Student: Assignments Guide

What is the Student: Assignments Guide? This guide outlines the steps required to submit a file to your course assignment folder (dropbox).

1. **Accessing Assignments**
   a. Click 'Assessments' and then 'Assignments' from the Navbar.

2. **Submitting to a assignments folder**
   a. On the Assignments Folders page, click on the folder you want to submit to.
   b. Click Add a File to browse for the file you want to submit. You can attach files from your local computer or storage device, a personal locker, or a group locker.
   c. You can Add a File, or Record Audio as feedback. When you finish a recording, click Add.
   d. Enter any Comments you want to submit with the file.
   e. Click Submit.
   f. Any rubrics which submissions are evaluated with are listed on the submission page so you can see how submissions are evaluated.

   g. You will see in green writing "Confirmation Email Sent Successfully"
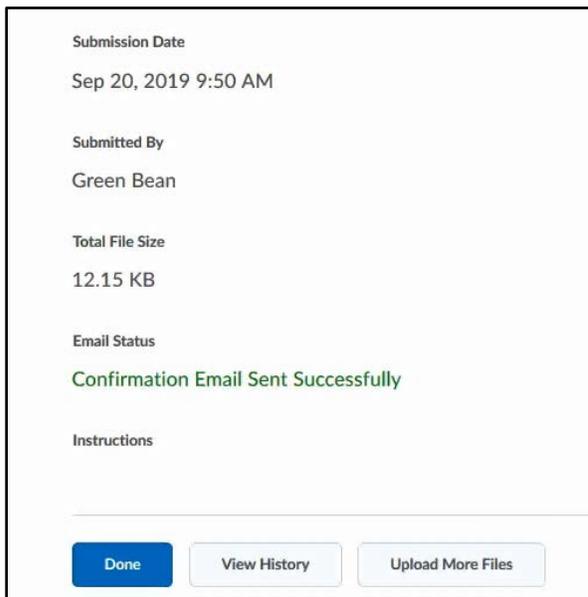
3. **Reviewing your assignments folder submission history:** A list of submitted files displays on the Submission History page. You can view each file's size, submission date, whether comments were included with it, and who has retrieved it.

   a. Unread 📭 The file has not been retrieved.
   b. Read ✉ The file has been retrieved. (It may not have been read or graded.)
   c. View submission history
      i. On the Assignments Folders page, click View History.
      ii. Select the Folder you want to view from the drop-down list.

4. **Viewing feedback in an assignments folder**:
   a. On the Assignments Folders page, click 🗨 View in the Feedback column beside the folder containing your submission.
   b. View your grade, rubric assessment, and feedback comments.
   c. Click Download All Files to download feedback attachments.
   d. When you are finished viewing feedback, click Done.

5. **Enabling notifications in Assignments:** You can sign up to receive immediate text or email notifications when a assignments folder due date or end date is 2 days away.
   a. **Enable notifications in assignments:** You must set up a contact method before subscribing to notifications.
      i. Click Notifications from your personal menu on the minibar.
      ii. Select if you want to receive Email, SMS, or, if available, Campus Life notifications for the option Assignments folder due date or end date is 2 days away.
      iii. Click Save.

IMPORTANT: You will receive a confirmation email from servicedesk@umanitoba.ca that your assignment has been successfully submitted the assignment folder in your myumanitoba email. If you don't receive this email in your myumanitoba email, check your junk folder.

Student name

This email is to confirm that your submission to assignment folder assignment 1 was successful.

Submission ID: 1561992
Received: Friday, September 20, 2019 9:50 AM CDT Org Unit: Lorna Allard working test course
File(s): 2016 Academic Schedule.docx

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