

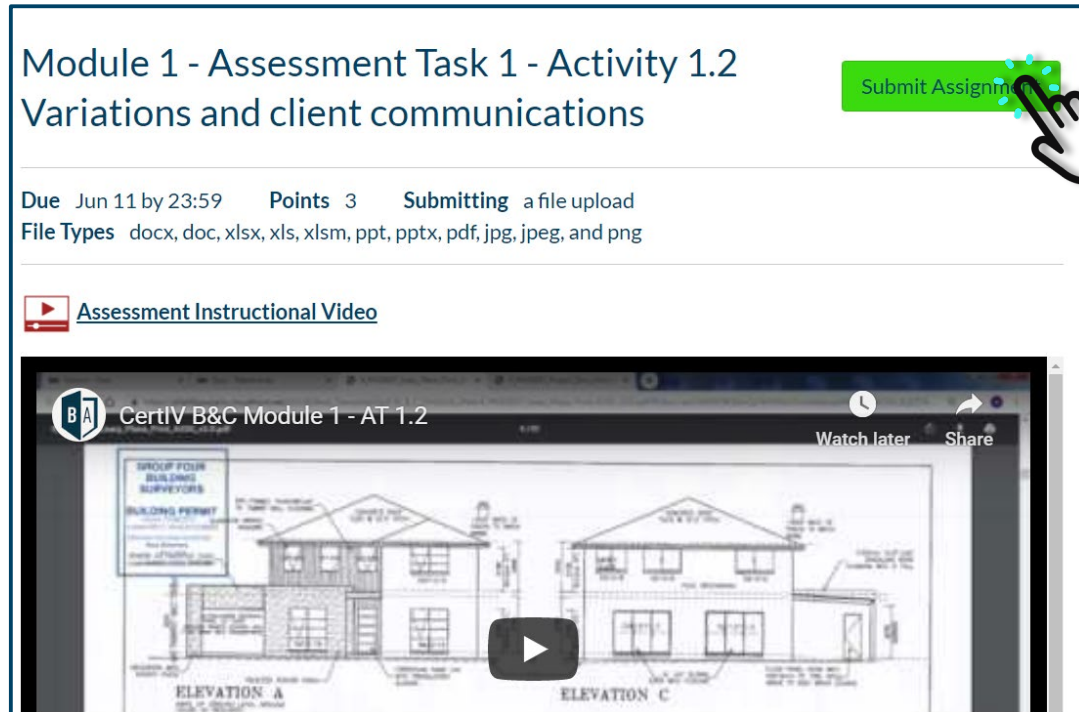
a

How to submit a Project Task, Case Study or Written Questions



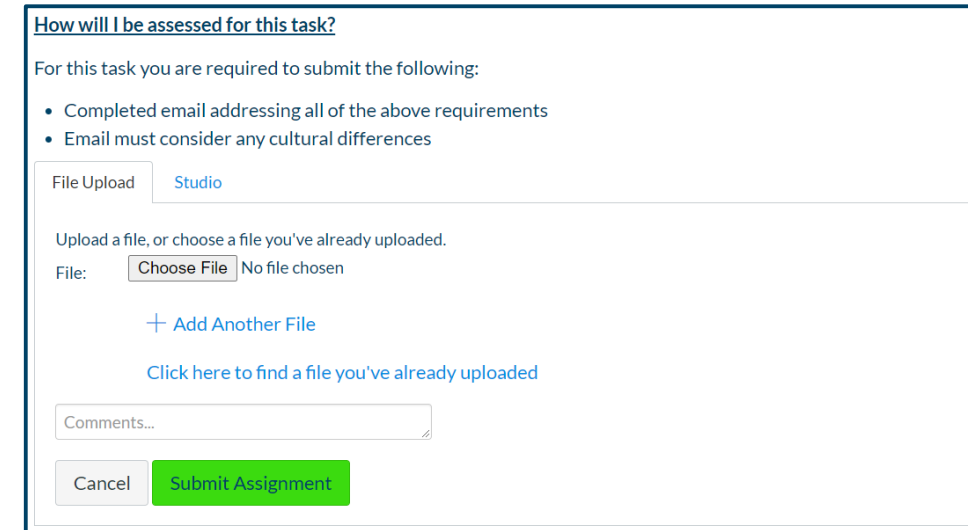
1

Once you read the question, scroll up to the top the page then click **“Submit Assignment”** button



2

The section to upload file will appear



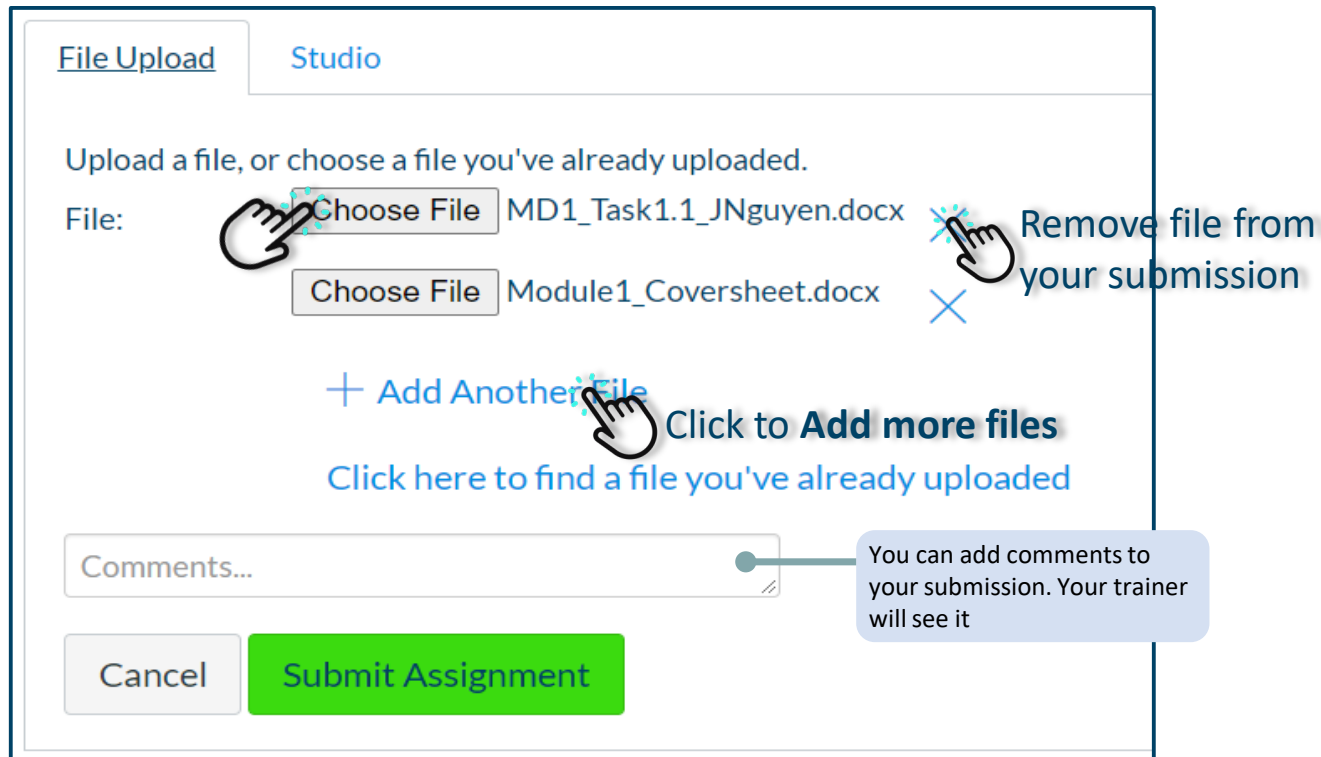
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How to submit a Project Task, Case Study or Written Questions



3

Click **“Choose File”** (or Browse). When the file window appears, **locate the file** from your device then **double-click on it to attach**



The screenshot shows the 'File Upload' tab in the Canvas LMS interface. It includes a 'Studio' tab, a text prompt 'Upload a file, or choose a file you've already uploaded.', and a 'File:' section. Two files are listed: 'MD1_Task1.1_JNguyen.docx' and 'Module1_Coversheet.docx'. Each file has a 'Choose File' button and a red 'X' icon for removal. A hand icon points to the 'Choose File' button for the first file, and another hand icon points to the 'X' icon with the text 'Remove file from your submission'. Below the files is a '+ Add Another File' link with a hand icon pointing to it, and the text 'Click to Add more files'. Underneath is a blue link: 'Click here to find a file you've already uploaded'. At the bottom, there is a 'Comments...' text box with a callout bubble stating 'You can add comments to your submission. Your trainer will see it'. At the very bottom are 'Cancel' and 'Submit Assignment' buttons.