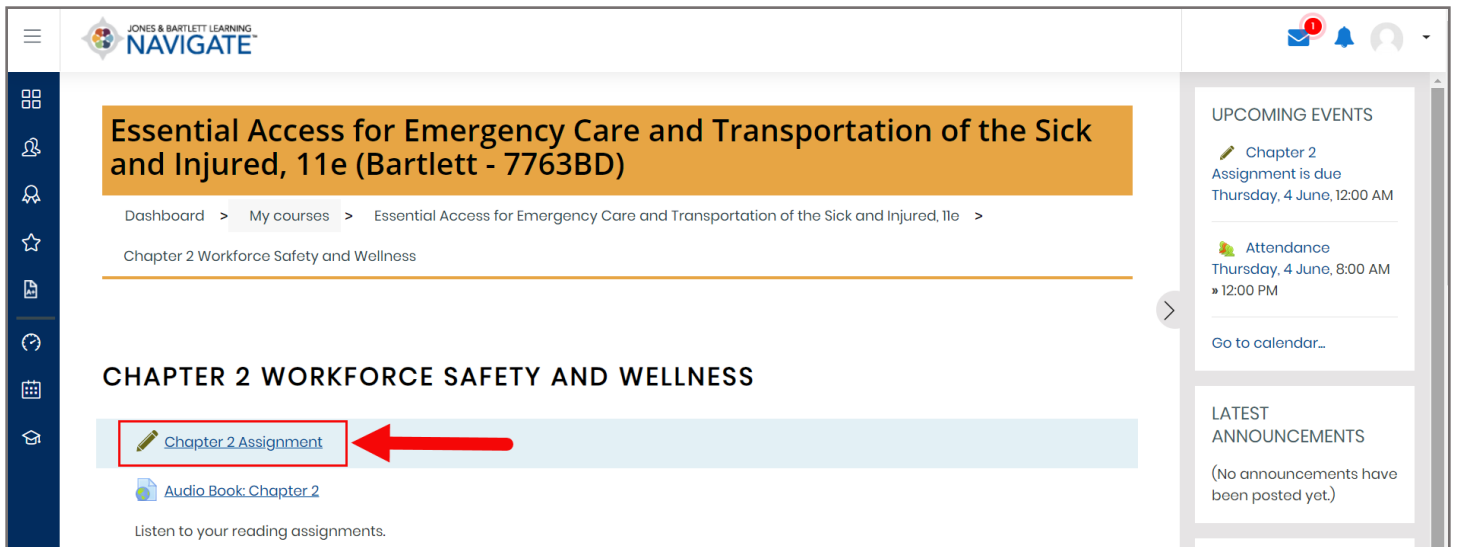


How to Submit an Assignment

The following instructions will help you submit your work online for a Navigate course assignment. **Please note: The steps for submitting your work may vary depending on the assignment parameters chosen by your instructor.**

1. Begin by navigating to and clicking on the assignment for which you wish to submit work.



The screenshot displays the Navigate LMS interface for a course titled "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The page is titled "CHAPTER 2 WORKFORCE SAFETY AND WELLNESS". A red box highlights the "Chapter 2 Assignment" link, with a red arrow pointing to it. The interface includes a navigation sidebar on the left, a breadcrumb trail, and a right-hand sidebar with "UPCOMING EVENTS" and "LATEST ANNOUNCEMENTS" sections.

- The assignment page will open, displaying such details as your submission status, grade, and due date. Click the **Add submission** button at the bottom of the page.

The screenshot shows the 'Chapter 2 Assignment' page in the JBL NAVIGATE system. The page includes a navigation sidebar on the left with icons for home, assignments, notifications, favorites, documents, a calendar, and a graduation cap. The main content area displays the assignment title 'Chapter 2 Assignment' and a prompt: 'Please submit your chapter 2 assignment here.' Below this is the 'Submission status' section, which contains a table with the following information:

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 4 June 2020, 12:00 AM
Time remaining	6 days 6 hours
Last modified	-

Below the table, there is a 'Submission comments' section with a plus icon and the text 'Comments (0)'. At the bottom of the page, a blue button labeled 'Add submission' is highlighted with a red box. Below the button, the text 'You have not made a submission yet' is displayed.

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

3. If the assignment requires the entry of plain text, use the **Online text** field provided to type your submission. If the assignment requires submission of a file, you may drag-and-drop your file from its location on your Desktop directly into the **File submissions** dropbox displayed on the submission page.

Please submit your chapter 2 assignment here.

Online text

If the assignment requires an online text submission, enter your text here.

My chapter 2 assignment is attached.

Files can be dragged and dropped from your desktop into here.

File submissions

Maximum size for new files: 50MB, maximum attachments: 20

You can also add files by using this button if you prefer it over the drag/drop function.

You can drag and drop files here to add them.

Save changes Cancel

4. When ready with your submission, click the **Save changes** button below.

File submissions

Maximum size for new files: 50MB, maximum attachments: 20


You can drag and drop files here to add them.

Save changes Cancel

5. Your work will be submitted to your instructor for grading, and the **Submission status** of your assignment will update to reflect it has been “Submitted for grading.” You may have the option to **Edit Submission** (depending on your instructor’s submission settings). This option allows you to make changes to your assignment before the due date.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 4 June 2020, 12:00 AM
Time remaining	6 days 6 hours
Last modified	Thursday, 28 May 2020, 5:39 PM
Online text	<p>⊕</p> <p>My chapter 2 assignment is attached.</p>
File submissions	<p>📎 Chapter 2 Assignment.docx</p>
Submission comments	<p>🗨 Comments (0)</p>

 [Edit submission](#)

You can still make changes to your submission

6. When the assignment is graded, your score will appear in your **User Report**.

Click here and make sure the User Report tab is selected.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)						

Scroll down to the assignment. The grade will be the first % that appears next to the assignment once it is graded by your instructor.

Assignments	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Chapter 2 Assignment	20.00 %	100.00 %	0-100	100.00 %		20.00 %
Assignments total Simple weighted mean of grades.	20.00 %	100.00	0-100	100.00 %		-
Course total Simple weighted mean of grades.						-

7. Click the first button at the top of your **Navigation drawer** to the left of the page to return to the course and continue your work.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): View: User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)						

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm