

Submission Guidelines

Discussion Postings

Click the appropriate week **Discussion Forum** title to access the discussion forum. To read a posting, click the hyperlinked title of the discussion item. To reply to a posting, click the **Reply** button. When finished, click **Save**. To start a new discussion thread, click **Add New Post**. For more information, review the information about Discussion Forums in the *ANGEL Student Quick Start Manual*.

Assessments

To take a test, exam, quiz or survey, click the **Assessment icon**. The instructions will appear. Click **Begin Now**. When you are finished, click **Submit**.

When you click **Begin Now**, the exam is delivered and the clock begins to run. If you walk away from the computer or even log out, the clock continues to run. If you re-enter the exam before the time is expired, you will be allowed to continue. If the time has expired, it will autosubmit. For example, if the exam is set to close at 11:55 p.m. EST/EDT and you do not begin it until 11:50 p.m., you will only have 5 minutes to complete it. It will autosubmit at the time chosen for the exam to be disabled.

The exam will autosubmit at the end of the time allotted by the instructor or when the exam disabled date and time is reached. If you complete it before the time expires, you need to click **Submit**. For more information review the information about Assessments in the *ANGEL Student Quick Start Manual*.

Drop Box Submissions

Follow the directions your instructor includes in the drop box. If there are no special instructions, use these general guidelines:

- When submitting a file to the Drop Box, include your name and the assignment name in the file name, such as "SmithEssay.doc." Do not use any spaces or special characters in the file name, and always include the file-type extension.
- To submit a file, click the **Drop Box icon**. Next add your file title to the **Title** text box. If you have any comments for your instructor type them in the **Message** box or if your instructor prefers you can **copy and paste** your work into the **Message** box. Next click **Attachments**, when the Attachment window opens, browse for your file(s), then click **Upload Files**. It should appear in the **Uploaded Files** text box. When done, click **Finished**. If your assignment consists of multiple files, please zip them as one file prior to submission. When finished, click **Submit**. When **Submission Successful** appears, click **OK**. For more information, review the Assignments section in the *ANGEL Student Quick Start Manual*.
- It is recommended that you go back and check the Drop Box to make certain that your submission is visible. If it isn't, then resubmit your work according to the directions above.