

Transcript for Foundational Skills Video: How to submit an assignment to Canvas



Chapman Learning Commons

Hi, my name is Tiffany, with the Chapman Learning Commons. This video will help you learn how to submit an assignment to Canvas.

1. First, log in to Canvas with your SSC name.
2. Then, select the course that you want to submit your assignment to.
3. On the top left corner of your screen, click on the "Assignments" tab.
4. Then, you will see the assignment page with a list of different assignments in your course.
5. Select the assignment that you want to submit your work to.
6. After selecting the assignment, you will be able to see the page of the assignment instructions.
7. Click on the "Submit Assignment" blue button at the top right of your screen.
8. To upload your assignment, click on the "Choose File" button.
9. Pick the file that you want to upload from your own computer. I am choosing an assignment from my Desktop. To pick the file, double-click on it. You will see the file name appear on the Canvas page here, and that's how you know it's been uploaded successfully.
10. If you want to add in another file, click the "Add Another File" button.
11. When you are done with uploading your assignment file, click the "Submit Assignment" blue button.
12. That's it! You're done submitting your assignment to Canvas. You can check the confirmation of your assignment submission on the top right hand side of your screen. It should have the word "Submitted!"
13. If you do want to re-submit your assignment, just click on the "Re-submit Assignment" button, and follow the same steps as above - upload your assignment using the "Choose File" button, then click "Submit Assignment".

And there you go! Now you know how to submit an assignment to Canvas. I hope that this video has been helpful to you. Our team is constantly working to bring you more resources to make online learning easier. Thanks for watching!

For more information, visit learningcommons.ubc.ca.

