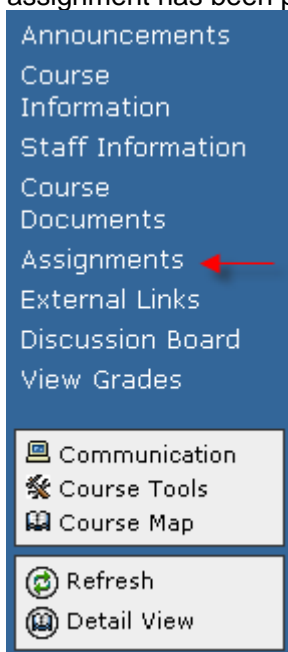


Accessing Assignments

Follow the steps below for accessing assignments.

1. Open the appropriate course with the assignments you would like to access.
2. From the course page, click on **Assignments**. (Or another content area where the assignment has been posted.)



Note: Appearance may vary.

3. From there, you will be taken to a page displaying assignments that your professor has assigned.

[COURSES](#) > [EAC150 - College English](#) > [ASSIGNMENTS](#)

Assignments



Chapter One Assignment

Please download the attached file and use it as a template for this assignment.


You are to read chapter one in your text book and provide a point form summary of the information covered here. Create three questions relating to this information which will be used as part of the Chapter Review for the entire class.

This assignment is due September 21 at 4:00.

>> [View/Complete Assignment: Chapter One Assignment](#)

4. Assignments can then be clicked on for an in depth look at the assignment.

1 Assignment Information

Name	Chapter One Assignment
Instructions	Please download the attached file and use it as a template for this assignment. You are to read chapter one in your text book and provide a point form summary of the information covered here. Create three questions relating to this information which will be used as part of the Chapter Review for the entire class. This assignment is due September 21 at 4:00.
Assignment Files	 Assignment One - Template (Assignment One - Template)

as you can see, this assignment has files attached to it. Click on the link to download the attached file.

Submitting Assignments

You will need to have your paper typed into a Word Processor such as Microsoft Word (Office 2007 is NOT yet supported on campus). If you use a word processor other than Microsoft Word or if you are using Word 2007, you will need to save your file in Rich Text Format.

Saving a File in Rich Text Format

1. From your word processor, open your assignment.
2. Go to the File menu and choose Save As.
3. In the save as file type box, select RTF or Rich text format.
4. Save your file with your *name_assignment* and .rtf at the end of the filename.

Follow the steps below for submitting assignments.

1. Click the browse button to upload your assignment file(s) in RTF or Microsoft Office 2003 Format. Comments can be added to your assignment submission. These comments will go to your instructor.

2 Assignment Materials

Comments	<input type="text"/>
Attach local file	<input type="text"/> <input type="button" value="Browse..."/>
or Copy file from Content Collection	<input type="text"/> <input type="button" value="Browse"/>
Currently Attached Files:	<input type="button" value="Add Another File"/>

2. To Submit a file, click the “**Submit**” button. To Save a partially completed file, click the “**Save**” button. To cancel saving, or submitting a file click the “Cancel” button.

*Note: You must click **submit** to “turn in” your assignment to your instructor.*

