'IMPORTANT!' in large, glowing green letters.

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2. Click on the folder containing the assignment you are submitting.
See screen shot below.



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3. Click on “View/Complete Assignment. See screen shot below.

The screenshot shows the Aventa Learning interface. At the top left is the Aventa Learning logo. At the top right are icons for Home, Help, and Logout. A vertical sidebar on the left contains a list of course navigation buttons: Announcements, Eliminate, Staff Information, Discussion Board, Orientation, Introduction, Thinking Skills, Creation, Flood Myths, Antigone, House on Mango St, Exam Review, Semester Exam, Recorded Sessions, Resources, Extra Credit, Help Desk, and My Grades. Below this sidebar is a 'Tools' section with links for Communication, Course Tools, Course Map, and Control Panel. The main content area is titled 'Prologue' and contains the following text: 'Why do you feel Antigone was so determined to bury her brother, and why was Ismene not? Why would Antigone say that even if Ismene changed her mind later that she would not now let Ismene help her bury their brother? Respond in a paragraph, citing evidence from the prologue and parados to support your points.' Below the text is a link: '>> [View/Complete Assignment: Prologue](#)'. A large blue arrow points from the right towards this link, with the text 'Click on “View/Complete Assignment”' written inside it. In the top right corner of the page, there is a blue rectangular box. In the bottom right corner of the page, there is an 'OK' button.

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4. Click on “Browse” to attach your assignment. Locate your assignment and click “Open”. Once the assignment is attached, click on “Submit”. The assignment is not turned in until you click “Submit”. See screen shot below.

The screenshot shows a web interface for uploading an assignment. On the left is a sidebar with buttons for 'Announcements', 'Eliminate', 'Staff Information', 'Discussion Board', 'Orientation', 'Introduction', 'Thinking Skills', 'Creation', 'Flood Myths', 'Antigone', 'House on Mango St', 'Exam Review', 'Semester Exam', 'Recorded Sessions', 'Resources', 'Extra Credit', 'Help Desk', and 'My Grades'. Below the sidebar are 'Tools' for 'Communication', 'Course Tools', 'Course Map', and 'Control Panel'. The main area is titled 'Upload Assignment: Prologue' and has three sections: '1 Assignment Information' (Name: Prologue, Instructions: Why do you feel Antigone was so determined to bury her brother... Respond in a paragraph...), '2 Assignment Materials' (Comments: Do NOT paste your work in the "Comments" box...), and '3 Submit' (Click Save to stop working... Click Submit to finish...). At the bottom, there is an 'Attach local file' section with a 'Browse...' button, a 'Currently Attached Files' section with an 'Add Another File' button, and 'Cancel', 'Save', and 'Submit' buttons. A blue box with white text is overlaid on the 'Comments' field, and a blue arrow points to the 'Browse...' button.

Do NOT paste your work in the "Comments" box. This is an area for you to leave a comment to me regarding your work (not required).

Attach your assignment here by clicking "Browse"

Click "Submit" to turn in your work.

To attach more than one file, see Page 6

5. To attach multiple files, click on the, “Add Another File” button. See screen shot below.

The screenshot displays the Aventa Learning interface for uploading an assignment. The page title is "Upload Assignment: P-Portfolio". The interface is divided into several sections:

- Assignment Information:** Name: P-Portfolio, Instructions: Submit your assignment here.
- Assignment Materials:** Comments: A large text area for entering comments.
- Attach local file:** A section with a "Browse..." button for selecting files from the local system.
- Currently Attached Files:** A section showing the files currently attached to the assignment, with an "Add Another File" button to attach more files.
- Submit:** A section with instructions: "Click **Save** to stop working and return to the assignment page later. Click **Submit** to finish. Click **Cancel** to quit without saving changes." Below the instructions are "Cancel", "Save", and "Submit" buttons.

A blue arrow points to the "Add Another File" button with the text "Click Here", and a blue box next to it says "Attach more than 1 file by clicking on the “Add Another File” button."

If you need additional help, please view the recording on saving and submitting assignments. The recording is located in the “Recorded Lessons” tab of the course. Also, please feel free to contact me if you need assistance. Thank you. 😊