

# TIPS TRICKS<sup>AND</sup> HOW TO...

## Use the Assignment Tool For Students

1. Log in to WebCT and select your course.
2. Click **Assignment** or **Assignment Drop Box** (However your teacher has labeled the assignment tool).
3. You will see a list of the assignments for the semester and when each one is due. Click on the title of the assignment you are submitting.



### Assignments

✎ 1 Available    ⌚ 0 Late    ⌚ 0 Due soon

Display:

**✎ Assign 1**

Availability: [Immediately - Unlimited](#)

Grade: -- / 10

Status: [Available](#)

4. On the top half of the assignment screen, you are shown information about the assignment – how many points it's worth, the due date, instructions, etc. The bottom half is where you submit your finished assignment.

**Assignment: Assign 1**

**Assignment Information**

Maximum grade: [10](#)

Due date: [Unlimited](#)

Instructions: This is a test assignment

Assignment files: To view an assignment file, click its filename.

Files	Modification date	Size
<a href="#">webct_addtools.doc</a>	March 19, 2004 11:12am	59.0 KB

---

**Submit Assignment**

Status: [Not submitted](#)

Student files: [None](#)

To upload your completed assignment, click **Upload file**.

Notification: If you want to be notified when your assignment has been successfully submitted, enter your email address.

After you have uploaded your completed assignment, you must click **Submit assignment**.

- Now that you have seen the instructions for your assignment, type your assignment in your favorite word processor (Word, WordPerfect, etc.). If you need to access the document your professor has attached for this assignment, click on the file name and choose **Download** from the file view window.

Assignment: **Assign 1**

**Assignment Information**

Maximum grade: 10

Due date: Unlimited

Instructions: This is a test assignment

Assignment files: To view an assignment file, click its filename.

Files	Modification date	Size
webct_addtools.doc	March 19, 2004 11:12am	59.0 KB

Assignment files:

**Webct addtools.doc** (279.0 kB)

- You should ideally save your completed assignment in .rtf (rich text) format. When you choose **File > Save** in your word processor, click on the pull down menu from the save type menu and choose **Rich Text Format**. If you can't find it, don't stress - .doc and .wpd files will work just fine.

- Once your assignment is completed, choose **Upload File** from the **Submit Assignment** section of WebCT.

**Upload File for Assignment: Assign 1**

..

Filename:

- Browse for the file on your computer.

- Make sure you have the correct file selected and click **Upload**.

- Your assignment has only been uploaded, NOT submitted yet. Your instructor cannot read it until it's submitted.

*Note: If you want confirmation that your assignment was successfully submitted – enter your email address in the notification box. If not, leave it blank.*

**Submit Assignment**

Status: Not submitted

Student files: To view a file, click its filename.

<input type="checkbox"/>	Files	Modification date	Size
<input type="checkbox"/>	Webct_addtools.doc	March 31, 2004 8:47am	347.5 KB

To upload your completed assignment, click **Upload file**.

Notification: If you want to be notified when your assignment has been successfully submitted, enter your email address.

After you have uploaded your completed assignment, you must click **Submit assignment**.

- Click **Submit Assignment**. Your teacher should now have received your completed assignment.

12. If your assignment uploaded correctly, you will be shown the following screen:

**Assignment Submission Confirmed: Assign 1**

**Success:** Your assignment has been successfully submitted.

Name: [John Stockton](#)

Maximum grade: 10

Date submitted: [March 31, 2004 8:57am](#)

Student files: To view a file, click its filename.

Files	Modification date	Size
<a href="#">Webct addtools.doc</a>	March 31, 2004 8:57am	1644.0 KB

Submissions: You are not permitted to retrieve your assignment and re-submit files.

**FACT**