

# Uploading and Submitting Assignments and Downloading Materials on Canvas

East McDowell Middle School 2020-21

# In order to turn materials in on Canvas, there are a few things that need to be done.

Locate the assignment that needs to be submitted. You can do this by clicking on the “Modules” tab on the left side of the Canvas course page or by clicking on the “Classwork” button of the Canvas course home page. Both links direct you to the same page.

2020/2021 - East McDowell ...

ELA Grade 8-10582Y0-20-21-Carlisle

Home  
Modules  
Discussions  
Grades  
Google Drive  
Thinglink  
Newsela  
Send on Remind

**Mr. Carlisle's English Language Arts Course**

**EAST MCDOWELL**  
MIDDLE SCHOOL  
LEARNING TO CHOOSE. CHOOSING TO LEARN.

**Welcome!**

Welcome to Mr. Carlisle's English Language Arts Course! Below are some helpful links that direct you to the resources that you will need to be successful within this course!

ABOUT YOUR TEACHER    CLASS RESOURCES    CLASSWORK

Modules are labeled according to the week that they cover. Open the module that contains the assignment that needs to be turned in. Then click the assignment title.

▼ Week 17: December 7-11

📄 Week 17: Start Here!

🔗 [Google Meet Recordings](#)

**Monday**

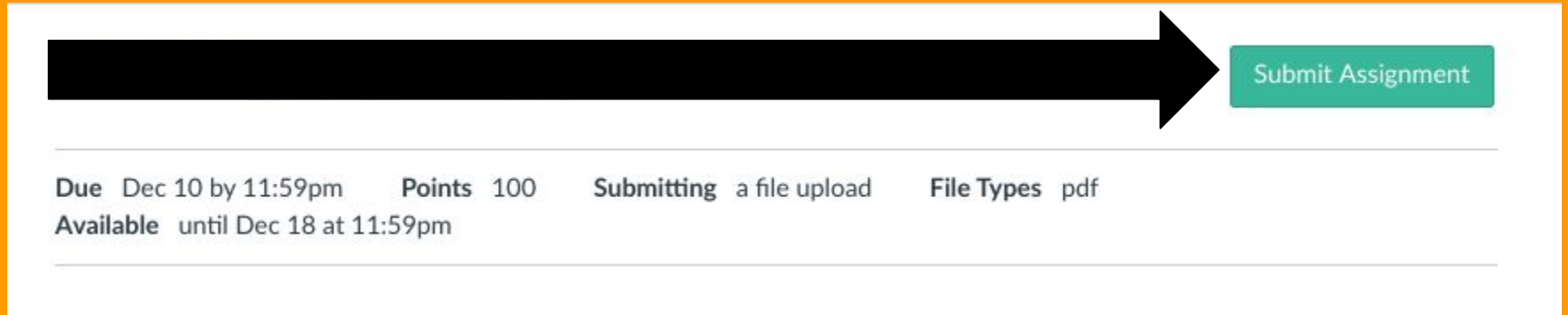
📄 **Wk 17: RL.8.4 Review Notes** ←  
Dec 7 | 100 pts

**Tuesday**

📄 Wk 17: Example Song for Analysis

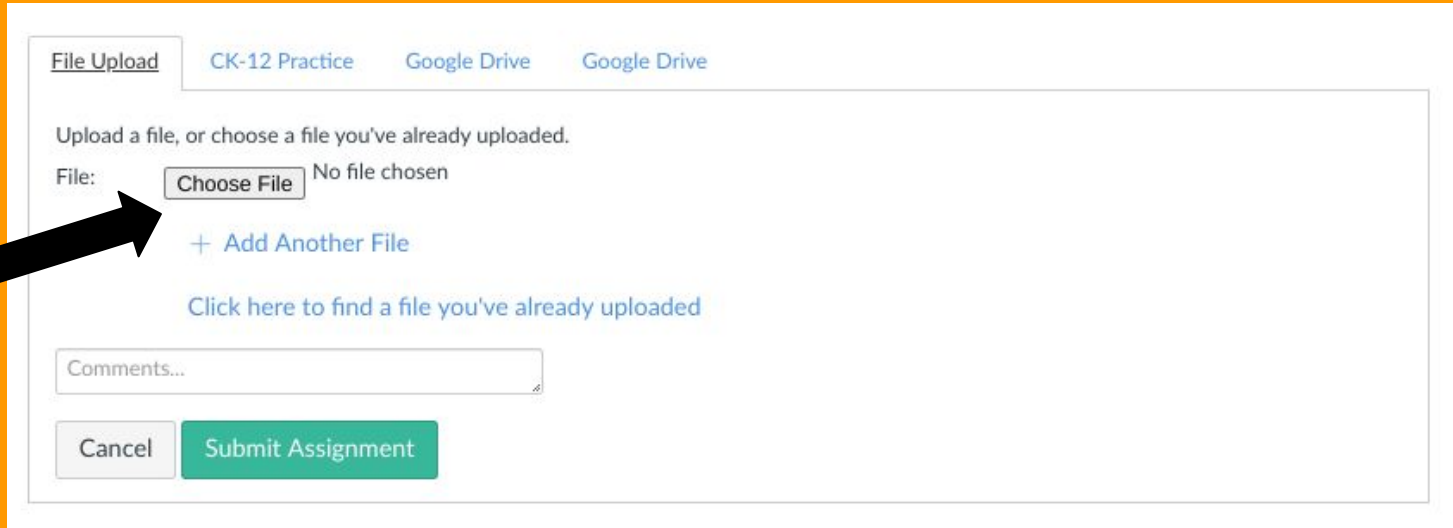
🔗 [Tuesday Exit Ticket](#)

Once you are on the assignment page, read any submission instructions, and then press “Submit assignment.”



It's important to note that some assignments limit students on what they can submit. In the example above, students must turn in their file as a Portable Document File (pdf). Most often, the instructions for submitting files in that manner are included in the assignment details.

After pressing “Submit Assignment” on the top right hand corner of the page, a menu will appear. This menu prompts you to select the file you would like to submit.



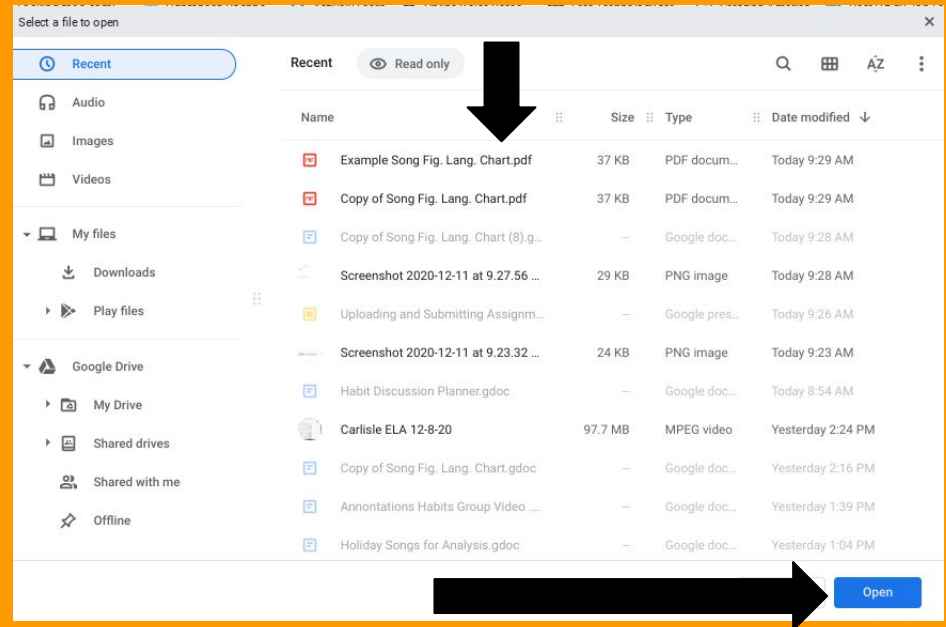
The screenshot shows a 'File Upload' dialog box. At the top, there are tabs for 'File Upload', 'CK-12 Practice', 'Google Drive', and 'Google Drive'. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' Underneath, there is a 'File:' label followed by a 'Choose File' button and the text 'No file chosen'. Below this is a '+ Add Another File' link and a 'Click here to find a file you've already uploaded' link. At the bottom, there is a 'Comments...' text input field, a 'Cancel' button, and a green 'Submit Assignment' button. A large black arrow points from the left side of the image towards the 'Choose File' button.

Press “Choose File.”

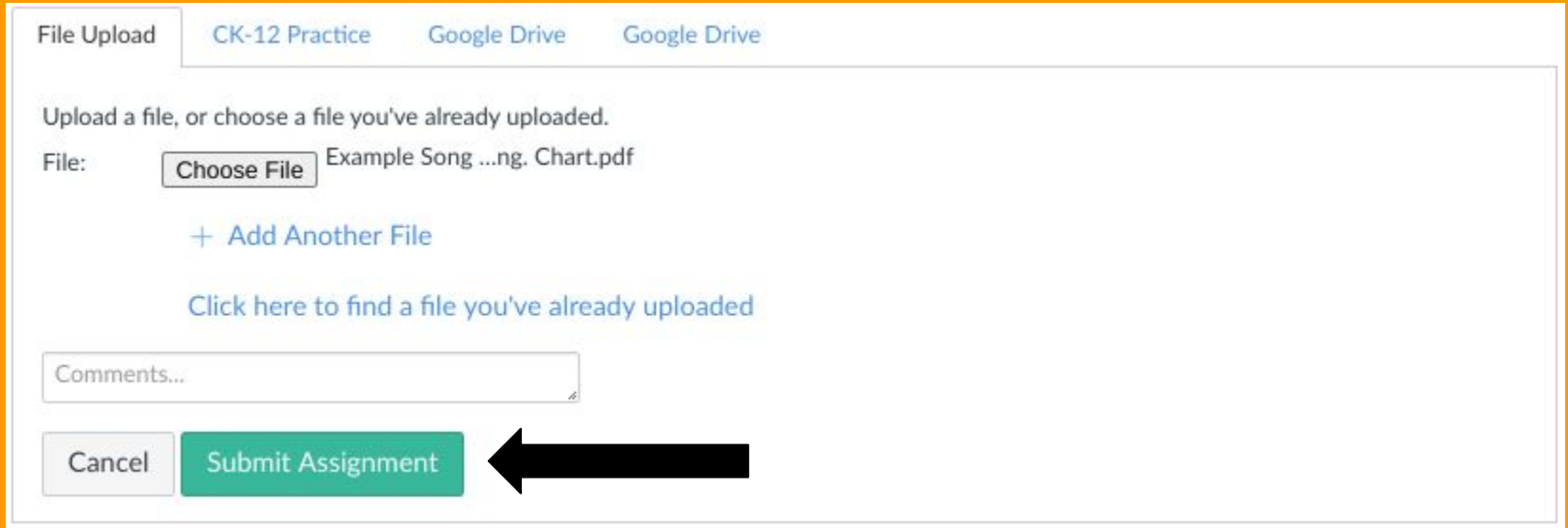
# A menu will open that provides you with access to all files on the computer.

A recently accessed file will be found under the “Recent” tab.

Simply choose the file you would like to submit, and press “Open.”



The file menu will close, and you will be redirected to canvas.



The screenshot shows a file upload interface. At the top, there are tabs for "File Upload", "CK-12 Practice", "Google Drive", and "Google Drive". Below the tabs, the text reads "Upload a file, or choose a file you've already uploaded." Underneath, there is a "File:" label followed by a "Choose File" button and the text "Example Song ...ng. Chart.pdf". Below this, there is a "+ Add Another File" link and a "Click here to find a file you've already uploaded" link. At the bottom, there is a "Comments..." text input field. At the very bottom, there are two buttons: "Cancel" and "Submit Assignment". A large black arrow points to the "Submit Assignment" button.

Next, click submit assignment to turn in the file that you chose.

# Your assignment was submitted!

## Wk 17: Fig. Lang. & Music

Re-submit Assignment

### Submission

✓ Submitted!

Dec 11 at 9:31am (late)

[Submission Details](#)

[Download Example Song Fig. Lang. Chart.pdf](#)

**Due** Dec 10 by 11:59pm    **Points** 100    **Submitting** a file upload    **File Types** pdf  
**Available** until Dec 18 at 11:59pm

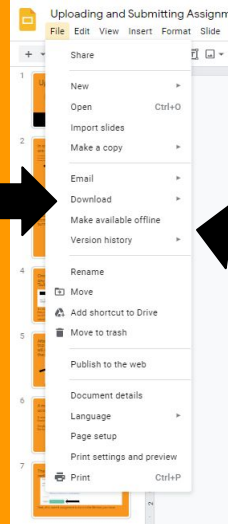
If your submission met all of the criteria outlined in the submission details, your assignment should have successfully submitted!



In order to download materials on Canvas, most often you just have to follow the instructions found on the assignment page.

When Canvas redirects you to Google Docs, Google Slides, or Google Drive...

the most efficient way to download a file is to click the “File” menu in the top left hand Corner.



Additionally, if you click “Make available offline,” you will be able to access this file even if you don't have internet access.

To access files that you have downloaded, click the circle in the bottom left hand corner of the tool bar, and then search for the file in the search bar.



Or, if you just downloaded the file, you can select that file from the pop-up in the bottom right hand corner of the screen.

