**Submit Turn-Ins (For Students)**



**Hillary L.**

Last Updated: August 28, 2015 20:22

*This topic covers how to submit a turn-in assignment.*

1. First, select the class for which you would like to submit a turn-in.
2. Select **Turn-ins** on the left sidebar.


3. Select the name of the turn-in you wish to submit.

If the status of the turn-in is **Closed**, or your teacher has already assigned a score to a turn-in, you will not be able to submit the assignment.

1. To submit a file with your turn-in, select the **File** icon.


2. Click the **Choose Files** button to select a file from your computer to upload, or you can select an existing file from the drop-down menu.
3. To submit a link with your turn-in, select the **Link** icon.


4. Enter the link's text into the empty field.
5. To add multiple links, click the **+** icon. An additional field will display in which you can enter another link.
6. To add text, images, or videos to your turn-in, select the **Text/Multimedia Entry** icon.


7. You can enter text directly into the text editor, and use the options available on the formatting bar to format the text.
8. To insert an image, select the **Insert/edit image** icon from the formatting menu.


9. To insert a video, select the **Insert/edit video** icon from the formatting menu.


10. To preview how your entry will appear for your teacher, select the **Preview** icon.


11. Once you have added all materials for your turn-in, click the green **Continue** button.

You can add up to 10 items *total* with your submission.

1. Under **Turn-In Discussion**, you can leave a comment for your teacher, if desired.


2. Click the green **Submit Turn-in** button to submit your turn-in.