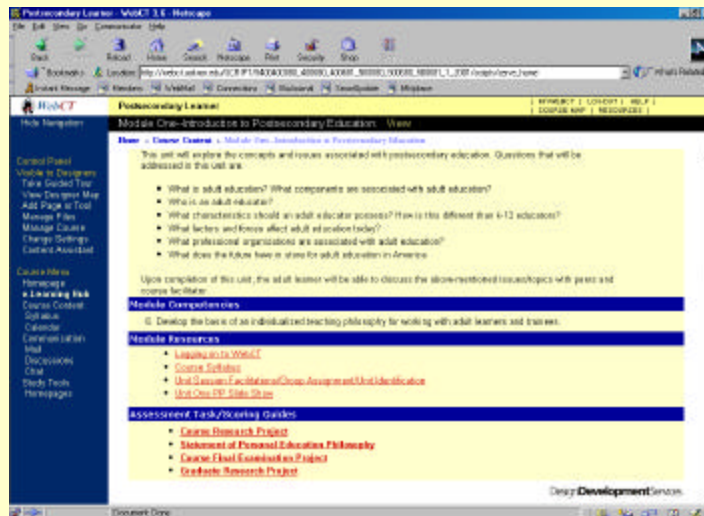


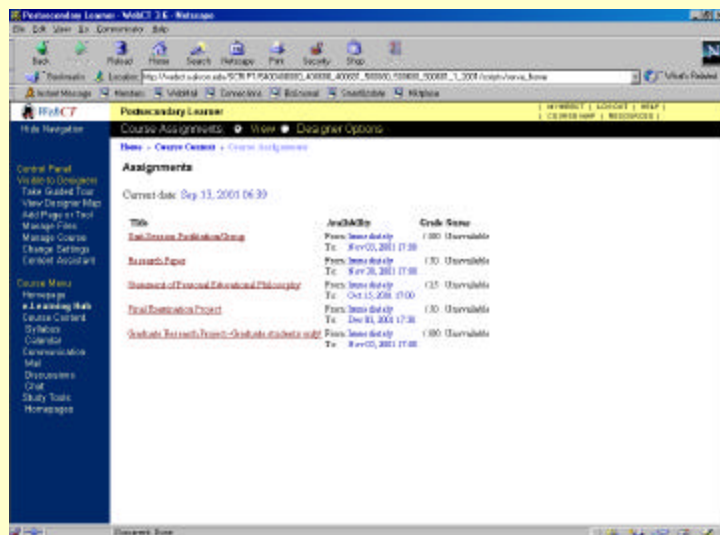
Quick Reference: WebCT 3.6 Course Assignments

- After you have successfully logged into WebCT 3.6, you will want to explore the WebCT pages for your assignments. Your assignments may be located in two areas within WebCT—depending on how your modules have been developed by your instructor and the web designer.

- Accessing Assignments:**
The first of the two locations for your assignments could be within each of the content modules—you can access these content modules by clicking on the icon labeled **Content Module** on your WebCT homepage. Your assignments could be located under the heading indicating Assessment or Assignments.

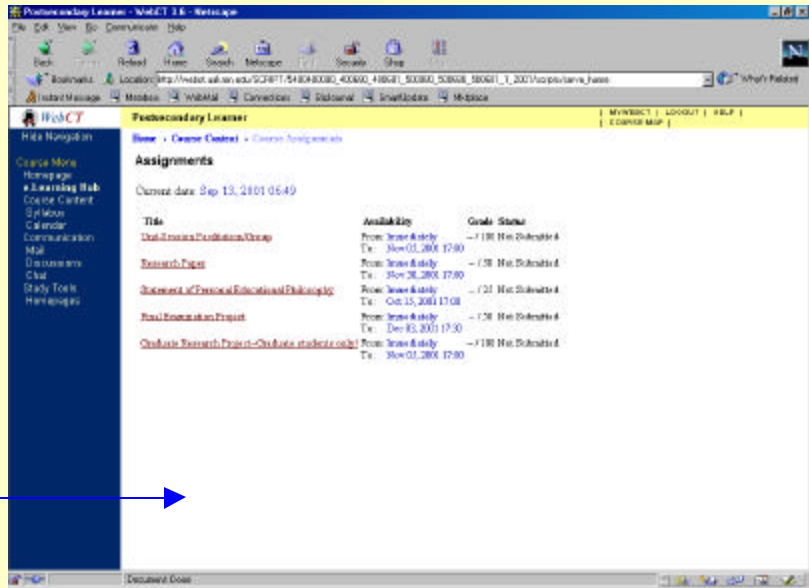


- The second of the two locations for your assignments could be under the category heading of **Assignments**.



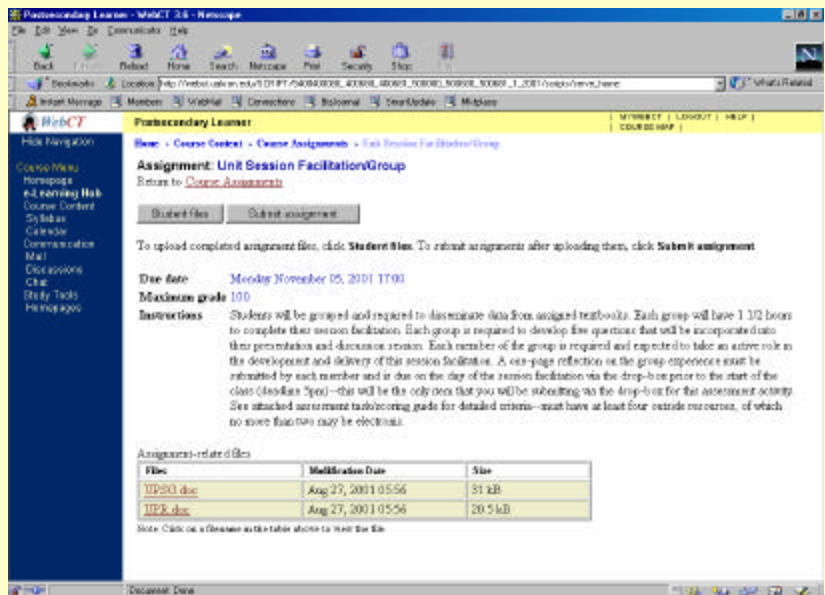
- Downloading & Uploading Assignments:**

Once you have made it to the assignment page to access your assignments, you will need to download related materials for each assignment. These materials may be items such as scoring guides, directions, etc. The page you access should resemble the page to the right.

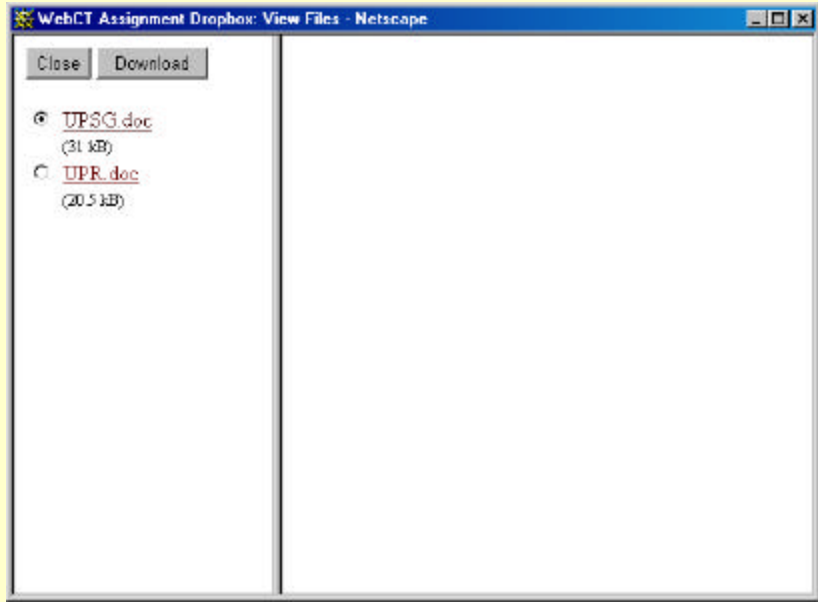


- Note:** When you are viewing this page, please pay close attention to the Availability of each assignment. Listed will be the dates that these assignments are available for student access—this will contain a to date which means that you cannot access the assignment after that date.

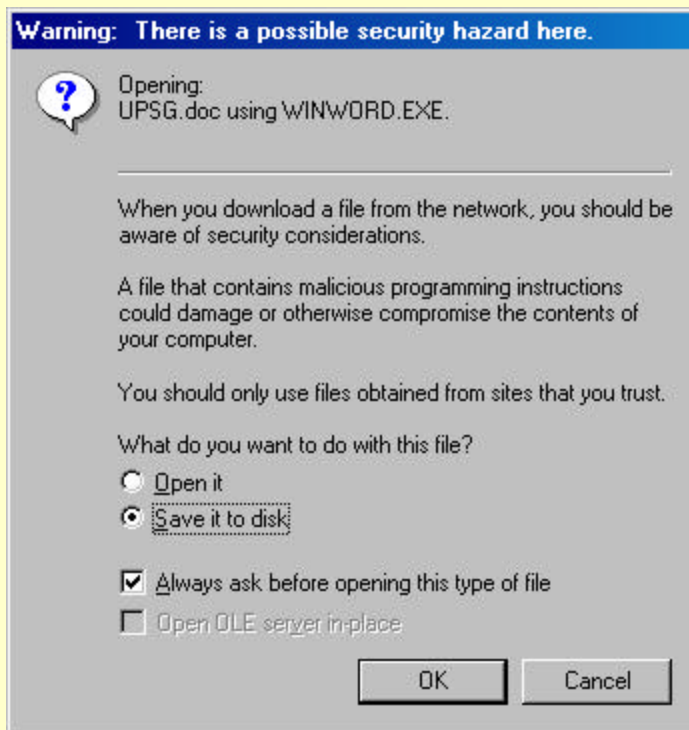
- After you have clicked on the title to the assignment, you will be directed automatically to the page that contains the following information: Due date, Maximum grade, Instructions, and Assignment-related files. Please make sure to read all pertinent materials.



- To download Assignment-related files, you will need to click on the file name. Instructor and designers may have uploaded these files in one of numerous ways: as MS Word files, PDF files, PowerPoint files, html files, etc. The type of file will impact the process of downloading—if it is a PowerPoint file, you will need MS PP installed on your computer, etc.

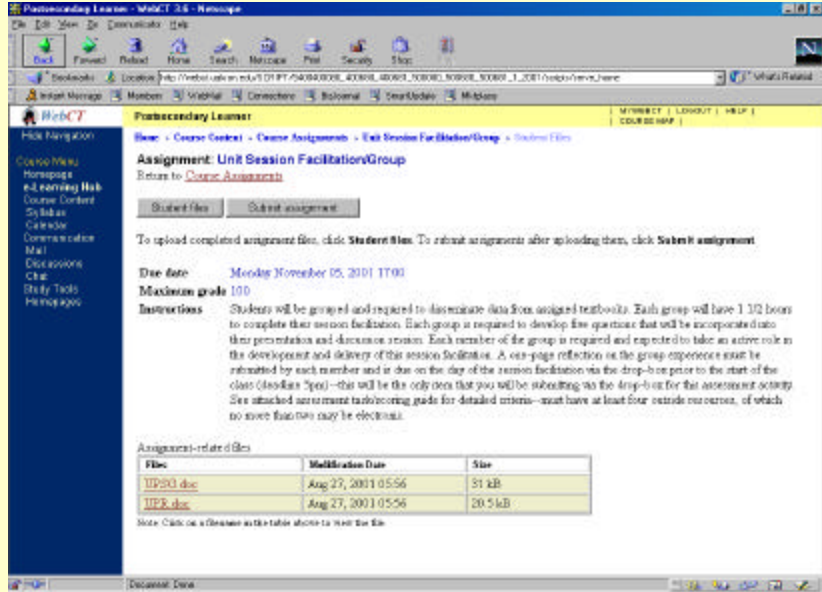


- You may get the prompt to either open the document/file, or save it to a disk.
- After you have opened or downloaded your files—it is up to you to complete the task requirements. When you are finished with the task, you may be required to submit the assignment via the drop-box or **Student Files**. (See below.)

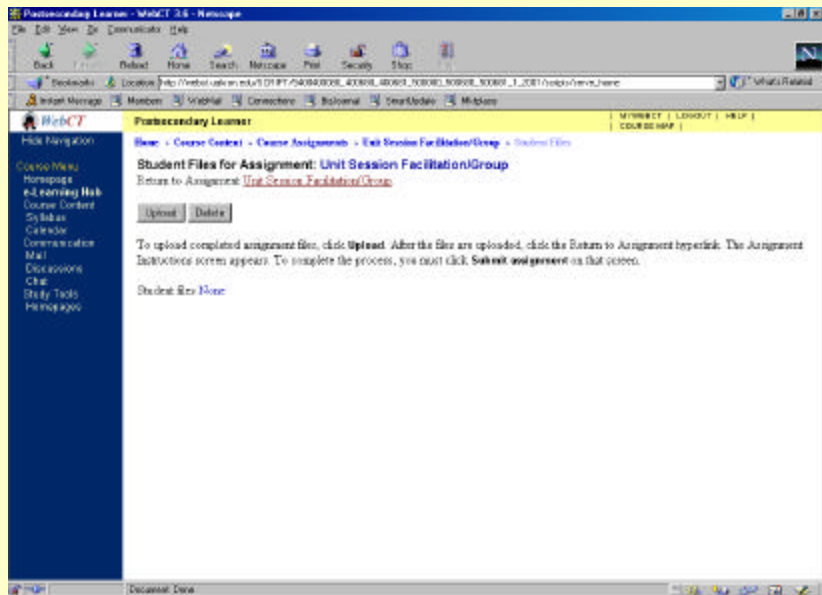


- **Student Files**

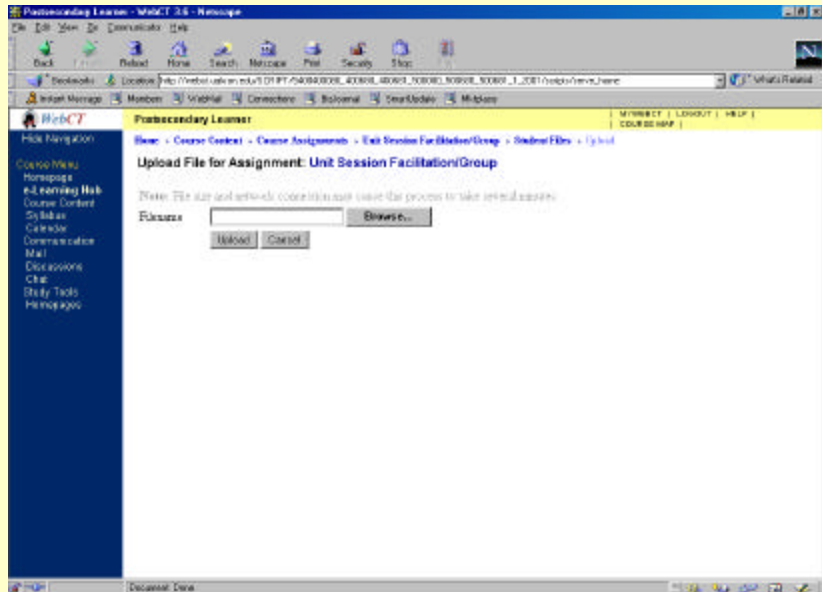
As you are making progress on completing the course assignments, you can upload your work to the section of WebCT referred to as **Student files**. This does not submit your assignments to your course instructor, but acts as a holding folder for your work. To place your assignment files in the student file folder you will need to click on the button labeled **Student files** on the WebCT screen as pictured on the right.



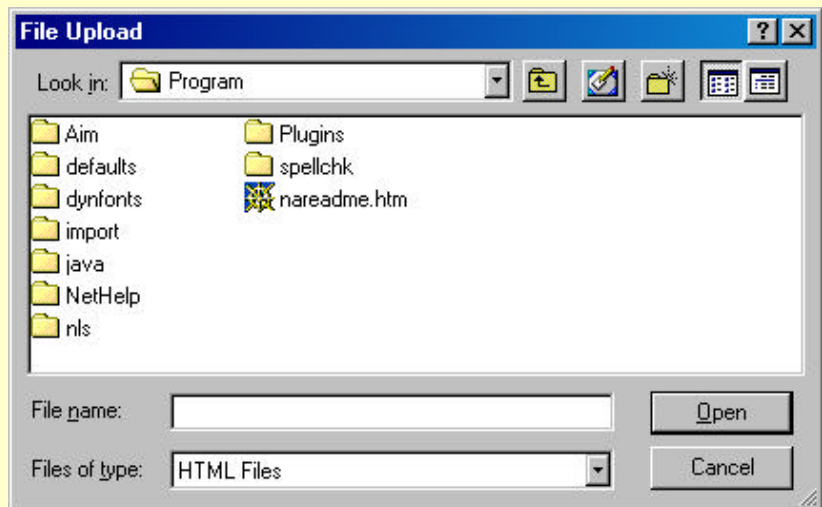
- The following screen will appear. To upload completed assignment files, click **Upload**.



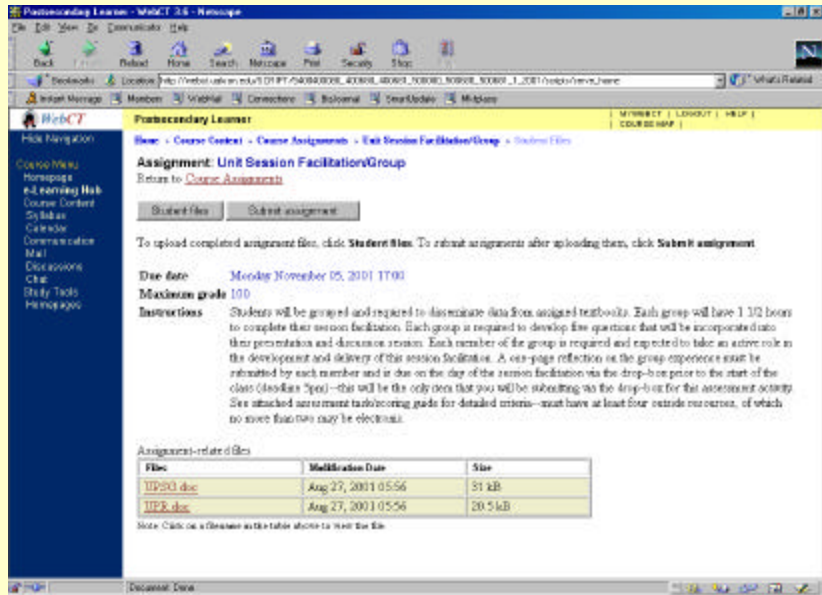
- After you click on the button labeled **Upload**, you will be prompted to **Browse** for the file name of the file you wish to upload.



- You will then be prompted to select the source of the file. After you have found the file in which your assignment is located, click on **Open**. This action will bring you back to the previous screen (immediately above) and you can select the **Upload** button.

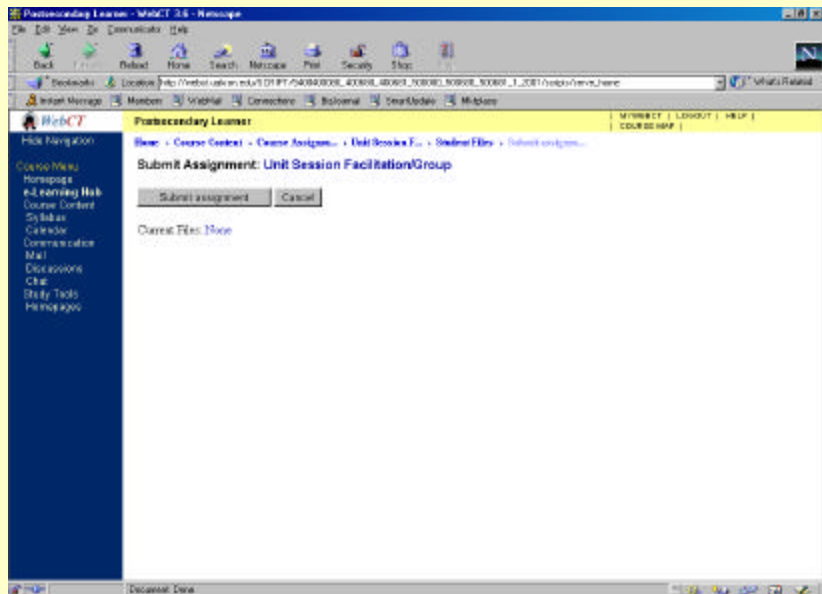


- Once you are certain that you are ready to submit your assignment, click on the button labeled **Submit assignment**.



- You will be prompted to select the file you wish to submit, then click on the button labeled **Submit assignment**.

Congratulations, you have submitted your assignment electronically to your instructor—it can now be graded.



- When you return to the page titled **Assignments**, you will notice the comments under the column **Status**. This will indicate the status of your assignments.
- You may see comments in this section such as, Not submitted, Not graded, Graded.

