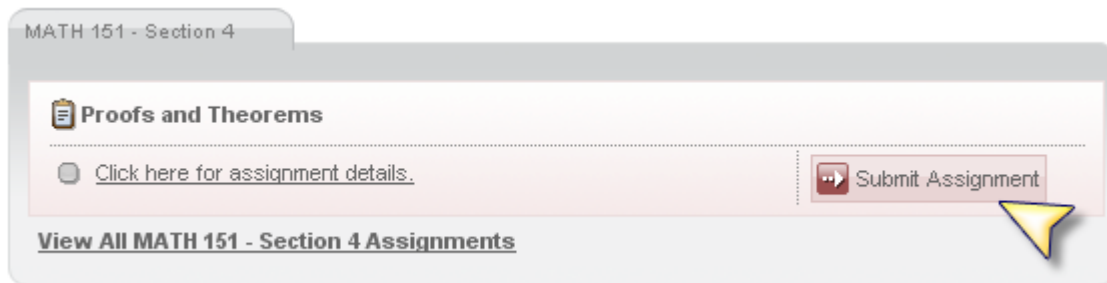


## Submitting an Assignment – Three Different Ways

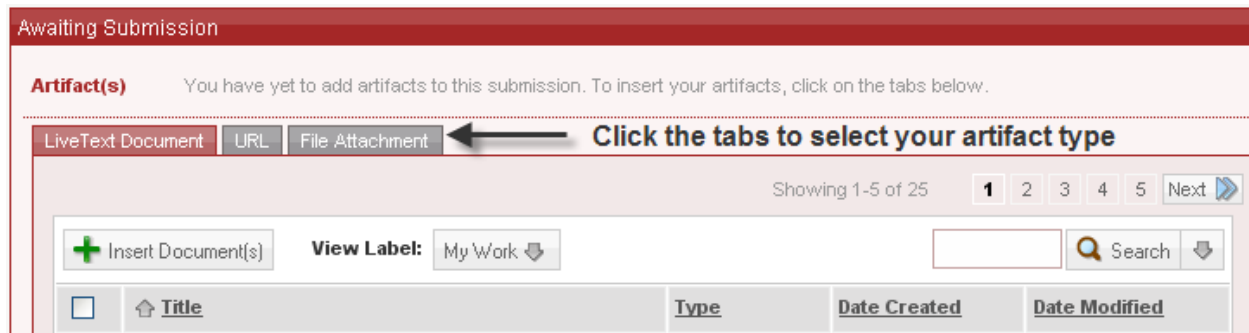
### Submitting an Assignment to a Course: 3 Different Ways

#### Submitting an Assignment from the Dashboard

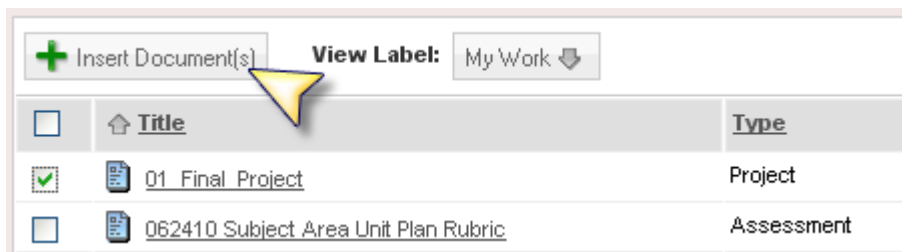
1. From within the **Dashboard**, click the **Submit Assignment** button that corresponds with the assignment to be submitted.



2. The Submission Tab will open with various options for submitting an artifact including: **LiveText Document, URL, or File Attachment.**



- a. For **LiveText Documents**, browse for your document in the search box below. When the document is located, place a checkmark into the box next to the title. Click **Insert Documents**.
- b. For a **URL**, enter in the URL in the box that appears below. Click **Add**.
- c. For a **File Attachment**, files that are already stored in your File Manger will be listed automatically. Click the **Add** button next to the proper file. Otherwise, click on **Upload New** to browse for the file on your computer's hard drive.

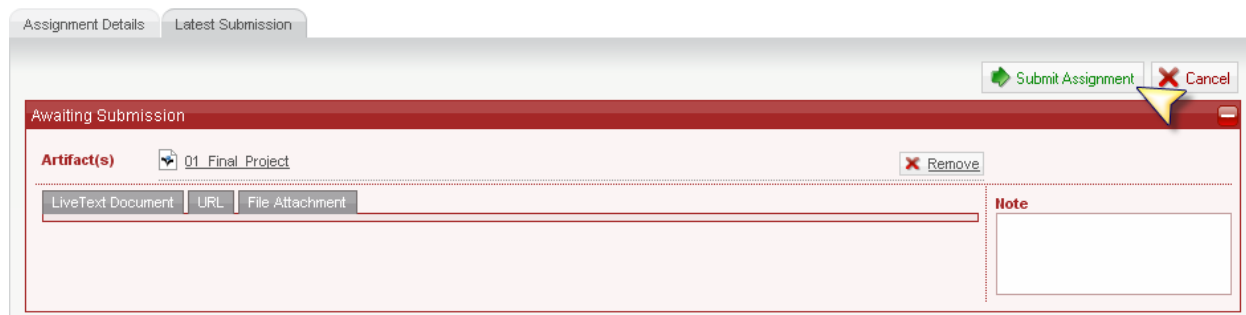


3. When the artifact has been selected, it will be listed next to **Artifacts**.

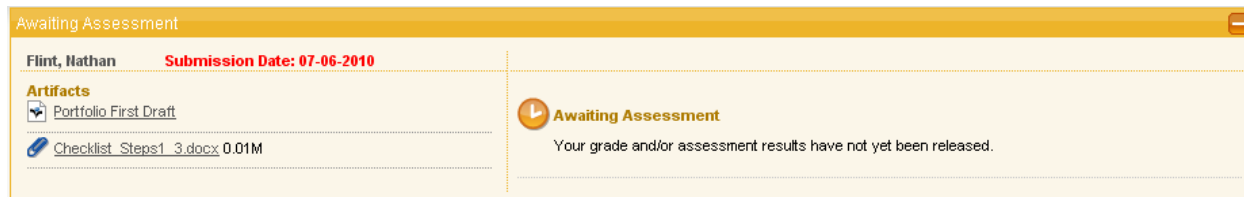


4. Review the submission and verify that the correct document(s) has been selected for submission.

5. Click **Submit Assignment**.



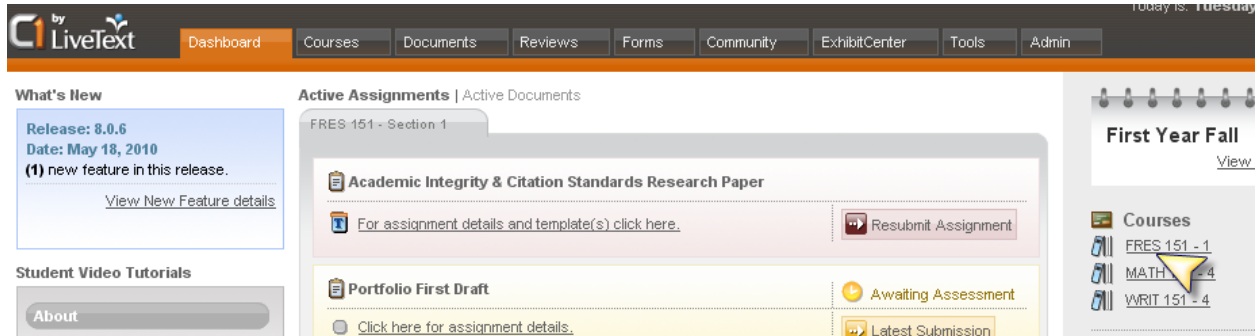
6. The assignment status will transition into **Awaiting Assessment**, and the instructor will now be able to assess the assignment submission.



Note: After an assignment has been submitted, the submission cannot be retracted. The instructor must **Request Resubmission** in order for submission to be made for this assignment.

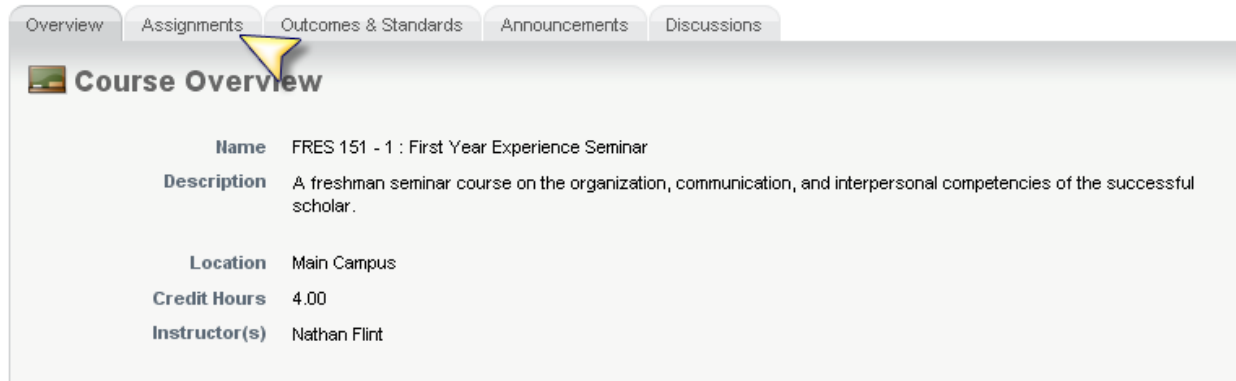
## Submitting an Assignment from the Course Page

1. The Submission Area can also be reached from the Course page.
  - a. From the **Dashboard** view, locate the course names listed on the right side of the page. Click the title of the course in which the assignment is located.

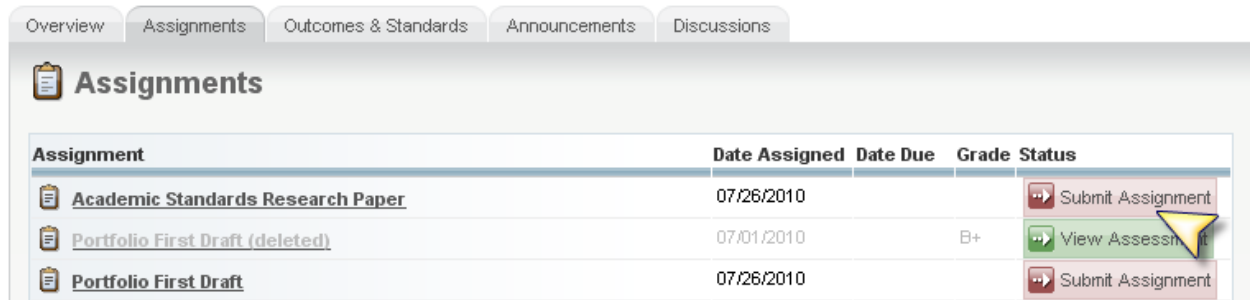


- b. From the Course page, Click on the **Assignments Tab** to view a list of the assignments for that course.

### FRES 151 - 1



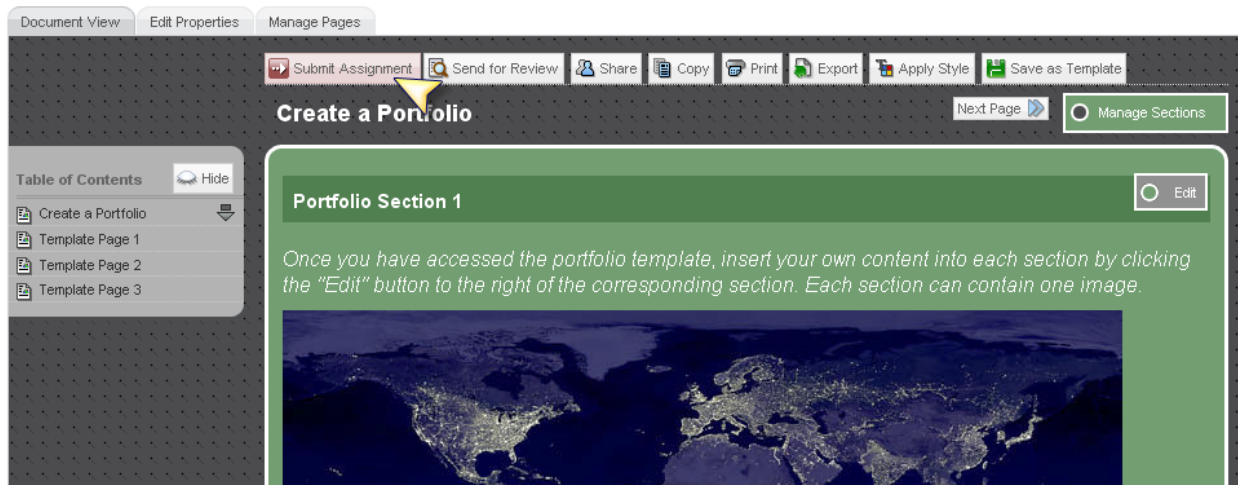
- c. Click the **Submit Assignment** button that corresponds with the assignment to be submitted.



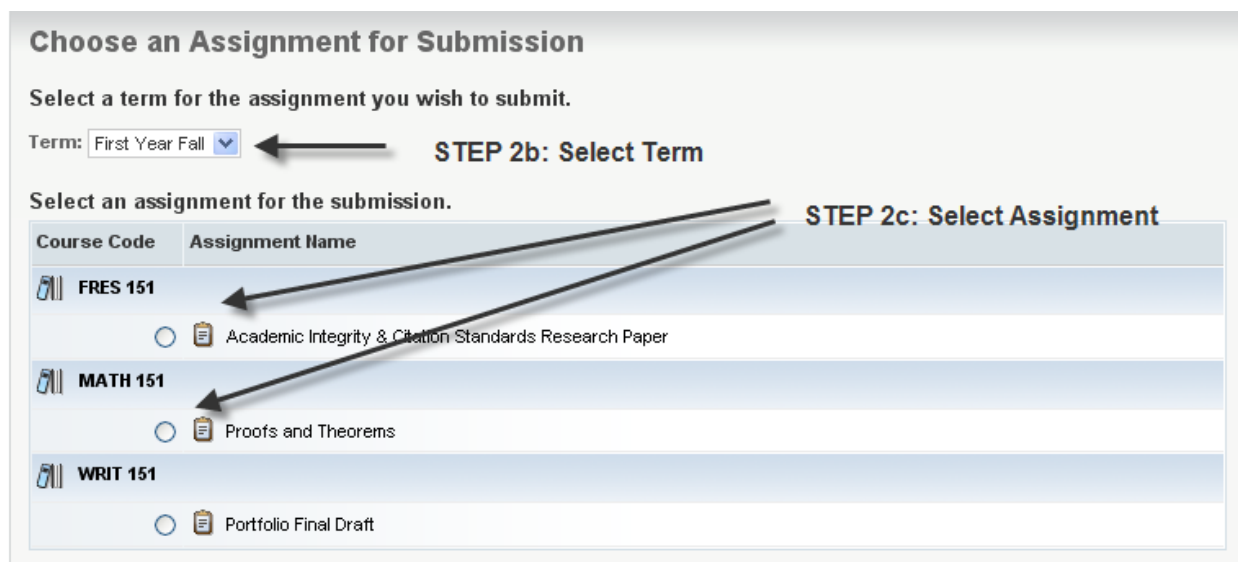
- d. The Submission Area for the assignment will open. Follow steps 2-6 above.

## Submit Assignments From the LiveText Document View Page

1. The Submission Area can also be reached from the Document View page.
  - a. Start from the Document View Page and click the Submit Assignment button on the top of the document.



- b. Select the corresponding academic term in the **Term** dropdown menu.
    - c. Locate the corresponding course assignment on the list and click the radio button to the left.



- d. The Submission Area for the assignment will open. Follow steps 2-6 above.

## Video Tutorials

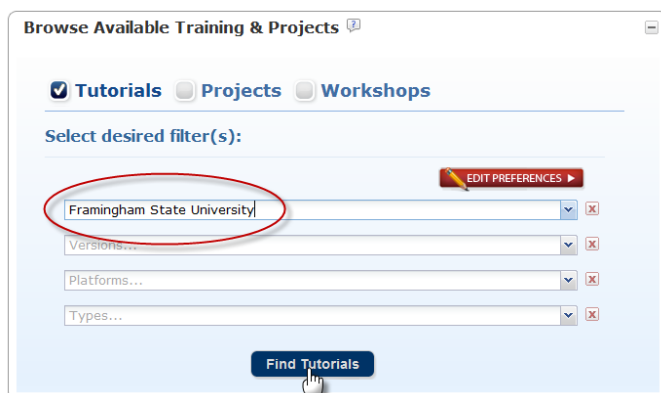
For additional help you can find video tutorials on Atomic Learning. Atomic Learning is accessed through myFramingham.

### Part 1- How to access Atomic Learning:

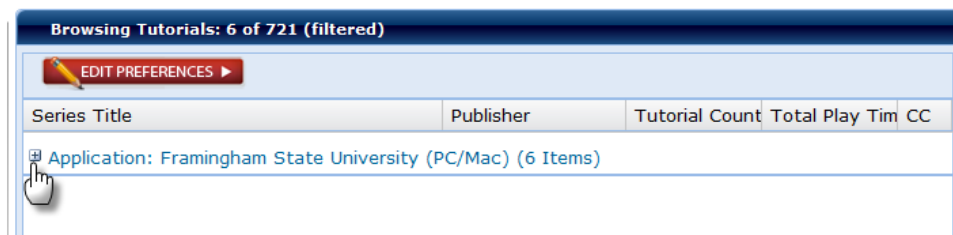
1. Go to <http://my.framingham.edu>
2. Go to the Accounts
3. Scroll down to the Technology Channel and click on 24/7 self-paced tutorials. This will log you right into Atomic Learning.

### Part 2- Once in Atomic Learning you can access the tutorials in the Framingham State University Channel by following these steps:

1. Select Framingham State University in the Application box in the training section and click find tutorials at the bottom of the page



2. Click on: Application: Framingham State University to expand the selection.



3. Select LiveText – Students



Series Title	Publisher	Tutorial Count	Total Play Tim	CC
Application: Framingham State University (PC/Mac) (6 Items)				
<a href="#">Technology Fundamentals at FSU</a>		70	02:05:03	
<a href="#">LiveText - Faculty</a>		3		
<a href="#">File Storage - SkyDrive</a>		3	04:50	
<a href="#">LiveText - Students</a>		6	08:10	
<a href="#">Advanced Technology Topics</a>		2	13:49	
<a href="#">Banner</a>		4	33:06	