



MyClasses @ SU provides an assignment tool for the electronic submission of course work. Files related to an assignment are typically created in Word, PowerPoint, etc. and then uploaded to your course. Once uploaded, you can then submit your file(s) to your instructor.

Viewing an Assignment

1. Log into MyClasses @ SU and enter your course that has the assignment.
2. Click the appropriate link in your course to go to the assignment area Inbox.

Note: This could be the Assignment link under Course Tools or a link through a Learning Module.



3. For each assignment listed you will see the title of the assignment, dates the assignment is available and possibly a description.

Your location: **Assignments**

Assignments

Inbox Submitted Graded Published

The Inbox tab contains new assignments or submissions returned to you for editing.

 [Final Paper](#) 

Status: Individual Not Started (Due January 31, 2007 12:00 PM)

Make sure all requirements are satisfied before submitting the final draft.

4. When an assignment is available, click on the title to view the due date, maximum grade value and instructions for the assignment.

Viewing an Assignment Related File

Your instructor may provide files that are related to the assignment for you to view and download. These files will be listed under the Instructions section by Attachments. To view or save a file:

Instructions:

Read the attached guidelines and make sure all requirements are satisfied before submitting the final draft.

Attachments: [final paper guidelines.doc](#)

1. Click on the filename.
2. A dialog box will appear prompting you to either Open or Save.
3. If you select Open, the file will be opened by the appropriate software on your computer.

If you select Save, follow the instructions to save the file to your desired location.

4. You will return to the assignment details page.

Note: If you are saving files in the IT computer labs, be sure to either save it to your P: drive or to removable media. If you save it to the hard drive, it will be lost as soon as the computer is logged out.

Creating and Saving Files for the Assignment

1. Create your assignment using an appropriate software program. Your instructor may tell you how your assignment should be prepared in the assignment instructions.
2. Save your assignment, making sure that the filename does not include any special characters, i.e. ~ & *.

Uploading and Submitting Assignment

Create your assignment using an appropriate software program, then when ready to submit the file(s) to your instructor:

1. Repeat steps for Viewing an Assignment.
2. Under Submission, click Add Attachments.
3. Find the file(s) for the assignment from either your computer or MyFiles (files uploaded into MyClasses). Select the file(s) for your assignment and click OK.

Note: If the assignment is a written assignment, you can compose your submission in the text box provided or by using the HTML creator. However, MyClasses will expire after one hour which may cause you to lose your work. It is recommended that you compose in another program & upload your file.

4. If desired, you can write a comment in the Comment box with any questions or concerns that you want to express to your instructor.
5. Confirm that the files listed are all the files that you want to submit to your instructor. Once submitted you typically can not change your assignment
6. Click Submit to send the file(s) to your instructor for grading.
7. Click OK to confirm that you want to submit your assignment.

The screenshot shows a 'Submission:' form with an 'Enable HTML Creator' button in the top right. Below it is a large empty text box with scrollbars. At the bottom, there is a checkbox labeled 'Use HTML' and an 'Add Attachments' button.

This screenshot shows the 'Submission:' form after a file has been added. The text box now contains the filename 'verfremdungseffekt- breaking the fourth wall.doc' followed by 'Demo Student' and a timestamp '- January 17, 2007 3:59 PM'. The 'Add Attachments' button is still present.

The screenshot shows a 'Confirmation' dialog box with a yellow background. It contains a checkmark icon and the text: 'Demo Student: You have submitted your assignment(Demo Student). Submitted Time: January 17, 2007 4:15 PM'. An 'OK' button is located at the bottom.

After you have submitted the assignment a confirmation of your submission will appear. The assignment will then move from your Assignment Inbox to the Submitted tab, and from there can be viewed. When the assignment has been graded and the instructor releases the grade, the assignment will move to the Graded tab with the grade displayed underneath. The Publish tab is for any assignment in which the instructor has enabled to be viewed by all students in the class.

Clicking on the assignment after it is graded will take you into the assignment for review, along with any additional comments from the instructor. If you find the assignment has returned to the Inbox folder with an (Attempt Two), the instructor has allowed a second submission of this assignment.

MyClasses @ SU Support Information

MyClasses @ SU support information can be found online at <http://www.salisbury.edu/library/tlr/cms>. Additionally, you may email any concerns to myclasses@salisbury.edu or contact the IT Helpdesk at (410) 677-5454.