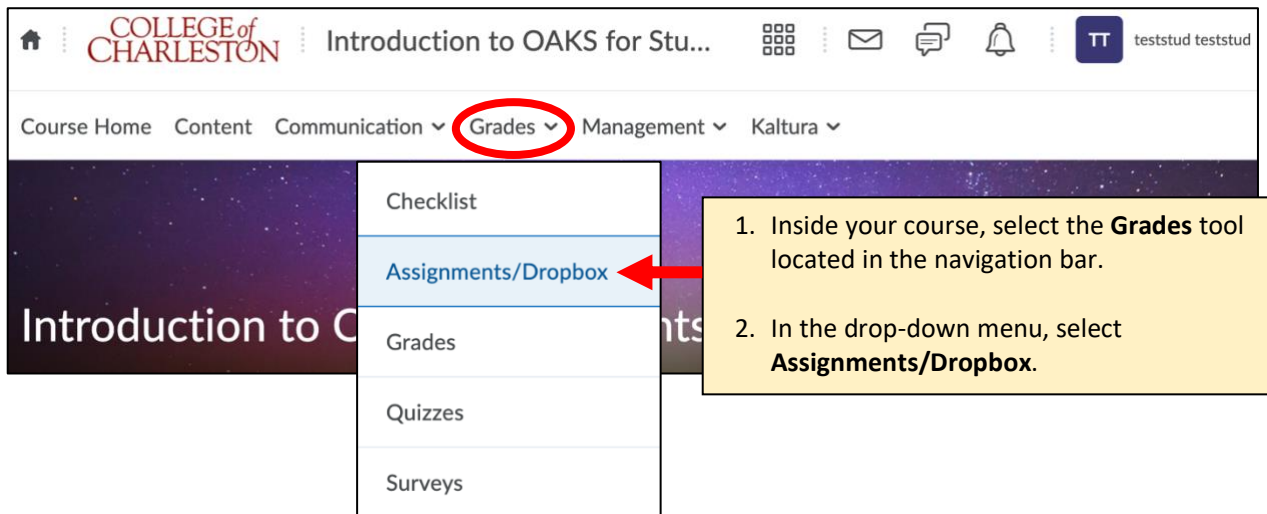


How to Upload Assignments into your OAKS course

The **Assignments/Dropbox** tool is a place for you to submit assignments for grading by your instructor and review feedback after grading.

Once you have completed the assignment, you will need to save it via your computer, OAKS Locker or flash drive.

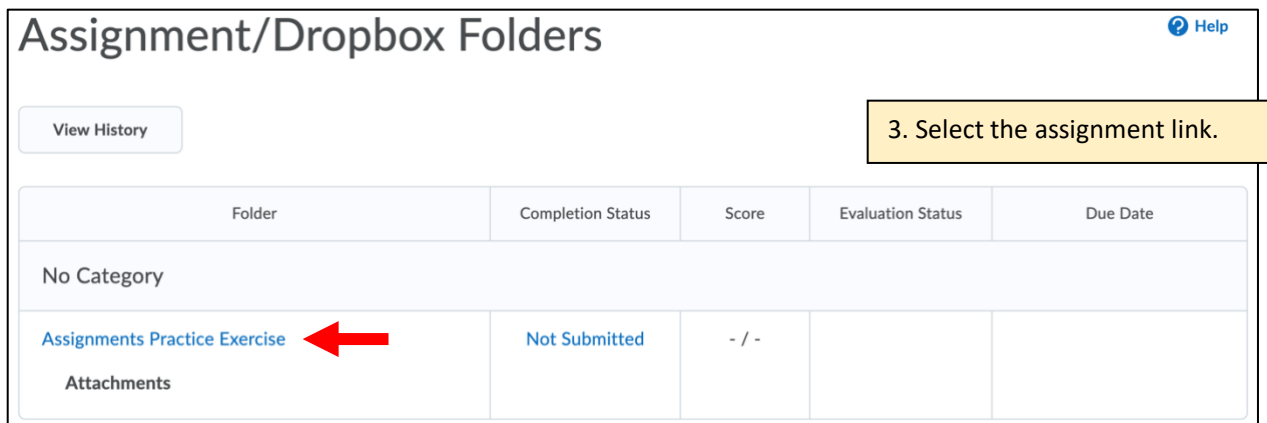


COLLEGE of CHARLESTON Introduction to OAKS for Stu... teststud teststud

Course Home Content Communication **Grades** Management Kaltura

Checklist
Assignments/Dropbox
 Grades
 Quizzes
 Surveys

1. Inside your course, select the **Grades** tool located in the navigation bar.
2. In the drop-down menu, select **Assignments/Dropbox**.



Assignment/Dropbox Folders Help

[View History](#)

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignments Practice Exercise Attachments	Not Submitted	- / -		

3. Select the assignment link.

Assignments Practice Exercise

▼ Hide Folder Information

Instructions

Assignment Practice Exercise:

1. **Open Word.**
2. **Type** your name.
3. **Save** document to your desktop.
4. Upload the document to **Assignments/Dropbox** tool
5. Click "**Submit**"

Note: If you do not click "**Submit**," your instructor will not receive your document(s).

Attachments

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

Add a File - Introduction to OAKS for Students - College of Charleston ×

My Computer

My Locker

Group Locker

Cancel

Add a File - Introduction to OAKS for Students - College of Charleston ×

Drop files here, or click below!

Upload

You can upload files up to a maximum of 1 GB.

How to be successful in online le... (164.61 KB) ×

Add

Back

Cancel

4. Under **Submit Assignment**, click the **Add a File** button.

5. In the **Add a File** pop-up box, select **My Computer**.

6. Click **Upload** to locate the desired file. Once file has been selected, click **Open**.

Note:

Once the file has been uploaded, you will see the file and file size listed.

7. Select **Add**.

Submit Assignment

Files to submit *

(1) file(s) to submit

After uploading, you must click **Submit** to complete the submission.

[Add a File](#) [Record Audio](#)

[How to be successful in online learning.docx](#) (164.61 KB) ×
Source: My Computer

Comments

Paragraph **B** *I* U [List Icons] Font Family Font Size [Color Picker] [More]

Submit Cancel

After uploading, you must click **Submit** to complete the submission.

8. Select **Submit**.

Review Assignment Submission

File submission successful

Submission ID
1887575

Submission(s)
[How to be successful in online learning.docx](#) (164.61 KB)

Comments

Folder
Assignments Practice Exercise

Submission Date
Mar 20, 2020 4:47 PM

Done [View History](#) [Upload More Files](#)

Note:
On the **Review Assignment Submission** page, you will see **File submission successful** along with the **Submission ID** if the file was uploaded and successfully.

9. Click **Done**.

Assignment/Dropbox Folders

[View History](#) [Help](#)

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignments Practice Exercise	1 Submission, 1 File			
Attachments				

20 per page

In the **Assignment/Dropbox Folders**, under the assignment, you will see the **Completion Status** as **1 Submission, 1 File**. This means that your file has been uploaded and submitted successfully.