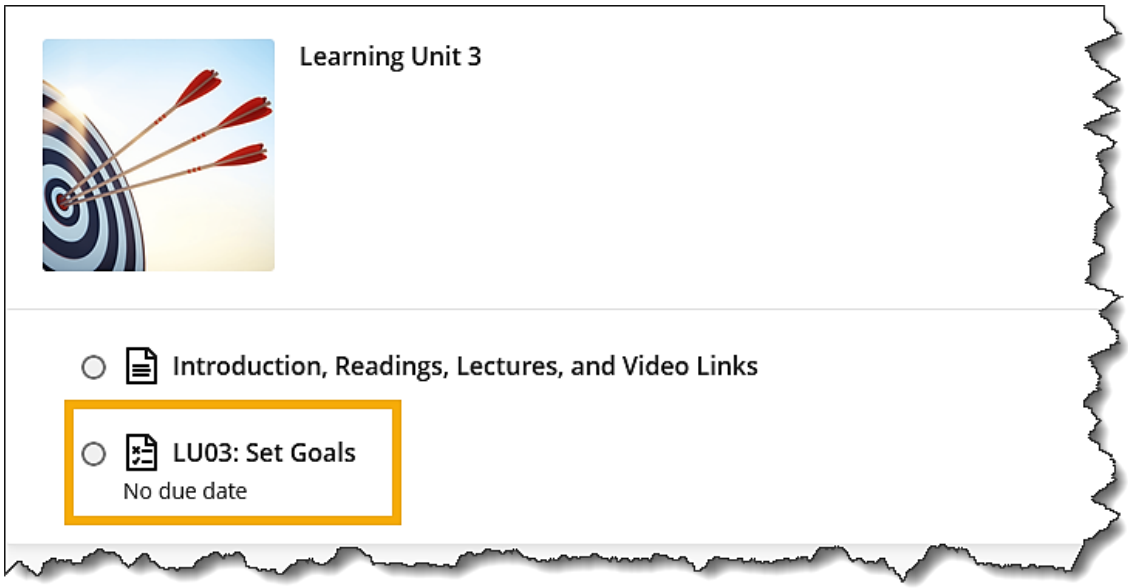
Computer Tutorial:

Access and Submit an Assignment in MyHills

Purpose: To show students how to access and submit an assignment, as well as view instructor feedback for that assignment in MyHills.

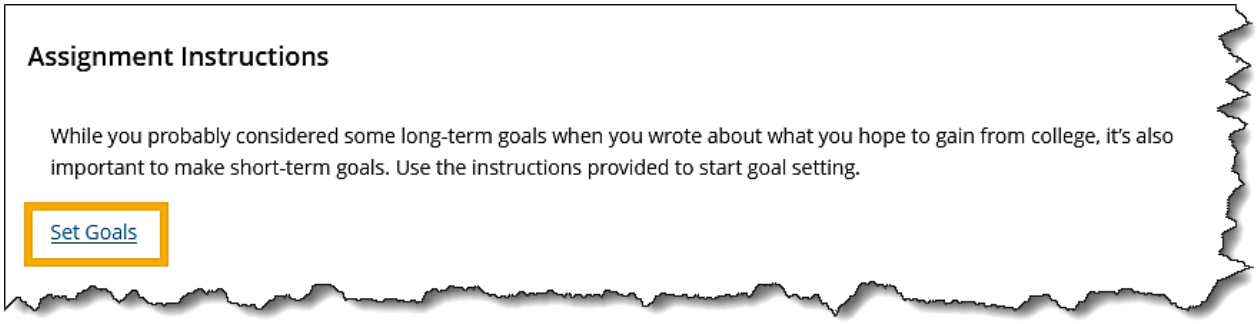
Assignments can be found within modules like Learning Units or Assignments.

From within a Learning Unit, click the submission title of the assignment you wish to access.

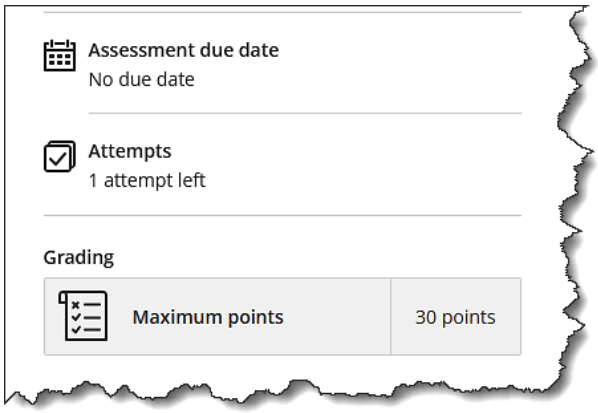


Click "**View instructions**" for information about how to complete your assignment.

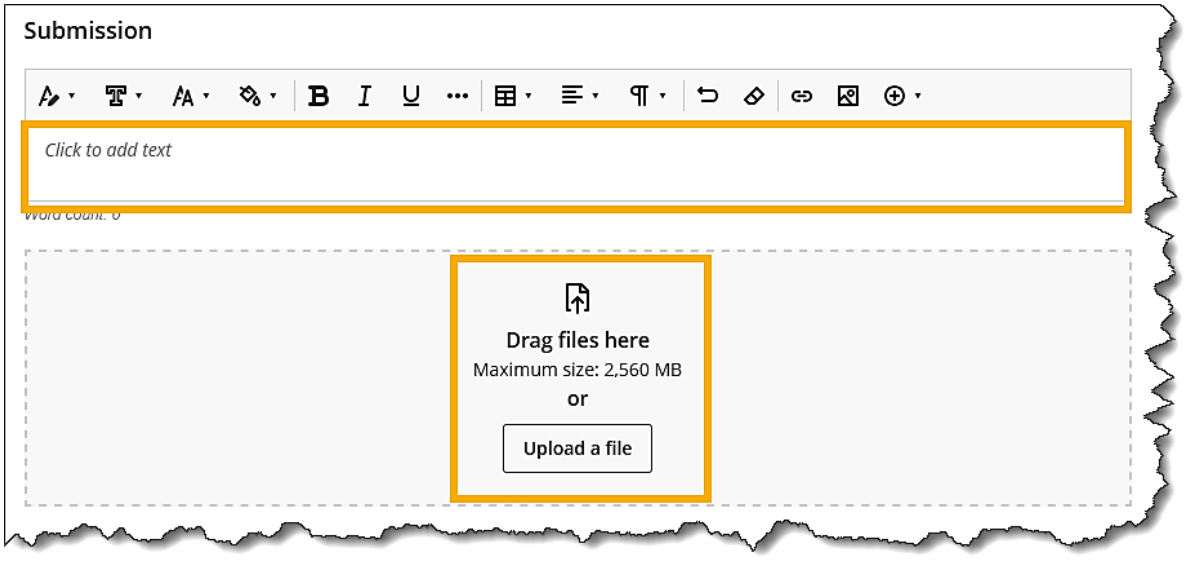
Review the "**Assignment Instructions**" and click and read any links provided before completing your assignment.



On the right side you will see the "Assessment due date" (if one has been created by your instructor), the number of "Attempts" and the "Grading" information.

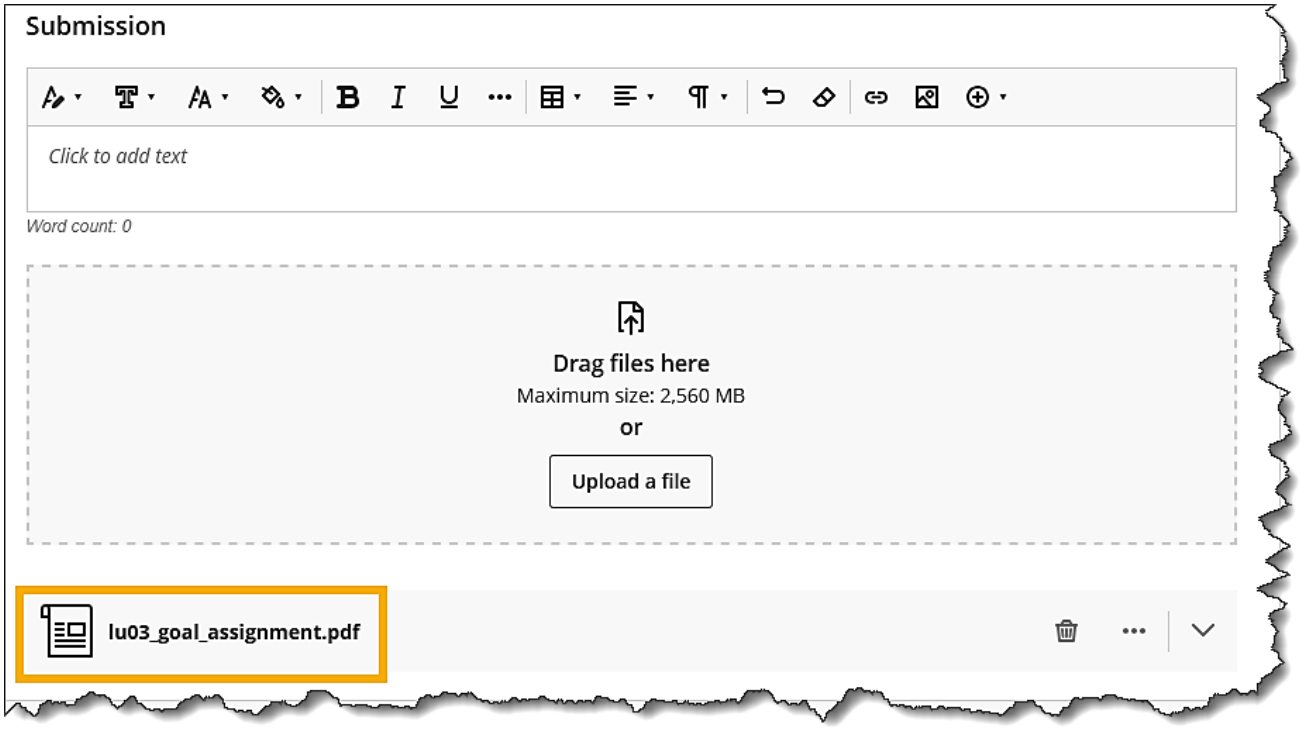


Under the "Submission" section, there are two areas available for Submission – "Click to add text" and "Upload a file." Instructors usually require students to *attach* their assignments. You may drag and drop a file or click "Upload a file," to locate the file that you would like to attach.



The name of the file you uploaded will appear under “File Name.”

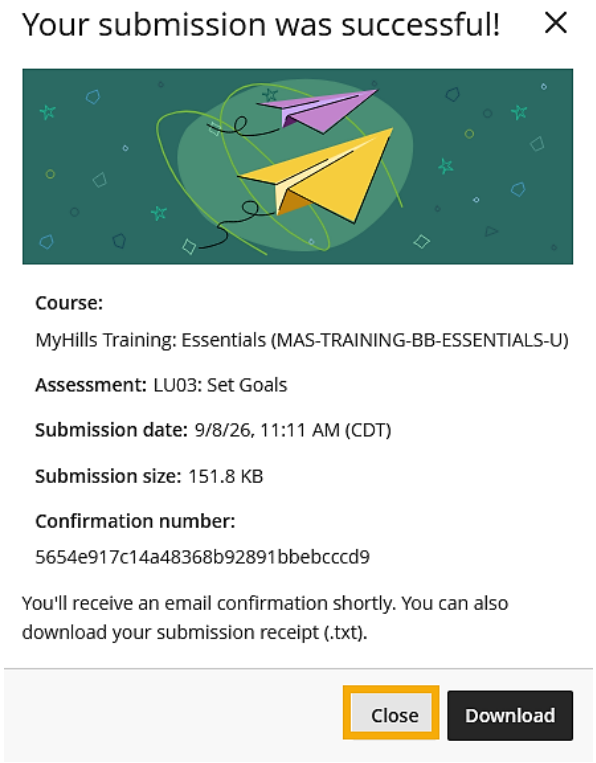
Note: If your instructor requires multiple submissions for an assignment, repeat the process to drag or upload a file.



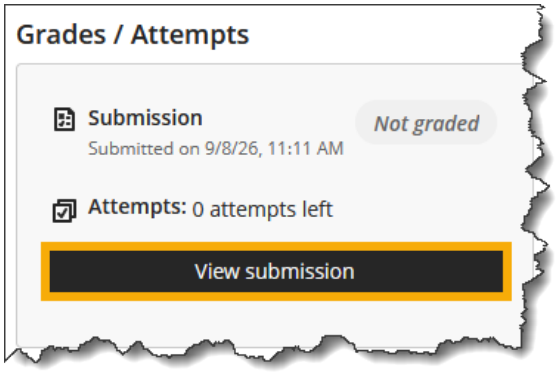
If you would like to save the assignment and continue working later, click “**Save and Close**.”

Note: The assignment is not submitted until you click “Submit.” “Save and Close” does <u>not</u> submit your assignment.

After submitting your assignment, you will receive a success message. You can review your submission details and then click **Close**.



You can "**View Submission**" details to review the assignment you submitted.



Congratulations! You now know how to access and submit an assignment in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*