



# How to Turn In **CANVAS** Assignments

## Submitting an Assignment

1. Make sure you are on the correct **CANVAS** page for your assignment, then click the blue **[Submit Assignment]** button.
2. In the pop-up window, select the type of assignment you are submitting. To upload a Word document, worksheet, or other text file from your computer, select “File Upload”, but there are other choices depending on the assignment.
  - **File Upload:** To upload a file saved on your computer *\*Make sure you have saved a file to your computer first. It's a good idea to create a NEW FOLDER on your computer (named **AG At Home**, for example) to save all your AG assignments.*
  - **Text Entry:** Copy & paste or type in the box *\*Opens a text box where you can type, also includes a word count in the bottom right corner*
  - **Website URL:** Copy & paste the address to a website
  - **Media:** Record or upload a video *\*Click [Save] when finished and ready to submit*
3. Click on **Submit Assignment**.
4. After you submit your assignment, you will see information about your assignment on the sidebar to the right of your screen. It provides a link to download your submission, in case you decide to make changes and re-submit (turn in) a “new and improved” copy. *You also can view teacher comments in the sidebar once your work has been graded!*

## Viewing a Graded Assignment

1. To check on the progress of an assignment you already submitted, click on the words **Submission Details** on the right side of the screen. A window will pop open.
2. Once an assignment has been graded, you will be able to click on the words **View Feedback** written in blue, and a preview box will appear on the left with a comments box on the right. *To view full screen, click on the double arrow [↕] icon to the right of the [Zoom] and [+] buttons.*
3. **Preview Box:** Using your cursor, hover over each comment box and follow the dashed line to see which part of your assignment the comment relates to. To close the window, click on the blue box with the two arrows facing each other.
4. **Comments Box:** In the gray box to the right, you will see any additional comments. *If a media comment is included, click on the arrow to play the video message!*

## Re-submitting an Assignment

1. After viewing the teacher feedback, you may choose to make changes and turn in a corrected version of your assignment.
2. You may download a copy of your original assignment on the right side of the page. Be sure to SAVE AS on your computer before making changes. Once you've made changes, click on the **[Re-submit Assignment]** button.
3. Follow the directions above for **Submitting an Assignment**.