**Submitting Assignments**
http://Sakai.Providence.edu
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

**How to Submit a Sakai Assignment:**

1. Once you are in the course Sakai site, select "Assignments" from the left hand menu.
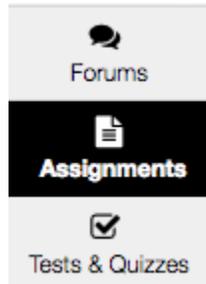


2. You will now see a list of any open Assignments.  Click the assignment title to get started.

**Assignment List**

Select an assignment to view details, start working or edit your previous work.

| Viewing 1 - 1 of 1 items |
|---|
| \|<   <   Show 200 items... ▼   >   >\| |

| Assignment Title | Status | Open | Due |
|---|---|---|---|
| 👤 Essay #1 | Not Started | May 22, 2017 12:00 pm | May 29, 2017 5:00 pm |

3. You will see the Assignment instructions, and depending on the assignment you will either have a textbox to type in your response, a "Choose file" button to upload your assignment file, or both options.  Once you are done, click "Submit".

**Assignment - In progress**

Complete the form, then choose the appropriate button at the bottom.

| | |
|---|---|
| Title | 👤 Essay #1 |
| Due | May 29, 2017 5:00 pm |
| Number of resubmissions allowed | 0 |
| Status | Not Started |
| Grade Scale | No Grade |

**Instructions**

Post here

**Submission**

**Assignment Text**

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or

[editor toolbar]

Words: 0, Characters (with HTML): 0

**Attachments**

No attachments yet

Select a file from computer    Choose File  No file chosen        or select files from workspace or site

Submit    Preview    Save Draft    Cancel