

How to Submit a File Assignment in Canvas

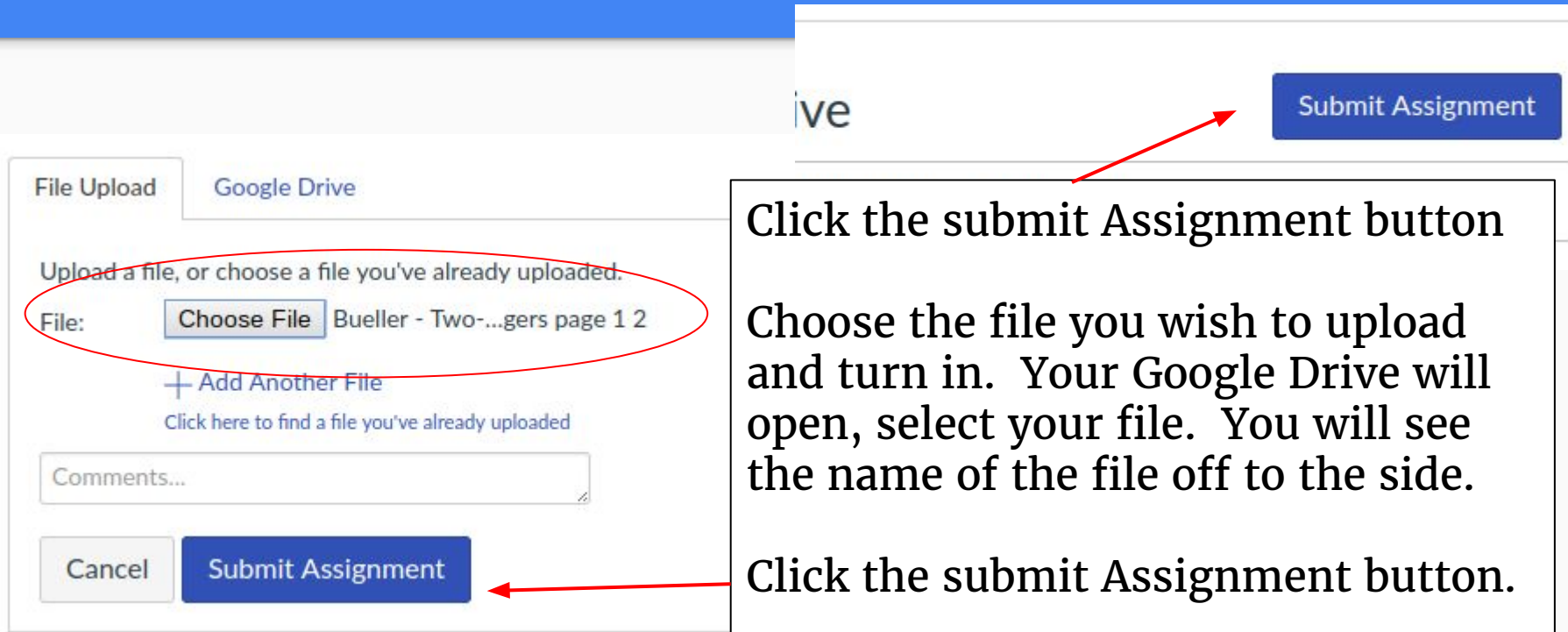


Have the File Ready to Go

Complete the assignment and have your file ready to go from your Google Drive.

If you need to know how to use DocHub, to write on a pdf - [please see that tutorial.](#)

Click the Submit button in the Assignment



The image shows a screenshot of an assignment submission interface. At the top right, there is a blue button labeled "Submit Assignment". Below this, the interface is divided into two sections: "File Upload" and "Google Drive". The "File Upload" section contains the text "Upload a file, or choose a file you've already uploaded." and a "File:" label. Next to the "File:" label is a "Choose File" button and the text "Bueller - Two-...gers page 1 2". Below this is a "+ Add Another File" link and a "Click here to find a file you've already uploaded" link. At the bottom of the "File Upload" section is a "Comments..." text box. At the bottom of the entire interface are two buttons: "Cancel" and "Submit Assignment".

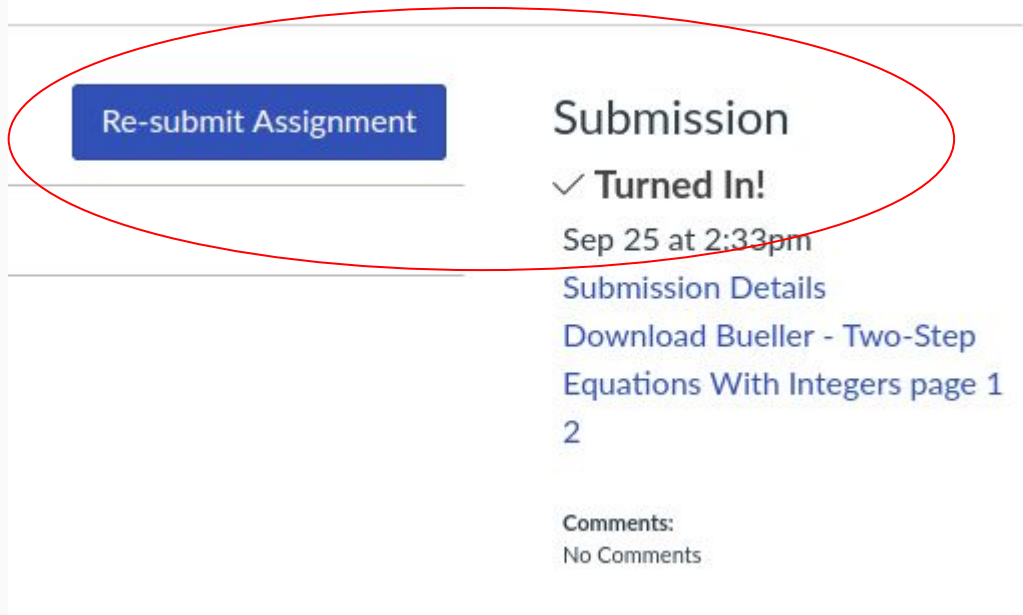
Annotations include a red oval around the "Choose File" button and the file name "Bueller - Two-...gers page 1 2", a red arrow pointing from the "Submit Assignment" button at the top right to the text box, and another red arrow pointing from the text box to the "Submit Assignment" button at the bottom.

Click the submit Assignment button

Choose the file you wish to upload and turn in. Your Google Drive will open, select your file. You will see the name of the file off to the side.

Click the submit Assignment button.

Check that it says:



The screenshot shows a submission interface. On the left, there is a blue button labeled "Re-submit Assignment" which is circled in red. To the right of the button, the text "Submission" is displayed. Below this, it says "✓ Turned In!" followed by the date and time "Sep 25 at 2:33pm". Underneath, there are links for "Submission Details", "Download Bueller - Two-Step Equations With Integers page 1", and "2". At the bottom, it says "Comments: No Comments".

Submit should change to
Re-Submit

There will also be a note that
says you have Turned in the
assignment.

These are time stamped, so
watch your deadlines.