

## External Assignments

An External Assignment is an activity that is completed outside of Educator and later turned in to your instructor for a grade. An example of an External Assignment would be one that requires work to be completed with a word processor or a spreadsheet.

To access an External Assignment, click on the **Assignments** link on the left side of your screen.



This will automatically take you to the list of Assignments provided by your instructor. To view the details of an Assignment, click on the name of the Assignment.

Assignment	Due Date	Score	# Submitted / Submissions Allowed
<a href="#">Research Paper</a>	August 25	Not submitted	None / 1

Below is an example of an External Assignment - a research paper. Your instructor will provide you with the details for the Assignment. Complete your work offline and save it on your computer. When you are ready to submit your assignment, come back to the specific assignment.

- Click on the **Browse** button to locate your file
- Double click on the filename so that it appears in the upload file textbox
- Enter comments to your instructor in the Student Comments textbox
- Click the box to **Submit for Grading**
- Click the **Submit** button to submit your assignment to your instructor

<b>Title</b>	Research Paper
<b>Details</b>	You are required to write a 10 page essay...
<b>Points Possible</b>	75
<b>Submissions Allowed</b>	1
<b>Submission Number</b>	0
<b>Optional File Upload</b>	<input type="text"/> <input type="button" value="Browse..."/>
<b>Student comments</b>	<div style="border: 1px solid gray; height: 100px;"></div>
<input type="checkbox"/> <b>Submit for Grading</b>	
<input type="button" value="Rec"/> <input type="button" value="Submit"/>	

After you have submitted your assignment, you will see a screen showing that the assignment was submitted. You can also check your student folder. If you can see your

file listed, then it has been correctly submitted.

Assignment	Due Date	Score	# Submitted / Submissions Allowed
<a href="#">Research Paper</a>	August 25	Submitted	1 / 1 



**Helpful Tip:** The instructions given above are general directions for uploading an assignment file to your student folder. There are a variety of ways to submit assignments, so it is best that you follow the requirements set forth by your instructor.