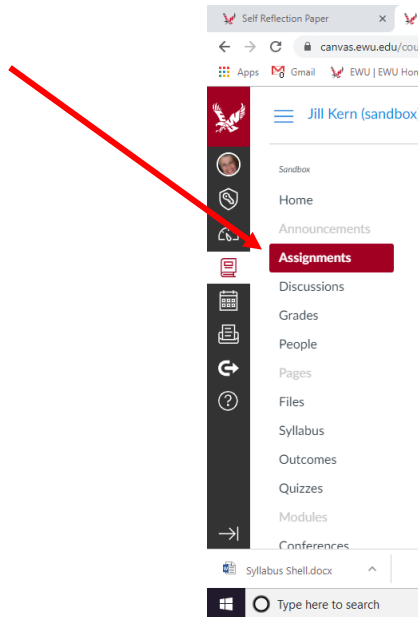


# How Students Submit Assignment in Canvas and View Your Evaluation and Comments

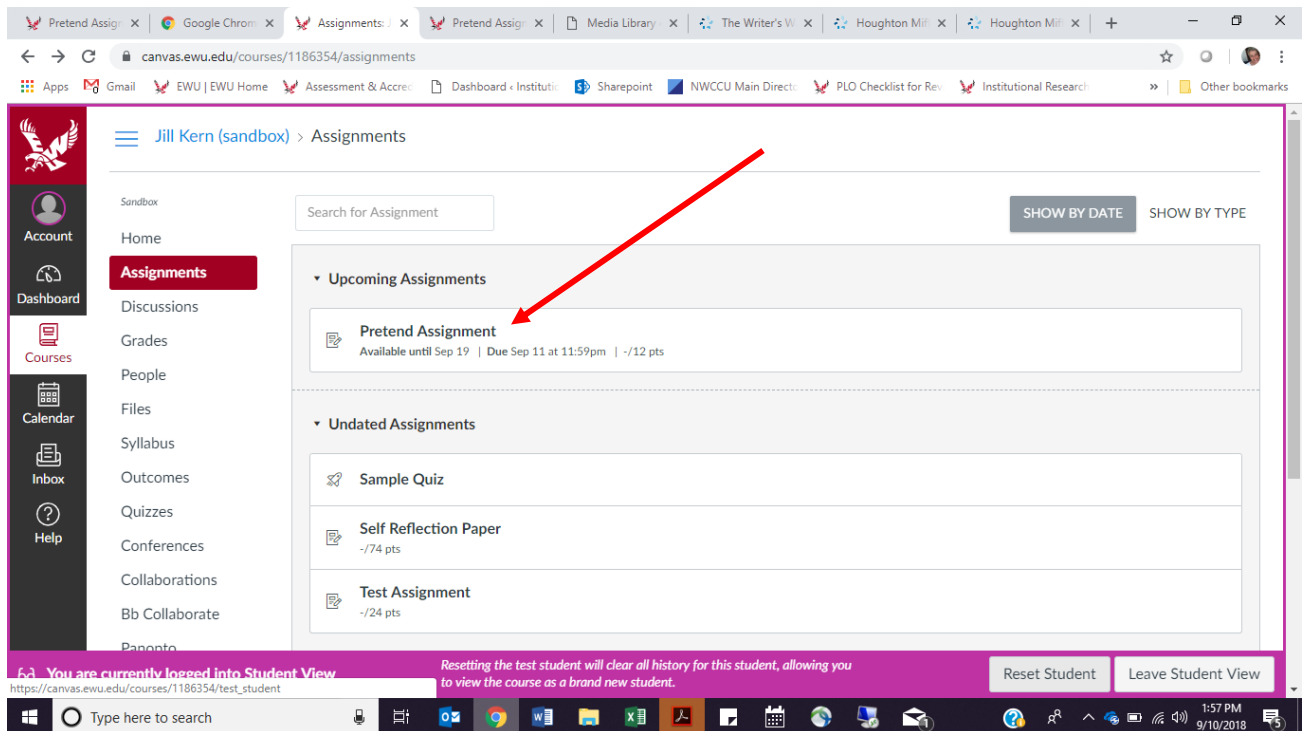
## To Submit an Assignment

Uploading assignments in Canvas is intuitive; most students will be able to figure it out easily without any guidance. For those who need help, here's what they need to do:

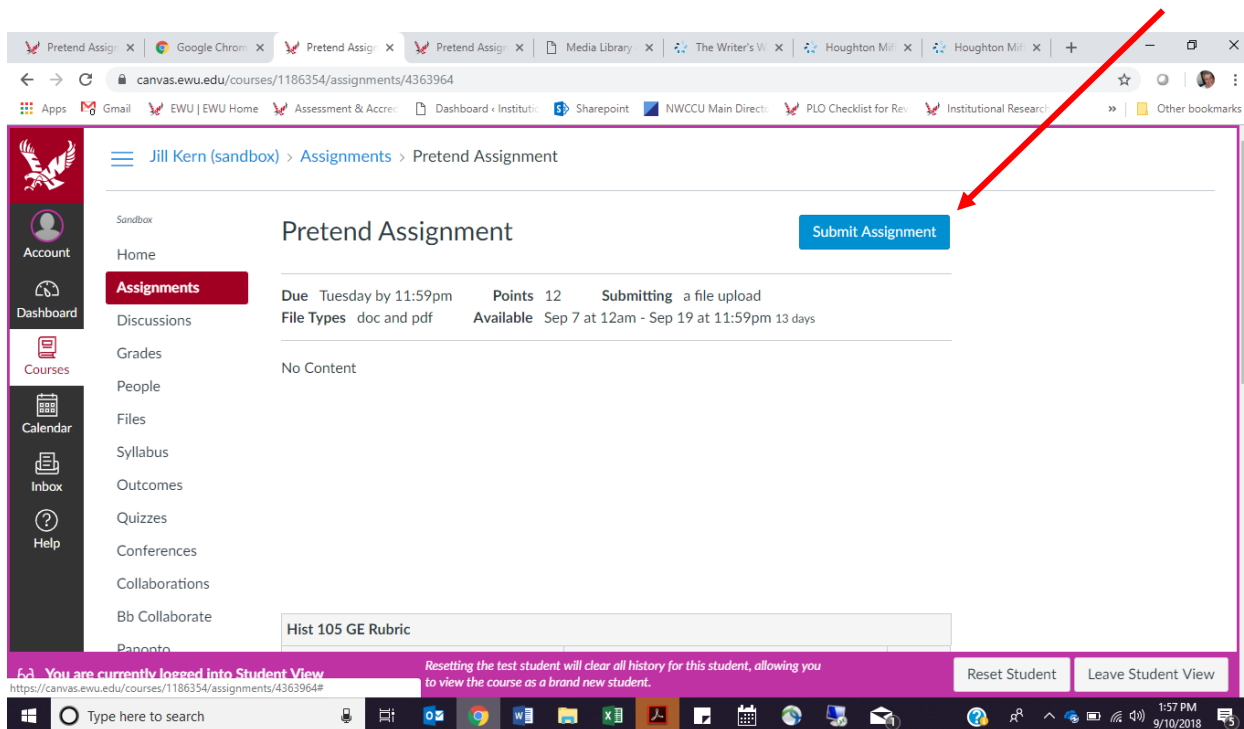
- Students go to “Assignments” on the left-hand navigation menu.



- Students select the assignment from their list of assignments.

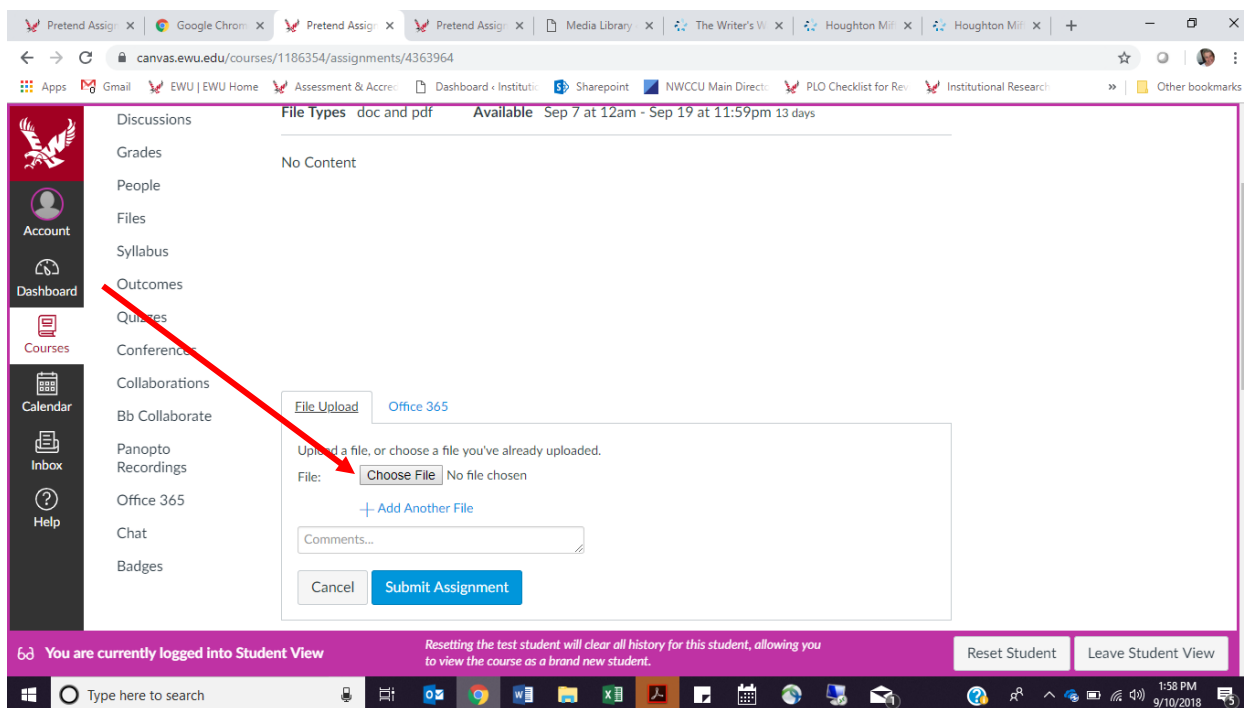


➤ Students click on the Submit Assignment button.



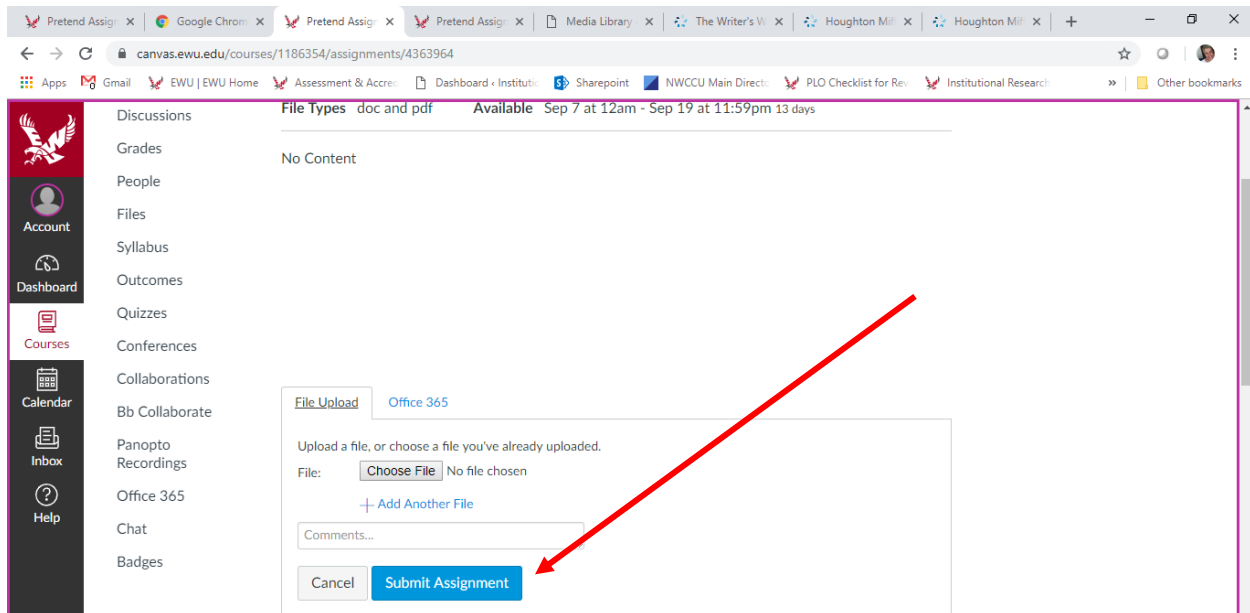
This screenshot shows a web browser window displaying a Canvas LMS assignment page. The browser's address bar shows the URL <https://canvas.ewu.edu/courses/1186354/assignments/4363964>. The page title is "Pretend Assignment". A red arrow points to a blue "Submit Assignment" button located in the top right corner of the assignment details area. The assignment details include: "Due Tuesday by 11:59pm", "Points 12", "Submitting a file upload", "File Types doc and pdf", and "Available Sep 7 at 12am - Sep 19 at 11:59pm 13 days". The content area is empty, showing "No Content". A sidebar on the left contains navigation links for Account, Dashboard, Courses, Calendar, Inbox, and Help. At the bottom, a purple banner indicates the user is logged into "Student View" and provides options to "Reset Student" or "Leave Student View".

➤ Students click on the small Choose File button, which takes them to their computer's file directory.

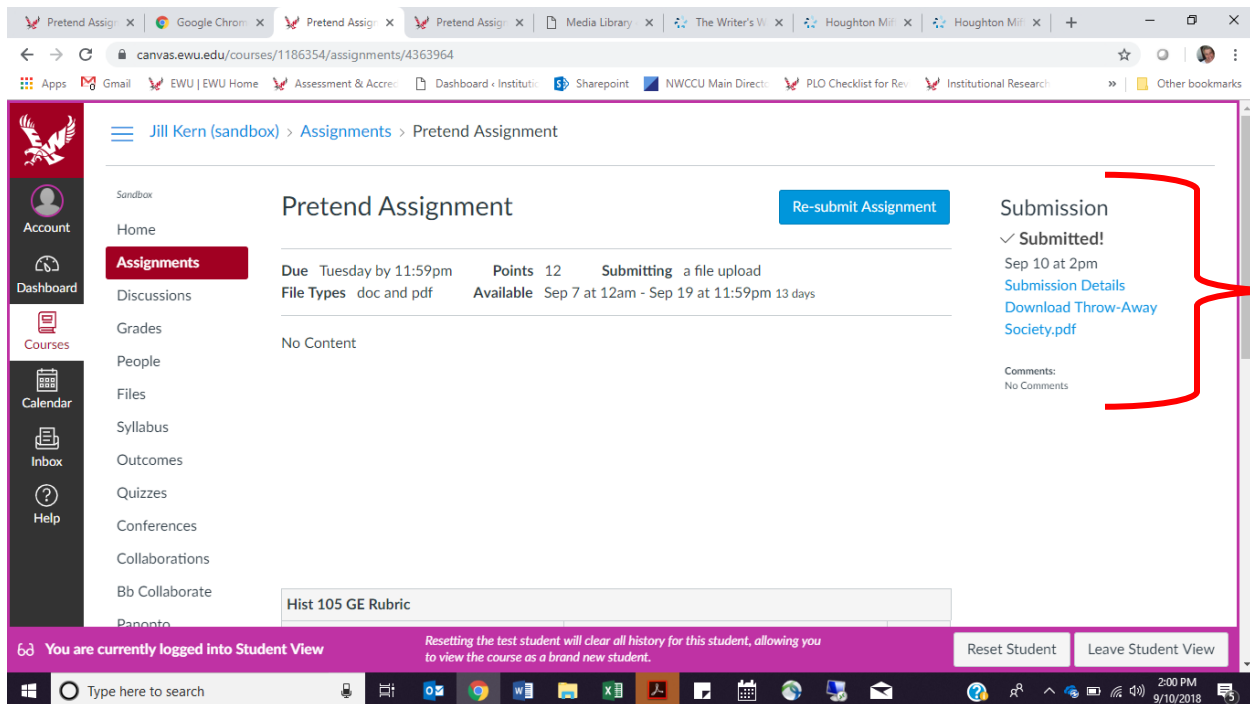


This screenshot shows the same Canvas LMS assignment page as above, but with a file upload dialog box open. The dialog has a title bar with "File Upload" and "Office 365" tabs. The main text says "Upload a file, or choose a file you've already uploaded." Below this, there is a "File:" label followed by a "Choose File" button and the text "No file chosen". There is also a "+ Add Another File" link. At the bottom of the dialog, there is a "Comments..." text input field, a "Cancel" button, and a "Submit Assignment" button. A red arrow points to the "Choose File" button. The background shows the same assignment page with the "File Types" and "Available" information visible. The sidebar and bottom banner are also present.

- When they find the file in their directory, they select it and then hit the Submit Assignment button.



- If they've submitted it correctly, they will get a "Submission ✓ Submitted!" message.



- For students to see the rubric the instructor completed, they go to Grades on the left-hand navigation bar and then select the assignment.

Sandbox

Home

Assignments

Discussions

**Grades**

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Badges

Grades for Test Student Print

Arrange By Apply

Due Date

Assignments Learning Mastery

Name	Due	Score	Out of
• <a href="#">GE Assignment 2</a>	Sep 15 by 11:59pm	7	16
<a href="#">GE Assignment</a>	Sep 18 by 11:59pm	-	18
<a href="#">Assignment 3</a>	Sep 28 by 11:59pm	-	16
<a href="#">Pretend Assignment</a>		-	16
<b>Assignments</b>		<b>43.75%</b>	<b>7.00 / 16.00</b>
<b>Total</b>		<b>43.75%</b>	<b>7.00 / 16.00</b>

- Here's how the rubric that the instructor has completed will look to students.

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Due Date

Assignments Learning Mastery

Name	Due	Score	Out of
• <a href="#">GE Assignment 2</a>	Sep 15 by 11:59pm		16

[Close Rubric](#) Assessment by Matt Lewis

Criteria	Ratings				Pts
Ⓞ A. Examine evidence systematically to identify patterns and anomalies. <a href="#">view longer description</a> threshold: 3.0 pts Instructor Comments	4.0 pts Excellent	3.0 pts Proficient	2.0 pts Below Expectations	1.0 pts Poor/Absent	4 / 4.0 pts
Ⓞ B. Apply a theory to data to make meaningful sense of the data. <a href="#">view longer description</a> threshold: 3.0 pts Instructor Comments	4.0 pts Excellent	3.0 pts Proficient	2.0 pts Below Expectations	1.0 pts Poor/Absent	3 / 4.0 pts
Ⓞ C. State conclusions that are logical extrapolations from the evidence. <a href="#">view longer description</a> threshold: 3.0 pts Instructor Comments	4.0 pts Excellent	3.0 pts Proficient	2.0 pts Below Expectations	1.0 pts Poor/Absent	2 / 4.0 pts
Ⓞ D. Identify the limitations of the conclusions they draw. <a href="#">view longer description</a> threshold: 3.0 pts Instructor Comments	4.0 pts Excellent	3.0 pts Proficient	2.0 pts Below Expectations	1.0 pts Poor/Absent	1 / 4.0 pts

Total Points: 10.0