



iLearn: Submit an Assignment

Center for Innovation in Teaching and Learning

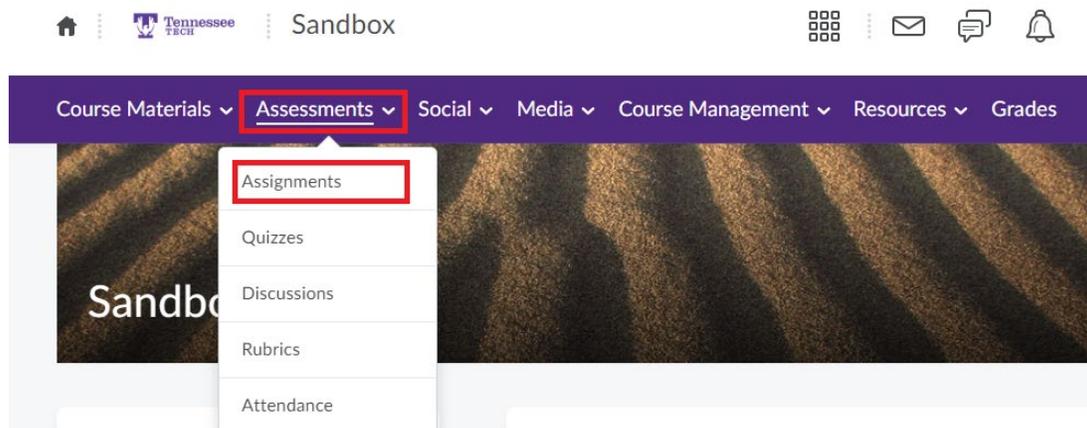
The **Assignments** tool enables you to submit assignments in Brightspace Learning Environment (iLearn), eliminating the need to mail, fax, or email your work to instructors. Simply upload your submission to the appropriate assignment and submit.

Understanding Due Dates and End Dates:

- A **due date** is the submission deadline of an assignment in your course. This date is specific to assignments only.
- An **end date** is attached to assignments. The end date is the final date an assignment is available for you to submit to, regardless of the due date. Once the end date of the assignment is past, you are no longer able to submit, no matter what the assignment's due date is.

To Submit Assignments:

- From the navbar, click **Assessments** and then click **Assignments**



- On the Assignments page, click on the assignment you want to submit to. Follow the assignment instructions, and do one of the following:
 - Text Submissions
 - Type your assignment directly in the **Text Submission** field.
 - When you finish your written response, click **Submit**.
 - File Submissions
 - To browse for the file you want to submit, click **Add a File**. You can attach files from your local computer or storage device, a personal lock, a group locker, or Brightspace ePortfolio. Enter any comments you want to submit with the file. Click **Submit**.
 - Record Audio Submissions
 - You can select **Record Audio** to add feedback.



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- When you finish recording, click **Add**. Enter any comments you want to submit with the file. Click **Submit**.

Submit Assignment

Files to submit *

(0) file(s) to submit

WARNING: The only allowed characters in a filename are letters, numbers, dashes (-) or underscores (_). If you receive an error, remove all other characters and try again.

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

The screenshot shows the submission interface. At the top, there are three buttons: 'Add a File', 'Record Audio', and 'Record Video', each highlighted with a red box. Below these is a 'Comments' section with a rich text editor. The editor has a toolbar with icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent. The text area contains the placeholder 'Enter any comments here. |'. At the bottom of the comments section are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

- Click **Mark as Complete** to manually mark an assignment as completed.

If your instructor enabled e-rater® Grammar feedback, to view grammar feedback on your assignment, on the **Submission History** page, click the **View e-rater® grammar feedback** link in the **Inline Feedback** column.

If your assignment allows multiple submissions, you can incorporate any grammar feedback and resubmit your assignment.

NOTES:

- If the assignment is Turnitin enabled, the file you submitted is pre-validated at the time of submission to ensure it is within the Turnitin file type and size requirements.
- If GradeMark or the OriginalityCheck has been enabled, you can view your **Submission ID** within your **Submission History** page.
- Depending on your course settings, you may be able to view any rubrics which are used to evaluate your work directly on the submission page.