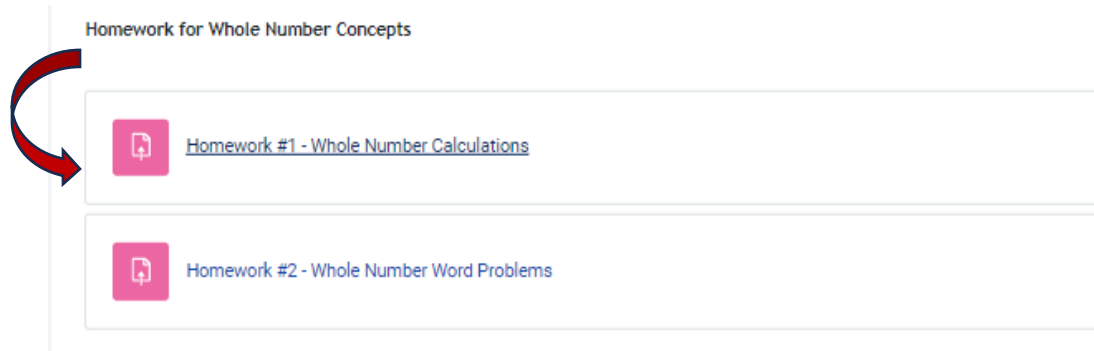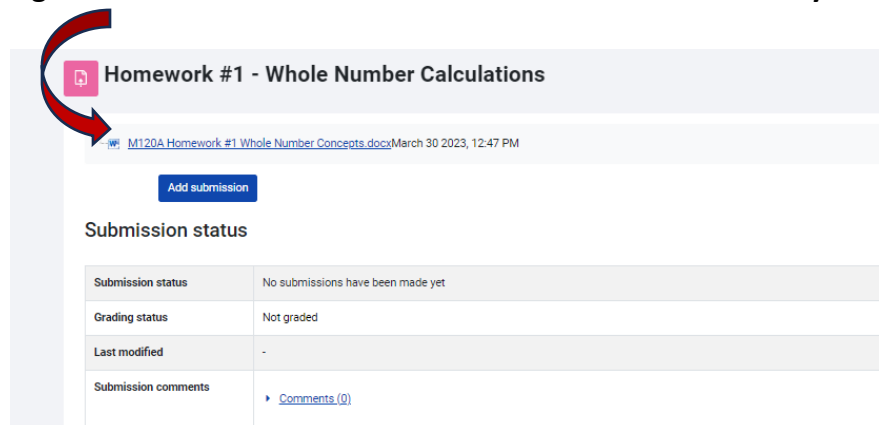# How to Download and Upload an Assignment

1. **Find the assignment you are going to work on and click on it.**

2. **The assignment is located here. Click on it and it will download for you.**

3. **Once you have enabled editing, you can type directly on the assignment. You can also print it and**

complete the assignment using a pencil.

4. **Once you have completed the assignment, save it to your computer as a Word file or pdf. If you have printed it and used a pencil, either scan it or take a picture of it (in .jpg, or .png format – do not use .heic) and save that to your computer.**

Go back to your assignment (as shown in #1) and click on the "Add submission" tab.

5. **You can now drag and drop your assignment in the box provided. Once you've done that, save the changes.**

6. **If there is an "edit submission" link, you can resubmit an assignment if necessary. Click the link and it will take you back to step 5.**