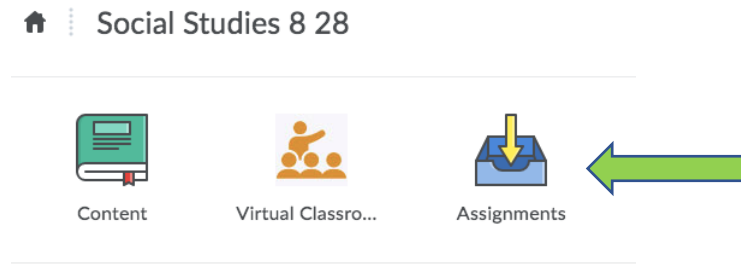## How to Submit into a D2L Assignments Folder

*Step 1: Select the Assignments Folder from the toolbar on your D2L Course homepage.*



*Step 2: Select the Assignment Folder you require.*



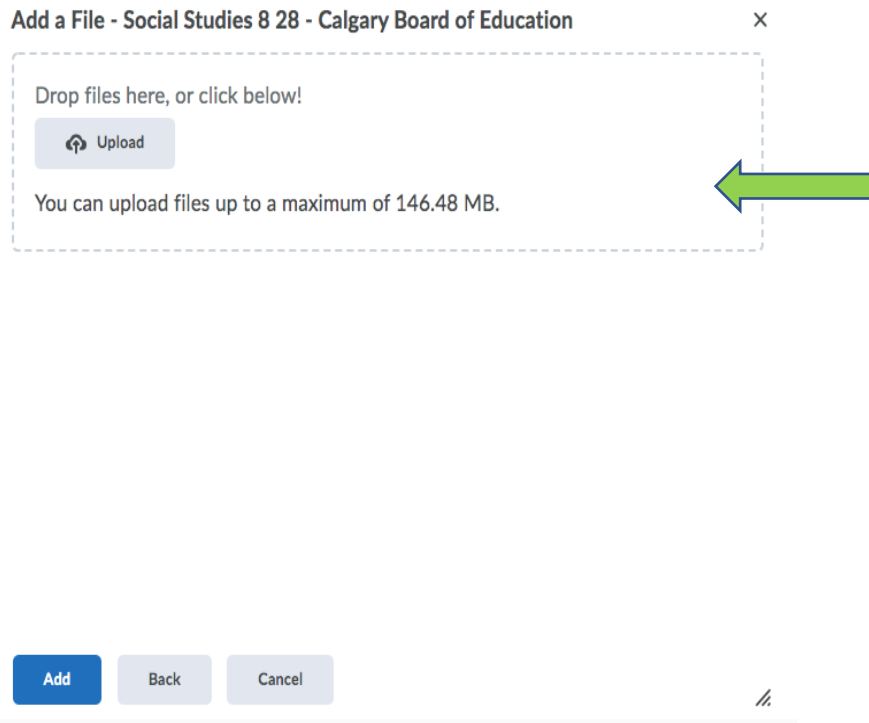*Step 3: Select the "Add a File" button.*



*Step 4: Choose the location to find the file you wish to submit.*
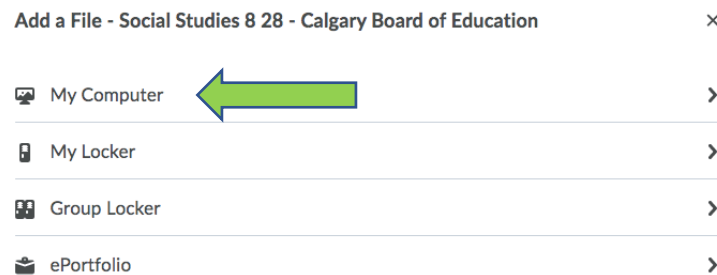
*Step 5: Download your doc as either a .pdf or .docx format.*
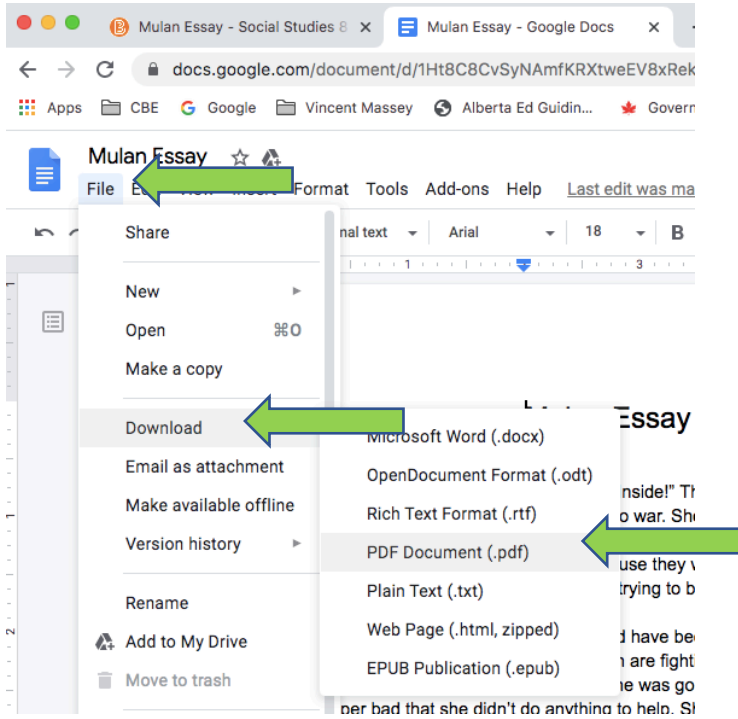


*Step 6: Upload the File in the "Add a File" submission box.*

*Step 7:  Check that the file is uploaded, then click the "Add" button.*
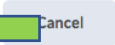
**Add a File - Social Studies 8 28 - Calgary Board of Education**                    ✕

Drop files here, or click below!

⌃ Upload

You can upload files up to a maximum of 146.48 MB.

📄 Mulan Essay Assign.docx (215.9 KB) ✕
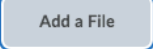
**Add**            Cancel

*Step 8: Click on the "Submit" button to complete the submission.*

## Submit Assignment

Files to submit *

(1) file(s) to submit

**After uploading, you must click Submit to complete the submission.**

Add a File        Record Audio

📄 **Mulan Essay Assign.docx** (215.9 KB) ✕
Source: My Computer

Comments

▶ 📷 🔗   ▼   Paragraph   ▼   **B** *I* U̲   ▼   ⇥ ⇤ ☰   ▼

**Submit**

*Step 9: You should receive a "File Submission Successful" message.*

## Review Assignment Submission

### File submission successful ⬅

**Submission ID**

5550062

**Submission(s)**

📄 Mulan Essay Assign.docx (215.9 KB)

**Comments**

**Folder**

Mulan Essay

*Step 10: The Assignment Folder should indicate that a file has been submitted.*

# Assignments

View History

| Folder | Completion Status | S |
|--------|-------------------|---|
| **No Category** | | |
| Humanist Art Presentations | Not Submitted | |
| Mulan Essay | 1 Submission, 1 File ⬅ | |