



HOW TO SUBMIT ASSIGNMENTS IN CANVAS

In this training document, we will demonstrate how to Submit Assignments in Canvas.

HOW TO SUBMIT AN ASSIGNMENT

1. Once you are ready to submit an assignment in Canvas, locate your assignment in the **Apply** section of the module. Click on the assignment title to begin the submission process.

A screenshot of the Canvas LMS interface. At the top, a dark blue header contains a dropdown menu with the text "Module 7: Week 7 - Family Mediation". Below this, the page is organized into sections: "Introduction" with a document icon and the text "Module 7: Week 7 Introduction"; "Learn" with several items, each preceded by a document icon: "Read: Barsky: Chapter 8" with an external link icon, "Read: Self Reflection: Looking Inward to Change Conflict", "Read: When Storytelling Hurts Conflict Resolution: Some Tips for Dispute Resolvers", and "Read: The 8 Keys to Resolving Family Conflict" with an external link icon; and "Watch: Conflict and Family Origin" with a document icon. Below the "Learn" section, the "Apply" section is highlighted with a red rectangular border. It contains two items, each with a document icon: "Professional Issue Assignment" with the subtext "Mar 30 | 100 pts | Submit" and "Personal Conflict Project: Part 3 - Reflections Assignment" with the subtext "Mar 15 | 50 pts | Submit".

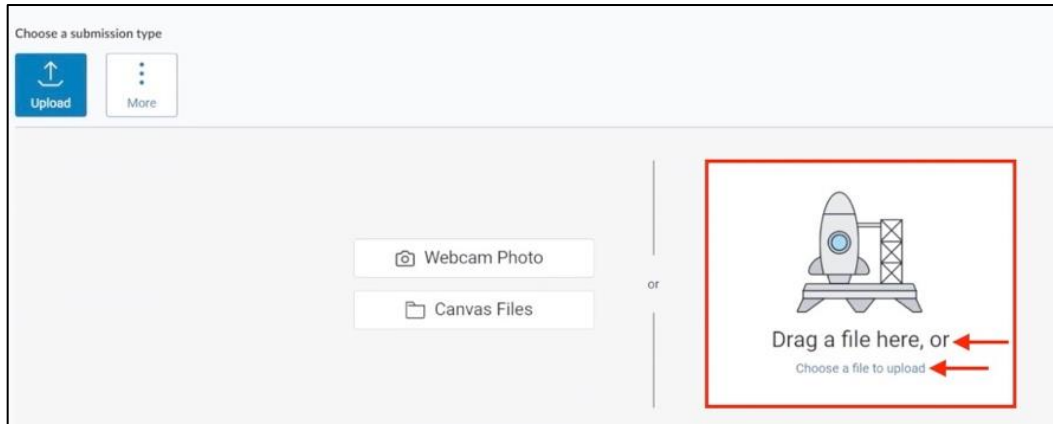
- At the top of the assignment submission page, you will see important information, such as the **title** of the assignment, the **due date**, the number of **attempts**, and your **next steps**.

- Review the Details section for the **assignment instructions**, **Turnitin** information, and the **LUO Submission Policy**. If your assignment includes a template and/or example, review these documents, too.

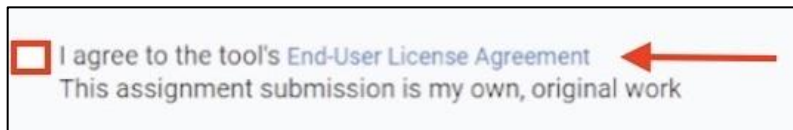
- Scroll down to review the **Grading Rubric**.

Professional Issue Grading Rubric					Download
Criteria	Ratings			Pts	
Overview of Current, Professional Issue/Topic	20 to >17.0 pts Advanced Candidate fully explains the topic and provides a thorough explanation of the background of the topic with support. No direct quotes are used.	17 to >16.0 pts Proficient Candidate explains the topic and provides an adequate explanation of the background of the topic with support. No direct quotes are used.	16 to >0.0 pts Developing Candidate explains the topic and provides a minimal explanation of the background of the topic with support. A direct quote is used.	0 pts Not Present	20 pts
Key Issues	20 to >17.0 pts Advanced Candidate fully explains 2 – 3 key issues surrounding the topic and provides a thorough explanation of each issue with support. No direct quotes are used.	17 to >16.0 pts Proficient Candidate explains at least 1 or more than 3 but less than 5 key issues surrounding the topic and provides an adequate explanation of each issue with support. No direct quotes are used.	16 to >0.0 pts Developing Candidate explains more than 5 key issues surrounding the topic and provides a minimal explanation of each issue with support. No direct quotes are used.	0 pts Not Present	20 pts

5. Use the **Submission Portal** to submit your assignment. You can submit your assignment by dragging and dropping your file or by clicking **Choose a file to upload**.

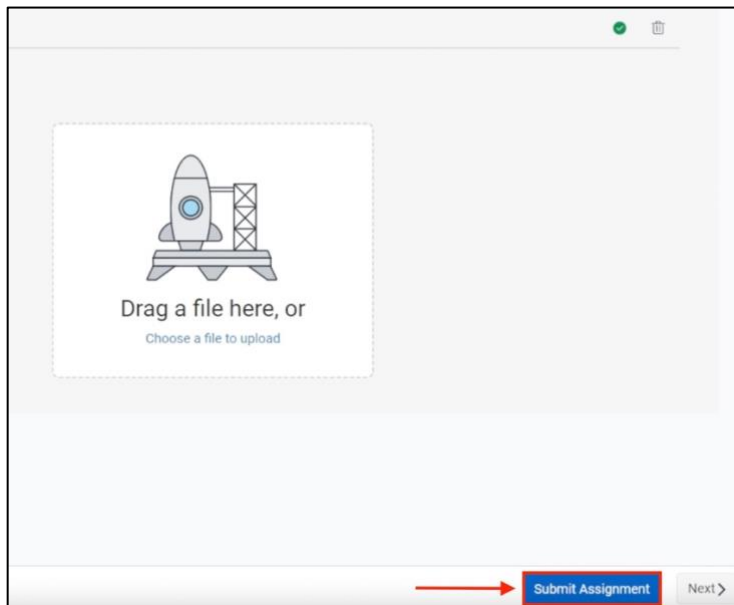


6. Once you have uploaded your assignment, click the check box to agree to the Turnitin **End-User License Agreement**, which is located in the bottom left corner of the **Submission Portal**. *

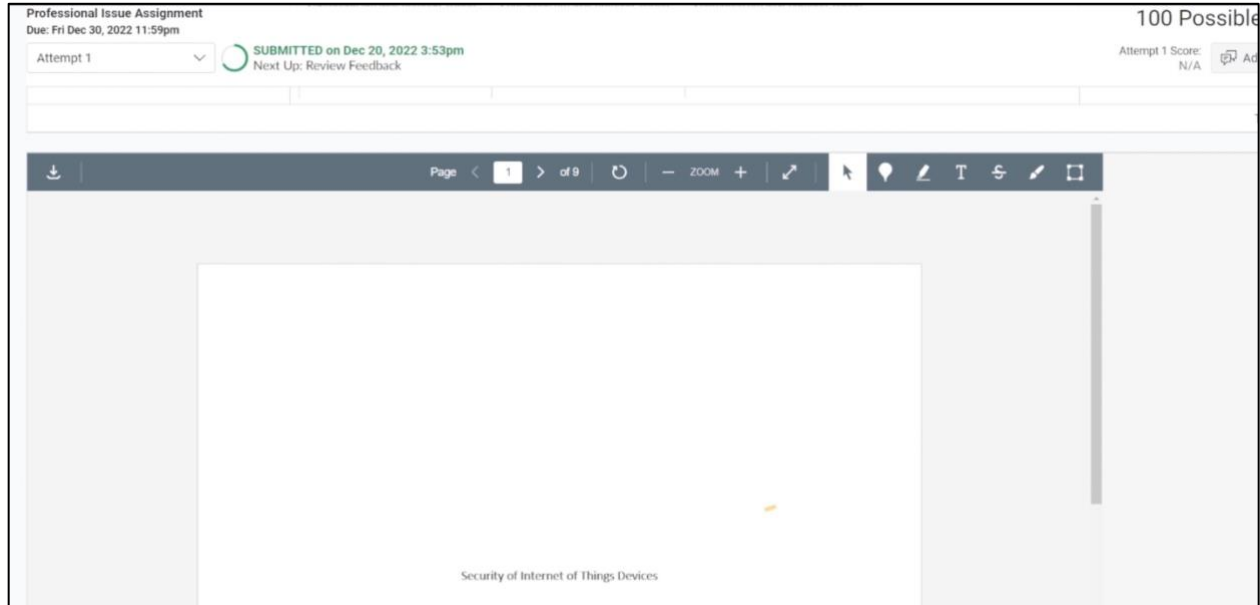


You will not be able to submit the assignment until you click the **End-User-License Agreement check box.*

7. Click **Submit Assignment** button, which is located in the bottom right corner of the **Submission Portal**.



8. The submitted assignment file will appear in the document viewer. Ensure this is the correct file.



Note: Only one submission attempt is allowed. Please reach out to your faculty member to request another submission attempt.

9. You can add a submission comment by clicking on the **Add Comment** button in the top right corner of the document viewer.



Once your assignment has been graded, you can view all faculty feedback and your completed grading rubric on the assignment page.

If you have any questions about how to submit an assignment in Canvas, please contact the IT HelpDesk by visiting liberty.edu/HelpDesk.