

Procedures for uploading course assignments.

1. Begin by logging into the Learning Management System:
<http://classes.pcj.edu>
2. In the NAVIGATION panel on the left, find on My Courses and click on the name of the course that you are working on.

Home

- My home
- > Site pages
- > My profile
- > Current course
 - ▼ BI510DE-Fall-2014-15
 - > Participants
 - > Badges
 - > General
 - > 14 September - 20 September
 - > 21 September - 27

3. The Navigation pane then expands to show the weekly schedule for your class. This looks like a table of contents displayed on the left of the screen. Scroll down to find the module week.

Click on the week name to jump to that module.

4. Click on the entry for your Assignment.
Assignment are the items where you see a hand and a paper. In these items you can either upload a document or type or copy/paste a response.
5. In the assignment you will find a description of the assignment followed by a Submission Status report.

14 SEPTEMBER - 20 SEPTEMBER

Orientation

- Module 1 Orientation
 - Module 1 Introduction
- Module 1 Outline
 - Module 1 Outline
- Learning Objectives
- First Required Teleconference Call and Chat Session
- Catholic Biblical Hermeneutics (Module 1 Lecture 1 Time:47:35)
 - Catholic Biblical Hermeneutics - Slides ONLY (Module 1 Lecture 1)
- The History behind the Story-Module 1 Lecture 2 Time:38:21
 - The History behind the Story - Slides Only (Module 1 Lecture 2)
- Assigned Readings for Module 1
- Formative Reflection Paper Assignment

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 21 September 2014, 12:55 AM
Time remaining	2 days 17 hours

Add submission

Make changes to your submission

Click on the Add Submission to upload your document or paste in your text.


The Add Submission Screen looks like this:

The screenshot displays the 'Add Submission' interface. It is divided into two main sections: 'Online text' and 'File submissions'. The 'Online text' section features a rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Link, Unlink, and Image. Below the editor, the path is indicated as 'Path: p'. The 'File submissions' section includes a file browser interface with a 'Files' folder, a large blue arrow pointing downwards, and the text 'You can drag and drop files here to add them.' Above the file browser, it states 'Maximum size for new files: 50MB, maximum attachments: 1'. At the bottom of the interface, there are two buttons: 'Save changes' and 'Cancel'.

6. The first option is to submit Online Text. To submit online text you must click in the box and then use the CTRL+V key combination to paste the text into the box. You may want to use the submission Online Text box if you are not using Microsoft Word or cannot save your document in MS Word format. You may also need to use the submission text if your computer device does provide for file uploads.
7. The second option is to drag and drop a MS word document into the File Submissions box. This is the box with the big arrow or you may click on the paper icon with the + (plus sign) in the upper left side of the File Submission box to browser and find your file on your computing device.
8. **VERY IMPORTANT NOTE:** The grading process will first present the Online Text box contents if it contains information. The grader will assess your performance on what is presented. If you put text in the online text box of any kind and then attach a document, the document will not be grade. **DO NOT USE THIS AREA** for questions or comments or anything that is not your submission. **USE ONE BOX OR THE OTHER, but NOT BOTH.**

9. When your document name is in the files box or your text has been typed or pasted into the Online Text submission box, you MUST hit the Save Changes button at the bottom of the box to save your submission.
10. Once you have saved changes your facilitator will be notified and your material is available for submission.
11. In some courses where the facilitator allows multiple drafts and provides feedback on the drafts you will see a SUBMIT ASSIGNMENT button. This button is used to tell the facilitator that you do not wish to make any further changes or drafts and the facilitator is free to grade the submission as it stands.
12. Until the facilitator begins grading, the Submission status box allows you to click EDIT SUBMISSION and then replace your text or upload a different file.
13. The bottom line in the Submission Status box allows you to send comments to the facilitator. If you have any comments to make, this is the place to include them.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 21 September 2014, 12:55 AM
Time remaining	2 days 17 hours
Last modified	Thursday, 18 September 2014, 7:40 AM
File submissions	 formative reflection paper rubric.doc
Submission comments	> Comments (0)

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.