Uploading and Submitting Assignments and Downloading Materials on Canvas

East McDowell Middle School 2020-21

In order to turn materials in on Canvas, there are a few things that need to be done.

Locate the assignment that needs to be submitted. You can do this by clicking on the "Modules" tab on the left side of the Canvas course page or by clicking on the "Classwork" button of the Canvas course home page. Both links direct you to the same page.

Modules are labeled according to the week that they cover. Open the module that contains the assignment that needs to be turned in. Then click the assignment title.

Once you are on the assignment page, read any submission instructions, and then press "Submit assignment."
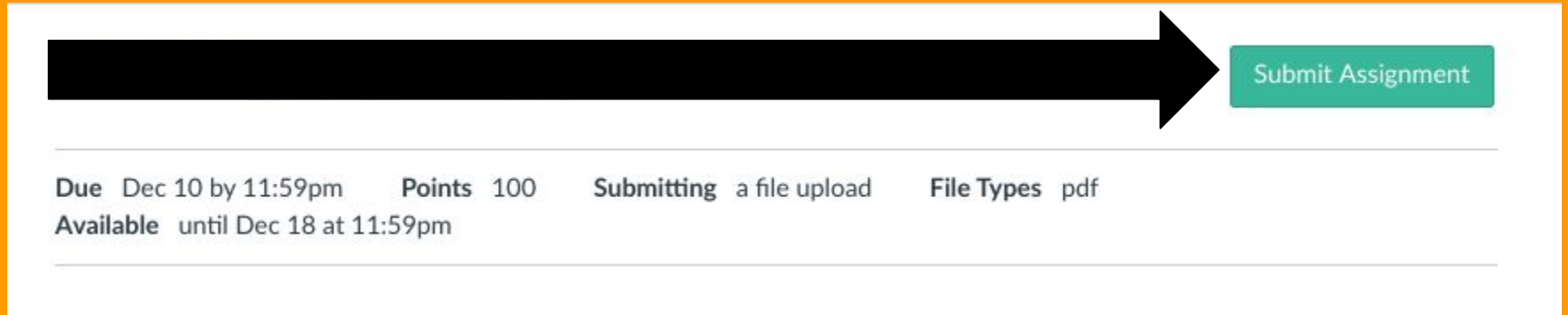
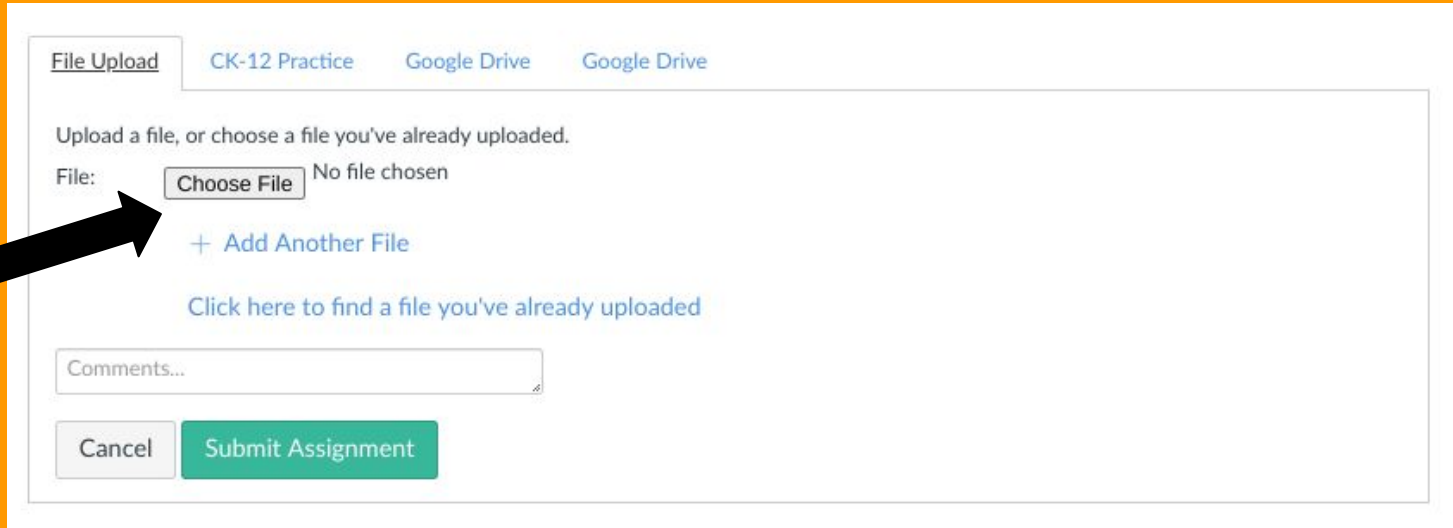It's important to note that some assignments limit students on what they can submit. In the example above, students must turn in their file as a Portable Document File (pdf). Most often, the instructions for submitting files in that manner are included in the assignment details.

After pressing "Submit Assignment" on the top right hand corner of the page, a menu will appear. This menu prompts you to select the file you would like to submit.
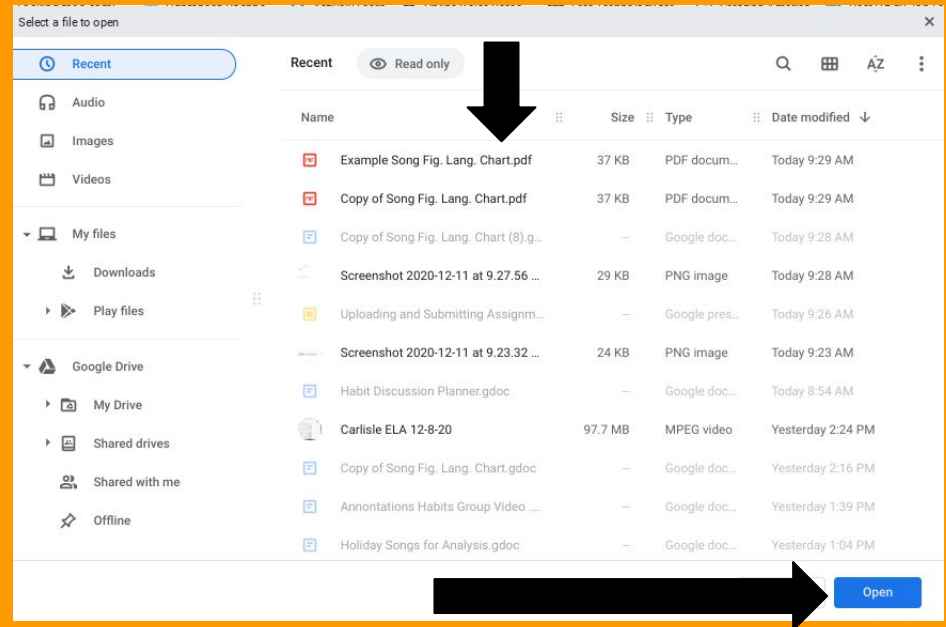

| File Upload | CK-12 Practice | Google Drive | Google Drive |

Upload a file, or choose a file you've already uploaded.

File: [Choose File] No file chosen

+ Add Another File

Click here to find a file you've already uploaded

[Comments...]

[Cancel] [Submit Assignment]
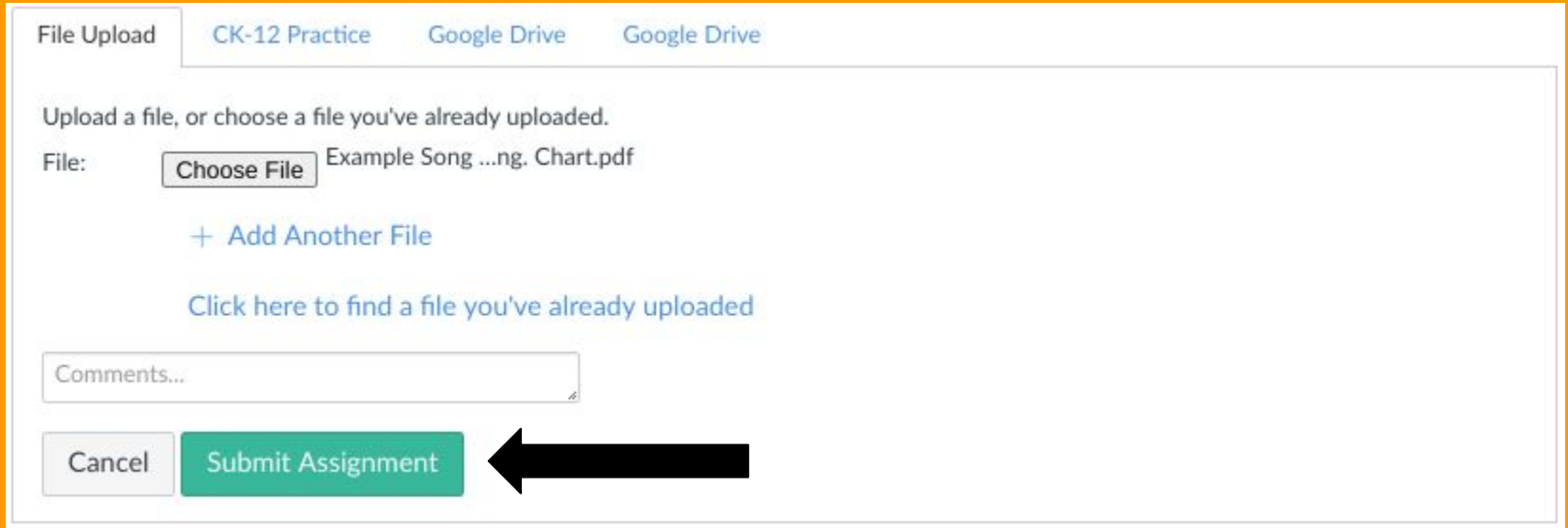
Press "Choose File."

A menu will open that provides you with access to all files on the computer.

A recently accessed file will be found under the "Recent" tab.

Simply choose the file you would like to submit, and press "Open."

The file menu will close, and you will be redirected to canvas.

| File Upload | CK-12 Practice | Google Drive | Google Drive |

Upload a file, or choose a file you've already uploaded.

File: [Choose File] Example Song ...ng. Chart.pdf

+ Add Another File

Click here to find a file you've already uploaded

Comments...

[Cancel] [Submit Assignment] ⬅

Next, click submit assignment to turn in the file that you chose.

Your assignment was submitted!

Wk 17: Fig. Lang. & Music

Re-submit Assignment

Due Dec 10 by 11:59pm   **Points** 100   **Submitting** a file upload   **File Types** pdf
Available until Dec 18 at 11:59pm

Submission

✓ **Submitted!**

Dec 11 at 9:31am (late)
Submission Details
Download Example Song Fig.
Lang. Chart.pdf

If your submission met all of the criteria outlined in the submission details, your assignment should have successfully submitted!

In order to download materials on Canvas, most often you just have to follow the instructions found on the assignment page.

When Canvas redirects you to Google Docs, Google Slides, or Google Drive...

the most efficient way to

download a file is to

click the "File" menu in the

top left hand Corner.
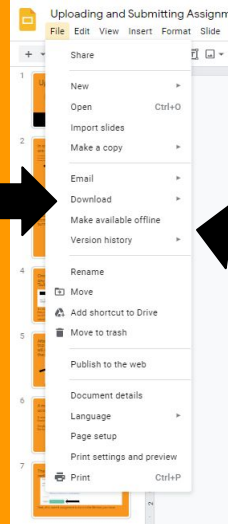
Additionally, if you click "Make available offline," you will be able to access this file even if you don't have internet access.

To access files that you have downloaded, click the circle in the bottom left hand corner of the tool bar, and then search for the file in the search bar.

Or, if you just downloaded the file, you can select that file from the pop-up in the bottom right hand corner of the screen.

↓ Download manager · now ⌃

Download complete
Uploading and Submitting Assignments and Downloading Materials (1).pdf

SHOW IN FOLDER