

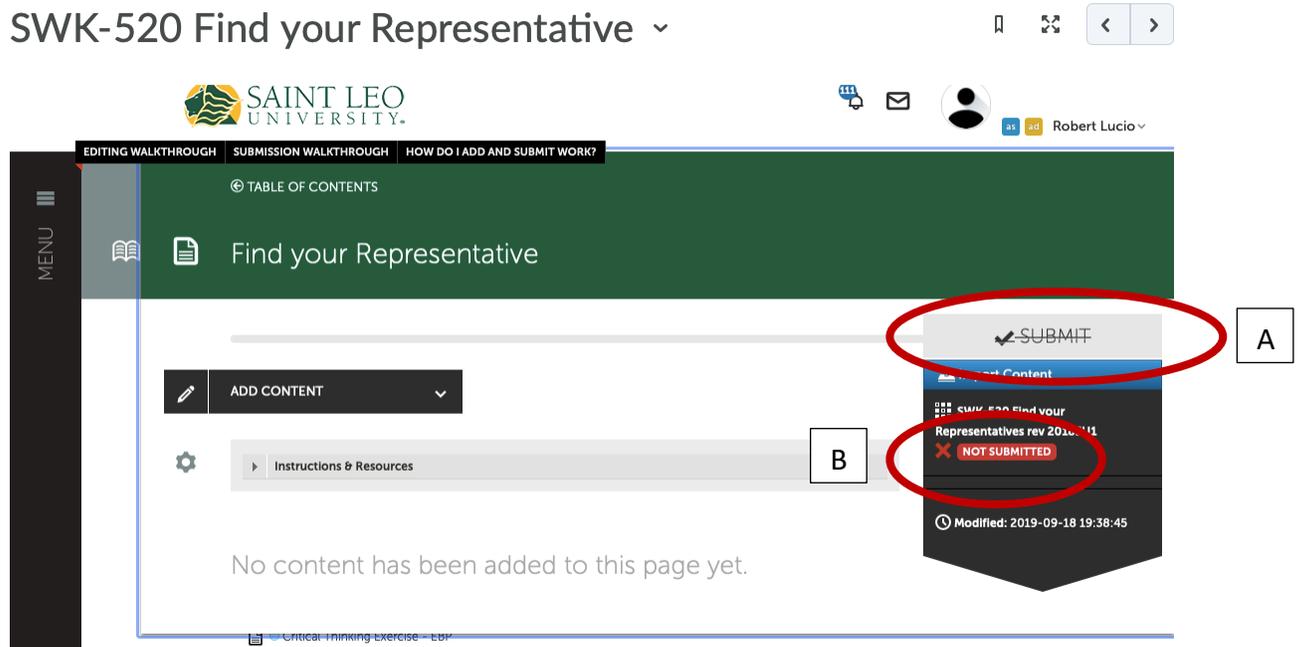
Submitting Your Chalk and Wire Assignment

The following instructions are for submitting your assignment in Chalk and Wire through your courses.

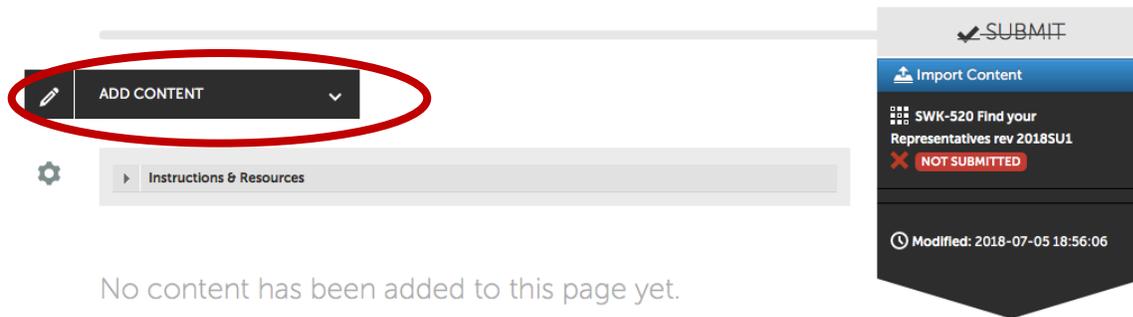
1. Navigate to the chalk and wire link in your course. This will be in the module where your assignment is due. It will look like this:



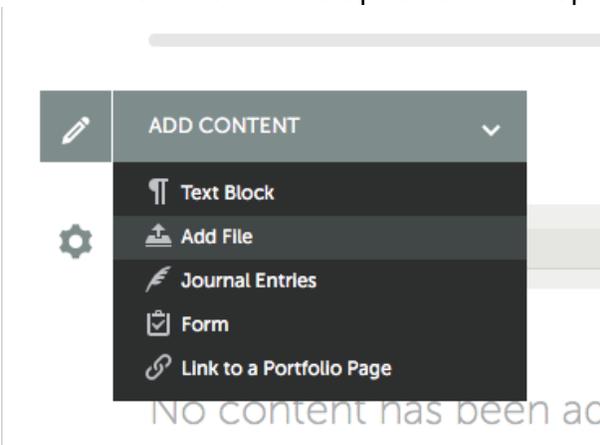
2. Click on the link and you will be taken to a screen that looks like this. Notice the Submit Bar is gray with a line through it (A) and it says not submitted in red (B).

A screenshot of the "SWK-520 Find your Representative" assignment page. The page header includes the Saint Leo University logo and navigation tabs for "EDITING WALKTHROUGH", "SUBMISSION WALKTHROUGH", and "HOW DO I ADD AND SUBMIT WORK?". The main content area has a "Find your Representative" title and an "ADD CONTENT" button. A "SUBMIT" button is circled in red and labeled "A". Below it, a "NOT SUBMITTED" status is circled in red and labeled "B". The page also shows a "TABLE OF CONTENTS" section and a "No content has been added to this page yet." message.

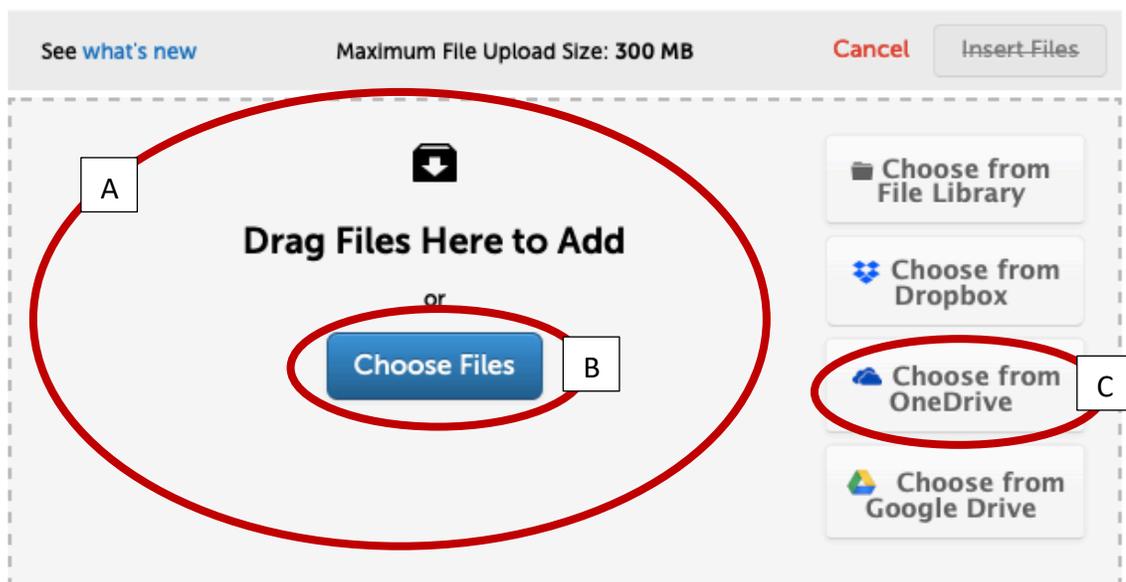
3. Select the dropdown arrow next to add content.



4. Select the Add file Option on the drop down



5. You can drag and drop your file (A), click the blue add files button to select the file from a folder on your computer (B) or select directly from one drive (C)

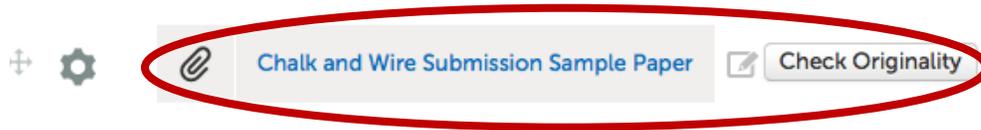


6. Once you have attached your file, you will see that the name is listed below the box. This is showing the file you have chose.

You must still select insert files to upload.

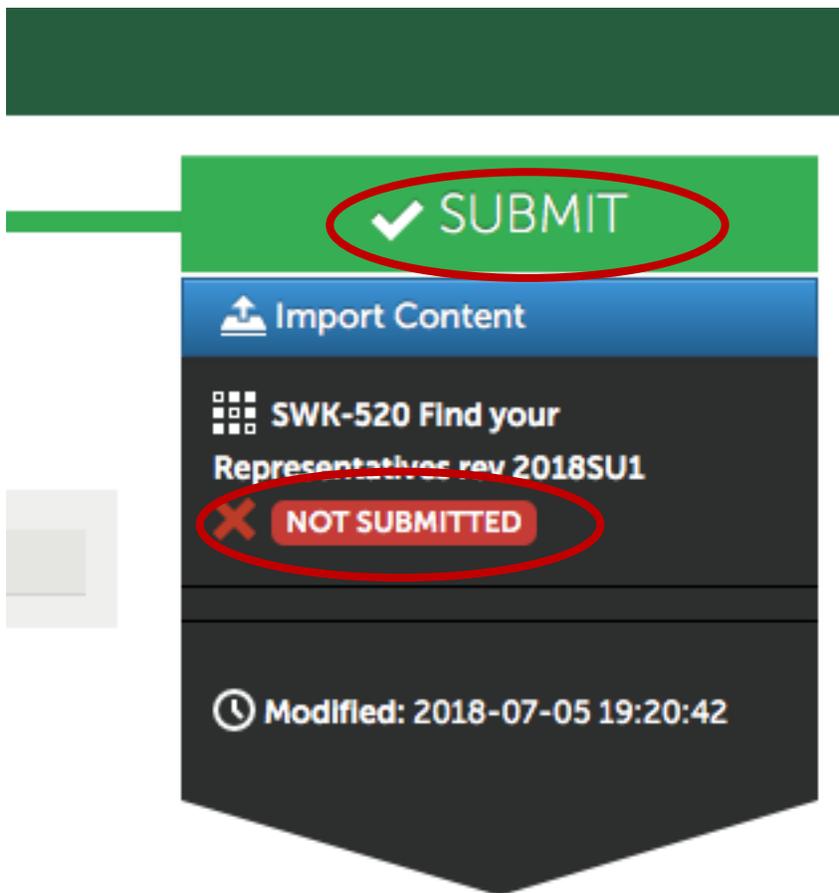
The screenshot displays a file upload interface. At the top, there is a header bar with a link for "See [what's new](#)", the text "Maximum File Upload Size: 300 MB", a "Cancel" button, and a blue "Insert Files" button which is circled in red. Below the header is a large dashed box containing a central area with a download icon, the text "Drag Files Here to Add", the word "or", and a blue "Choose Files" button. To the right of this central area are four buttons for selecting files from external services: "Choose from File Library", "Choose from Dropbox", "Choose from OneDrive", and "Choose from Google Drive". At the bottom of the interface, a file is listed: "Chalk and wire assignment submission video.docx" with a document icon on the left and a blue checkmark on the right.

7. Review your originality report and file to ensure you have uploaded the correct documents.



8. Once you are satisfied that you have uploaded the correct assignment and originality report it is time to submit. You will notice that even though the submit button is green it says not submitted below.

You must then Press the submit button.



9. Type your instructor's name. Select the correct name from the list that appears below and click submit.

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

10. Confirm your submission and review if needed. If you are satisfied select close.

Submitting Content

Turnitin is enabled. Assessors are able to run originality reports on submitted documents.

STATUS **SUBMITTED**

 **Content Submitted**

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Lucio, Robert 	SWK-520 Find your Representatives rev 2018SU1	Find your Representative	2018-07-05

11. You will notice under submit it now says submitted. And the date the assignment was submitted. You will also receive an email notifying you the assignment was submitted.

