



# How to Submit your Assignments

[Play Video](#)

## Introduction

This training document will demonstrate How to Submit Assignments within a Canvas course.

## Instructions

**Step 1:** Once you are ready to submit an assignment in Canvas, locate your assignment in the **Apply** section of the module. Click on the **assignment title** to begin the submission process.

▼ Module 7: Week 7 - Family Mediation

**Introduction**

- Module 7: Week 7 Introduction

**Learn**

- Read: Barsky: Chapter 8
- Read: Self Reflection: Looking Inward to Change Conflict
- Read: When Storytelling Hurts Conflict Resolution: Some Tips for Dispute Resolvers
- Read: The 8 Keys to Resolving Family Conflict
- Watch: Conflict and Family Origin

**Apply**

- Professional Issue Assignment**  
Mar 30 | 100 pts | Submit
- Personal Conflict Project: Part 3 - Reflections Assignment  
Mar 15 | 50 pts | Submit

**Step 2:** At the top of the assignment page, you will see important information, such as the **Title of the Assignment**, the **Due Date**, the **Number of Attempts**, and your **Next Steps**.

**Personality Traits Assignment** ←

Due: Mon Jul 1, 2024 11:59pm

Attempt 1 ←

Review Feedback ← SUBMITTED: Jul 1, 2024 10:46pm 44%

**Step 3:** Review the **Details** section for the **Assignment Instructions, Turnitin Information,** and the **LUO Submission Policy**. If your assignment includes a template and/or example, review these documents too.

**Economic Indicator: Unemployment Assignment**  
 Due: Mon Jul 15, 2024 11:59pm

Attempt 1 ▼ In Progress  
 NEXT UP: Submit Assignment

Unlimited Attempts Allowed

**Details**

To review the assignment information, click on the document name to view or download the document. Scroll to view or download the embedded rubric.

[Economic Indicator: Unemployment Assignment Instructions](#) ↓

Note: Your assignment will be checked for originality via the Turnitin plagiarism tool. For more information about Turnitin, click [here](#).

**LUO Submission Policy**

The first submission of this assignment will be used for grading. If you need an exception to this policy, please contact your faculty member.

Submit this assignment by 11:59 p.m. (ET) on Sunday of Module 3: Week 3.

**Step 4:** Scroll down to review the **Grading Rubric**.

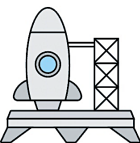
Textbook Project Grading Rubric Download

Criteria	Ratings				Pts
Abstract	<b>15 to &gt;13 pts</b> <b>Advanced</b> There is an abstract statement with topic selection to provide a clear overview of the paper's contents. The statement adheres to APA and is in depth to properly introduce the paper.	<b>13 to &gt;12 pts</b> <b>Proficient</b> An abstract statement is provided, there is a somewhat clear overview of the paper's contents and topic selection. The statement somewhat adheres to APA with some depth.	<b>12 to &gt;0 pts</b> <b>Developing</b> A brief overview of the paper is provided but it is not clear of the paper's contents and topic selection. The statement does not adhere to APA and is not in depth enough to properly introduce the paper.	<b>0 pts</b> <b>Not Present</b>	15 / 15 pts
Content	<b>85 to &gt;77 pts</b> <b>Advanced</b> Each step is completed with clear, distinct sections (separate headings for each), and all the content is properly addressed in a thorough manner from the outlined steps. Each of the main points for the subsections of the steps are thoroughly addressed with a specific discussion and examples applied. A thorough, specific discussion of the personality tests	<b>77 to &gt;70 pts</b> <b>Proficient</b> Each step is completed with somewhat clear, somewhat distinct sections (separate headings for each), and some of the content is properly addressed in a thorough manner from the outlined steps. Each of the main points for the subsections of the steps are somewhat addressed with some discussion and examples applied. A somewhat thorough discussion of	<b>70 to &gt;0 pts</b> <b>Developing</b> Each step is completed but not as clear, no distinct sections, and some of the content is not as properly addressed in a thorough manner from the outlined steps. Some of the main points for the subsections of the steps are addressed with little discussion and examples applied. A brief discussion of the personality tests exists with little to no application to	<b>0 pts</b> <b>Not Present</b>	77 / 85 pts

**Step 5:** Use the **Submission Portal** to submit your assignment. You can submit your assignment by dragging and dropping your file or clicking **Choose a file to upload**.

Choose a submission type

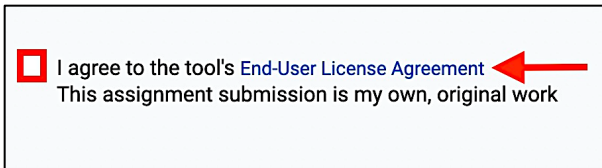
Upload More

  
 Drag a file here, or  
 Choose a file to upload

Webcam Photo

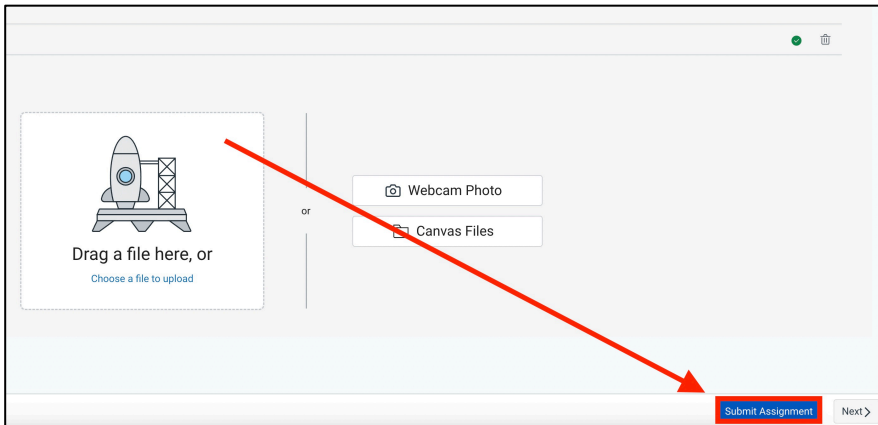
Canvas Files

**Step 6:** Once you have uploaded your assignment, click the check box to agree to the Turnitin **End-User License Agreement**, which is located in the bottom left corner of the **Submission Portal**. \*

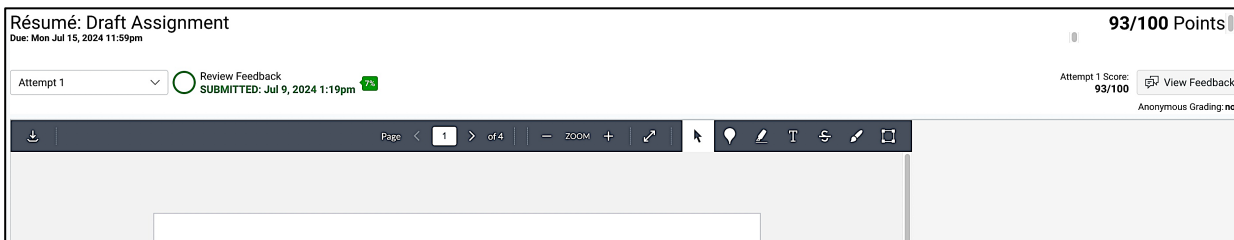


*\*Note: You will not be able to submit the assignment until you click the End-User License Agreement check box.*

**Step 7:** Click the **Submit Assignment** button, which is located in the bottom right corner of the **Submission Portal**.

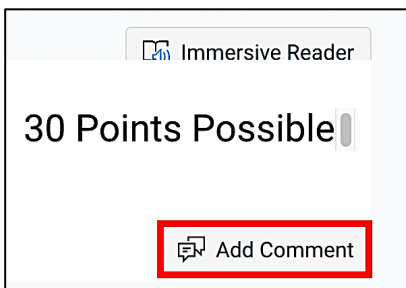


**Step 8:** The submitted assignment file will appear in the document viewer. Ensure this is the correct file. \*



*\*Note: Only one submission attempt is allowed. Please reach out to your faculty member to request another submission attempt.*

**Step 9:** You can add a submission comment by clicking on the **Add Comment** button in the top right corner of the document viewer.



Once your assignment has been graded, you can view the faculty feedback and your completed grading rubric on the assignment page.

## Need Assistance?

To learn more about Canvas, visit [www.Liberty.edu/Canvas](http://www.Liberty.edu/Canvas).