How Students Submit Assignment in Canvas and View Your Evaluation and Comments
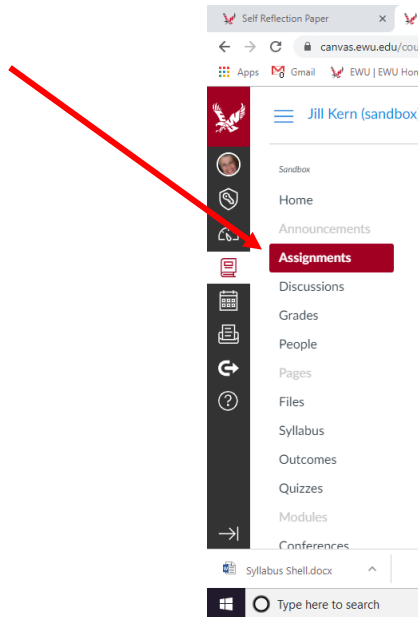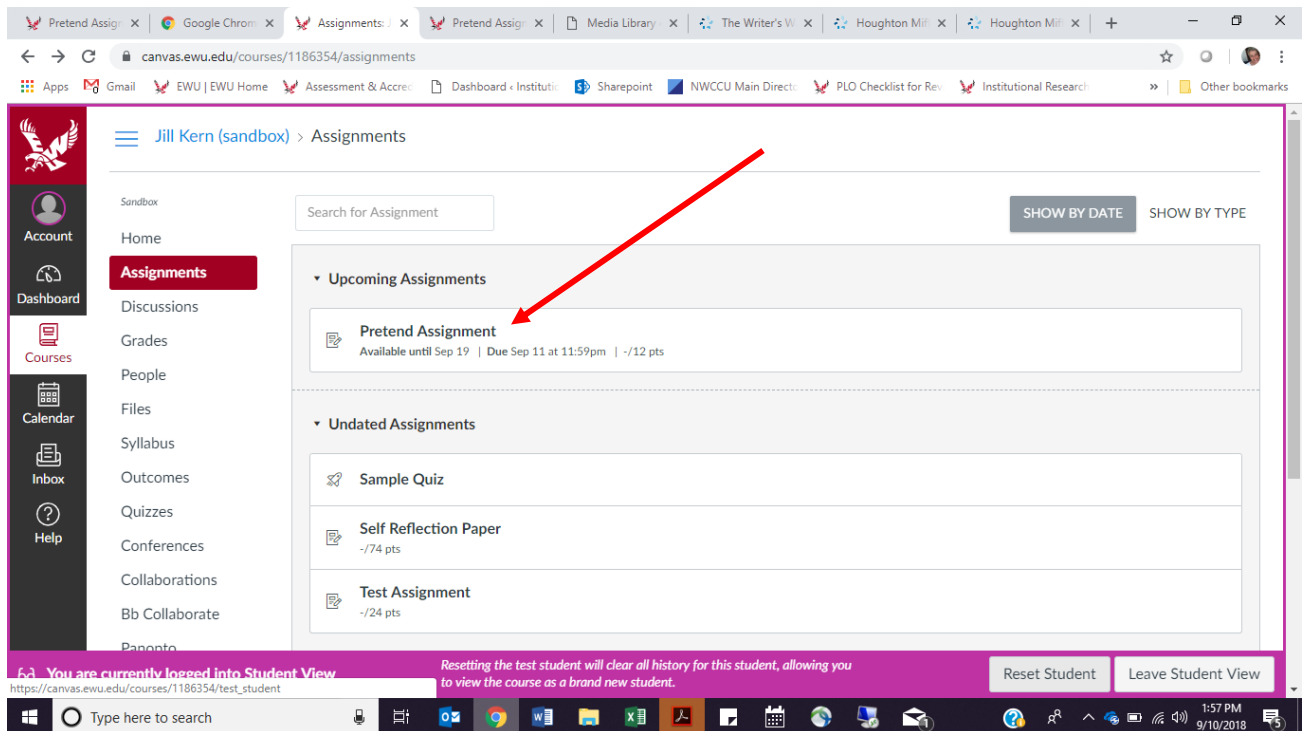
<u>To Submit an Assignment</u>

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:
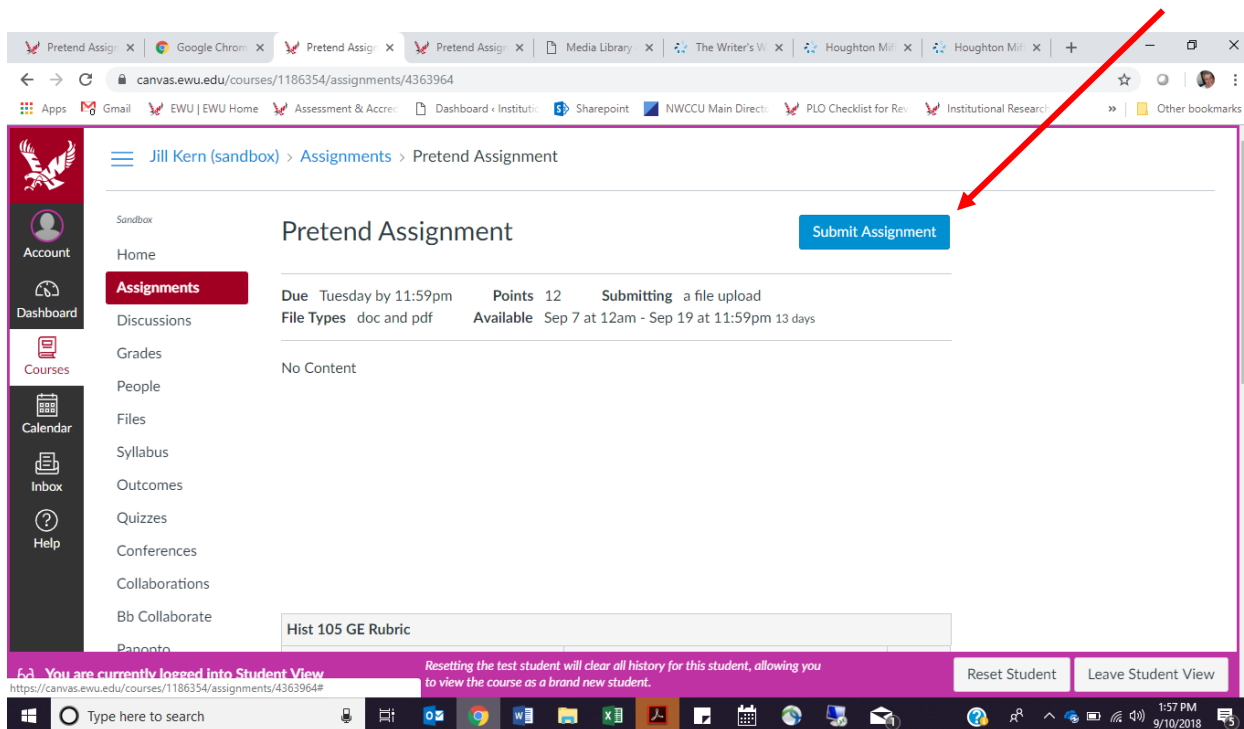
➢ Students go to "Assignments" on the left-hand navigation menu.

➢ Students select the assignment from their list of assignments.
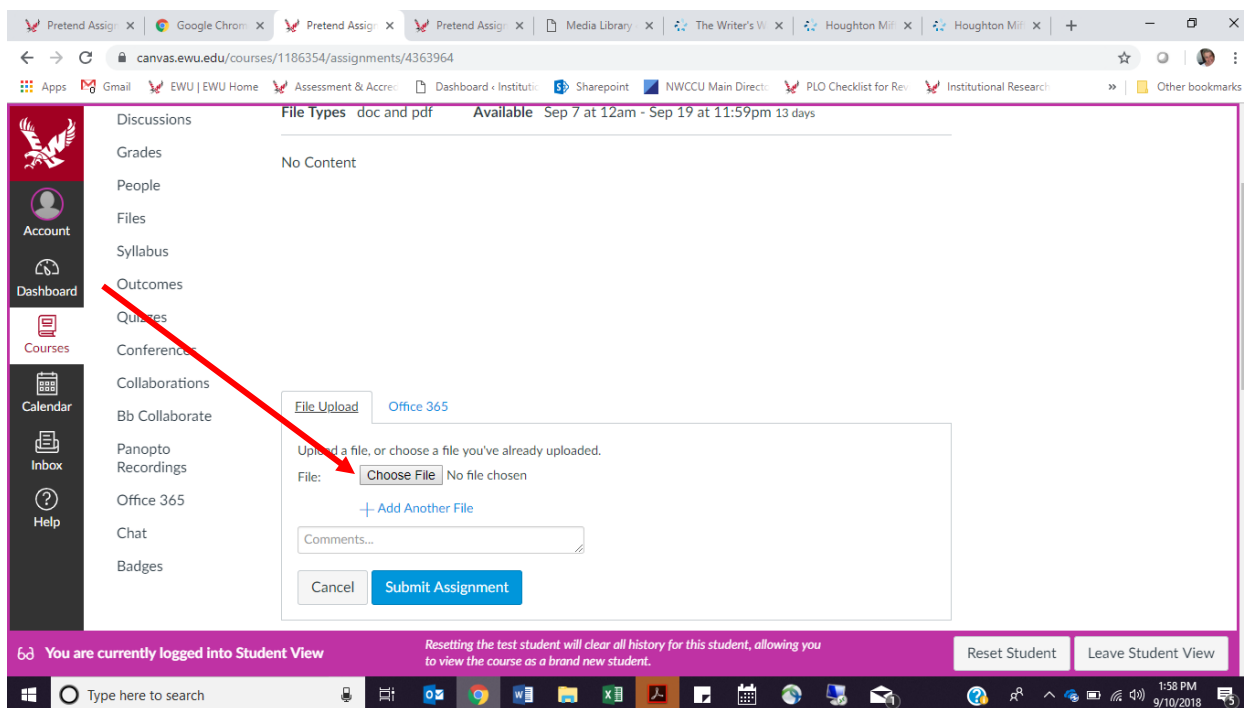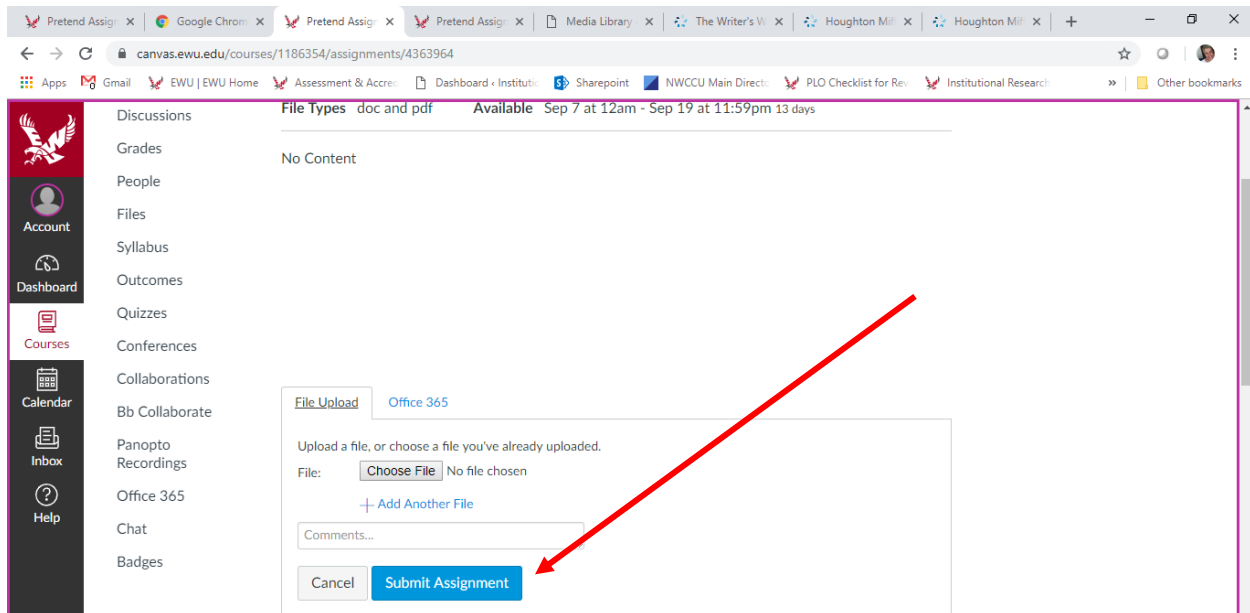
➢ Students click on the Submit Assignment button.

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

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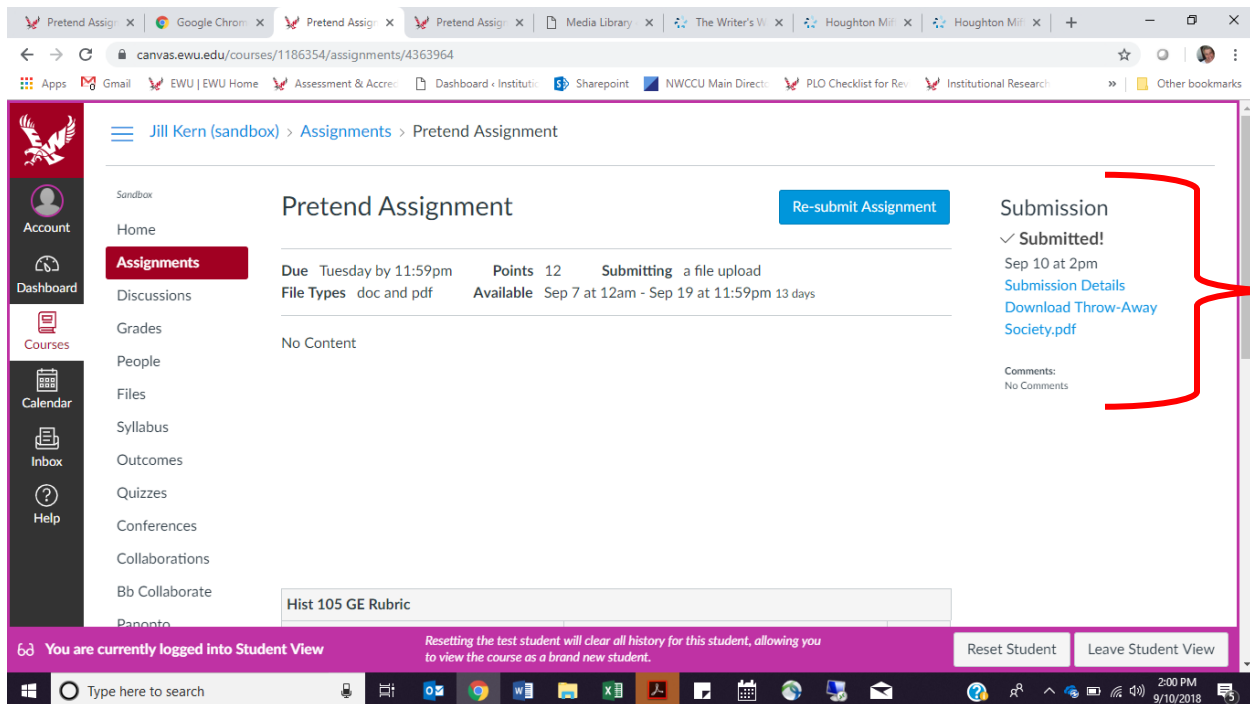
➢ For students to see the rubric the instructor completed, they go to Grades on the left-hand navigation bar and then select the assignment.

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