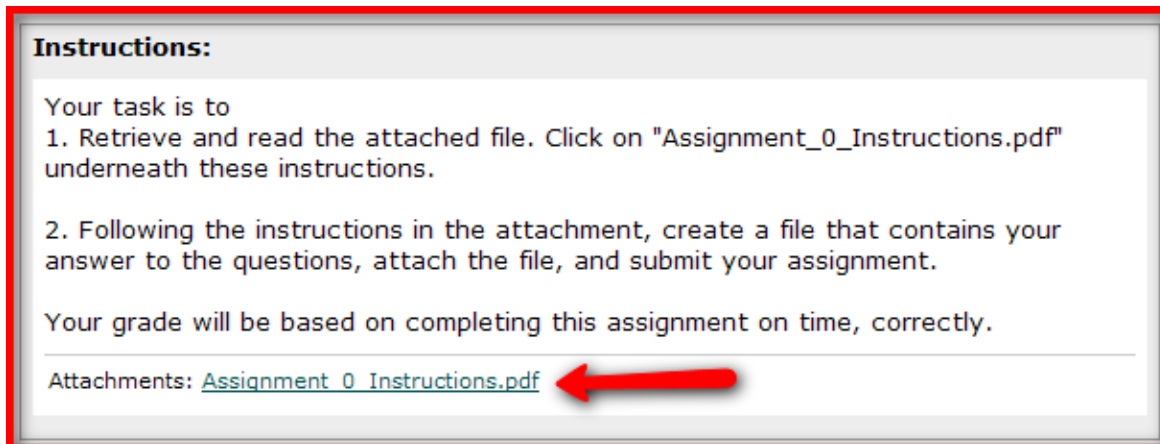


How to submit an assignment with an attachment, using WebCT

1. After you have clicked on the link to an assignment (in this example, "Assignment 0 - Assignment with Attachment"), the Assignment window will open, and you will see a box labeled **Instructions**. For example



Instructions:

Your task is to

1. Retrieve and read the attached file. Click on "Assignment_0_Instructions.pdf" underneath these instructions.
2. Following the instructions in the attachment, create a file that contains your answer to the questions, attach the file, and submit your assignment.

Your grade will be based on completing this assignment on time, correctly.

Attachments: [Assignment 0 Instructions.pdf](#)

Read the instructions. Note that there is a link to an attachment (attached file) listed after the instructions.

2. Click on the link to open it. You will need Adobe Reader to read the attached instructions – it's a free download available from here: <http://get.adobe.com/reader/>.] You may want to print out the file contained in the link, if it is long and complicated.

3. Create the attachment containing your answer. You will need a text editor, like MS Notepad, or a word processor, like MS Word, Open Office Word, Google Docs Word, etc. Type in your work (answers to questions, essay, etc.) and save the file on your PC. (Remember where you save it).

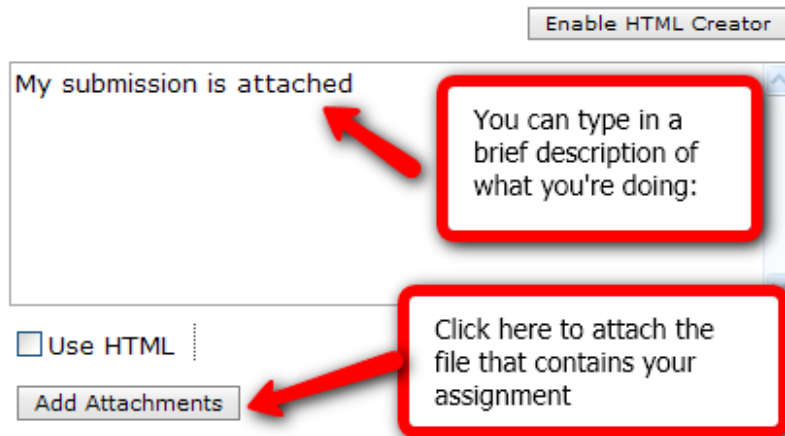
4. Attach the file to your submission, and click on Submit at the bottom of the screen. Here's how:

Example:

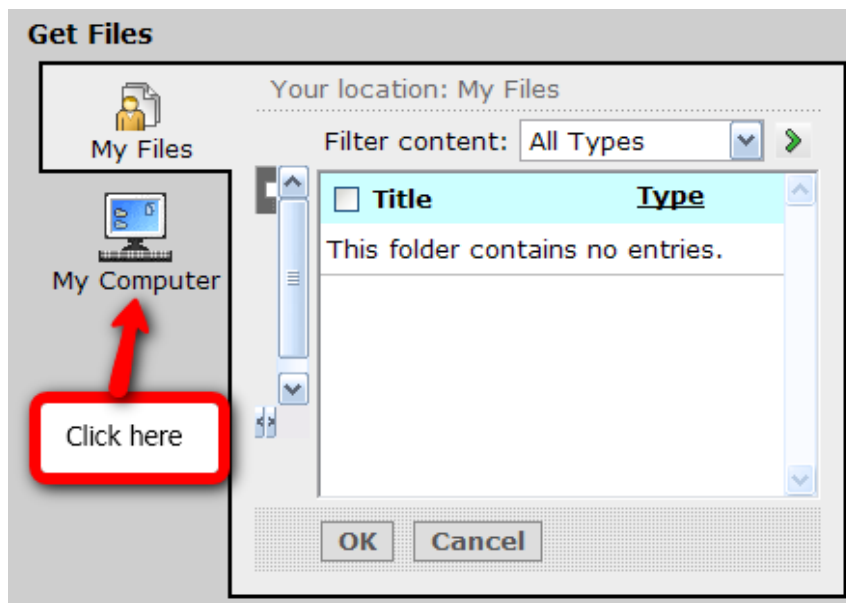
The file I'm submitting is called **Furchner_Assignment_0.docx**. Note that I put my name and the number of the assignment in the file name, to make it easy for the instructor to identify my file.

Go to the **Submission** part of the assignment screen, just under **Instructions**:

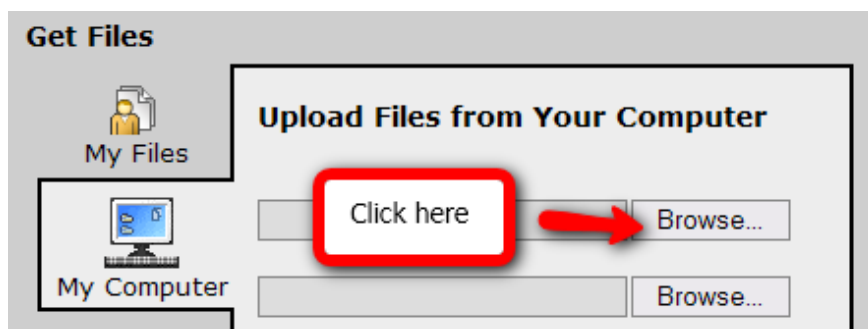
Submission:



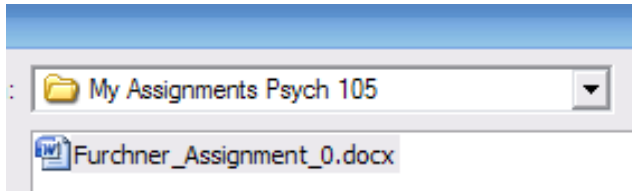
When you click on Add Attachments, you will see this screen:



Click on "My Computer" and then navigate through your file system to where you stored the file that contains your assignment. First you'll see **Upload Files from your Computer** – click on the first **Browse...**

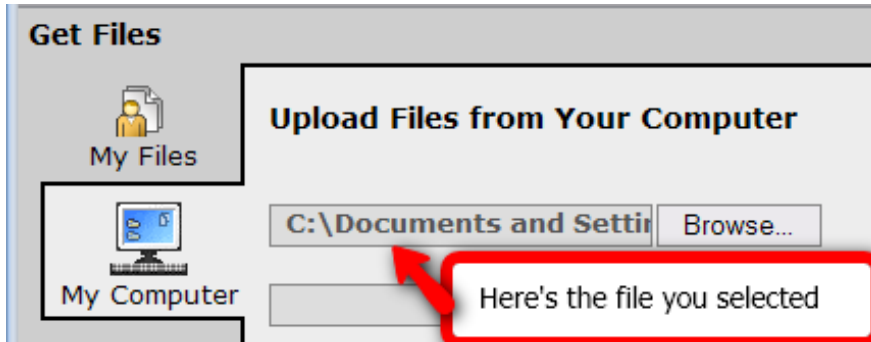


You'll see a listing of your files. Navigate through your files until you find your assignment:



Select your assignment, and then click on **Open** (or whatever is needed to accept the file you selected).

You will see the beginning of the file path name in the Upload screen:



Scroll down to the bottom of the Upload Files screen, and click on OK:



That will take you back to the **Submission** screen, and you should see the name of your file just above the "Add Attachments" button.

Add a comment if you like, and then click on Submit:

Submission:

My submission is attached

Use HTML

[Furchner Assignment 0.docx](#) Demo Student - August 1, 2009 4:49 PM 

Your file is attached Click here if you want to delete attachment

Add Comment:

Click here to submit your assignment.

You may be asked if you really want to submit the assignment, and then you will see this confirmation:

Confirmation

Demo Student :
You have submitted your assignment(Demo Student).
Submitted Time: August 1, 2009 5:01 PM

Click on OK, and you're done!