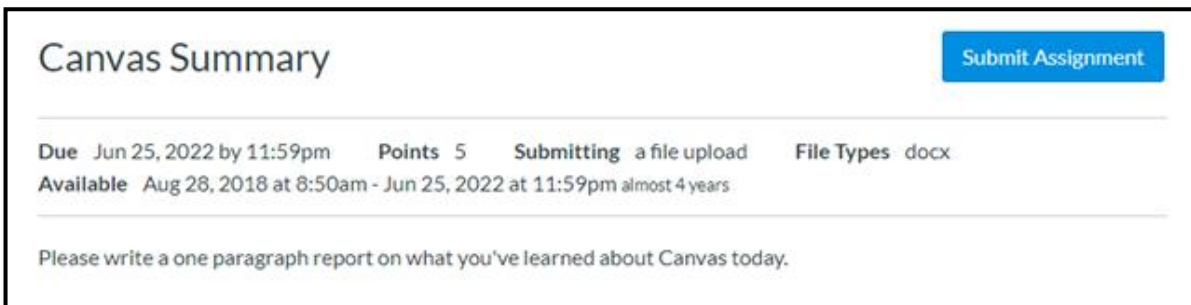


How to Submit an Assignment in Canvas

* **Note:** While you can navigate Canvas with any browser, Chrome is recommended. Please visit <https://www.google.com/chrome/> to download the browser for free.

Assignments can be found under **Modules** or **Assignments**, depending on how your instructor has set up your course.

Click on the assignment itself to see details such as due date, how you will submit it, points the assignment is worth, file type, and how long you will be able to access the assignment, etc.



The screenshot shows a 'Canvas Summary' box. At the top right is a blue 'Submit Assignment' button. Below the title, there are details: 'Due Jun 25, 2022 by 11:59pm', 'Points 5', 'Submitting a file upload', and 'File Types docx'. Below that, it says 'Available Aug 28, 2018 at 8:50am - Jun 25, 2022 at 11:59pm almost 4 years'. At the bottom, there is a text prompt: 'Please write a one paragraph report on what you've learned about Canvas today.'

Double check the file type when submitting. You will receive an error message if the filetype does not match. For instance, if the assignment asks for “.docx,” it will not accept something like “.pages,” which is a text format found in Macs, while .docx is a format type found with Microsoft Word.*

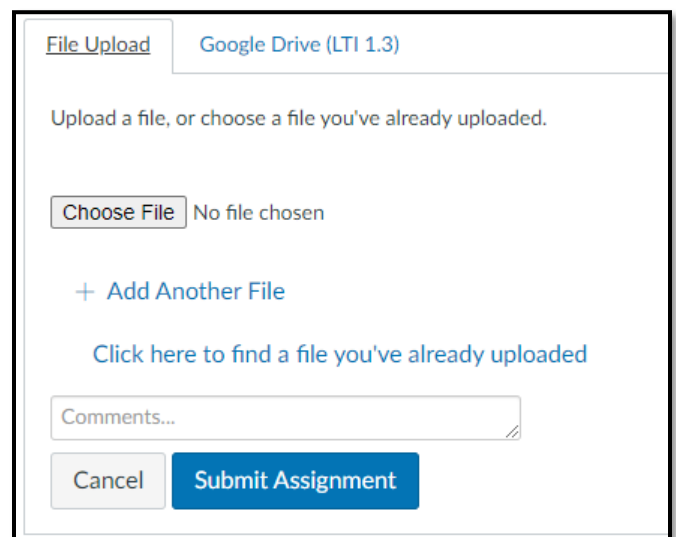
Submitting Your File

There are a few ways to submit a file.

1. You can do it simply through a **File Upload**.

Click on the **Choose File** button, then you will be prompted to select a file

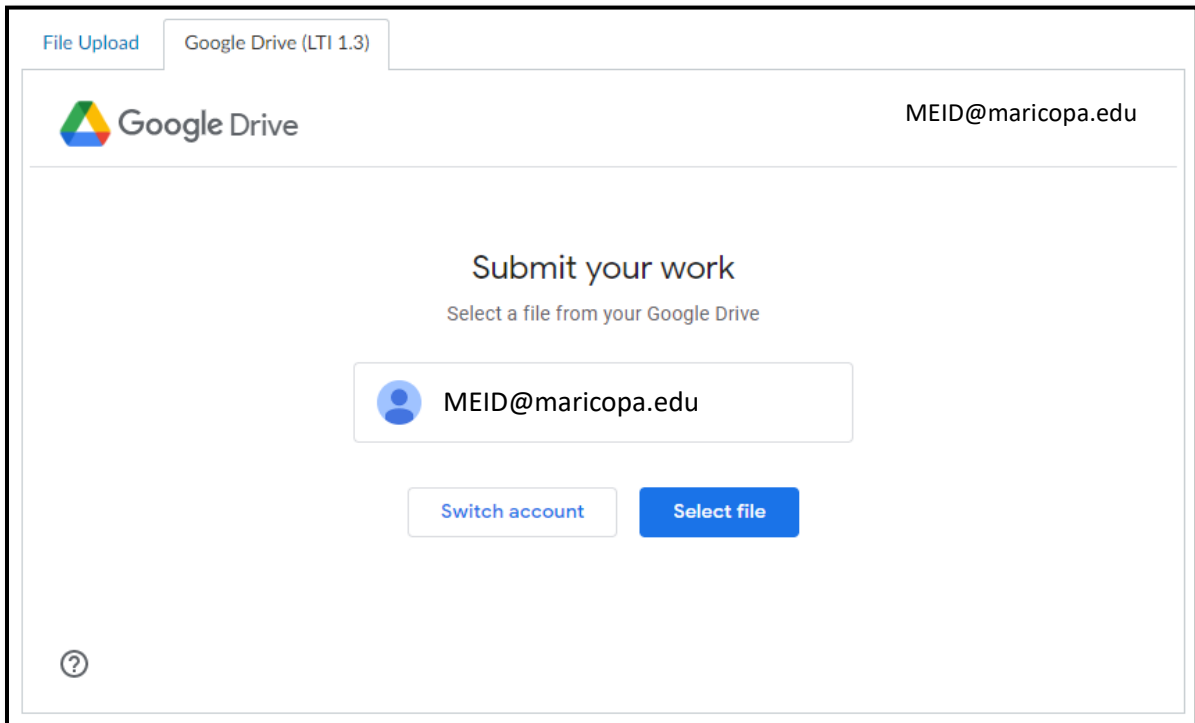
You are able to add multiple files by clicking **Add Another File**. *Be sure to double-check the assignment you are uploading and the file type before you submit*



The screenshot shows the 'File Upload' interface. At the top, there are tabs for 'File Upload' and 'Google Drive (LTI 1.3)'. Below the tabs, it says 'Upload a file, or choose a file you've already uploaded.' There is a 'Choose File' button with the text 'No file chosen' next to it. Below that is a '+ Add Another File' link. Further down is a link that says 'Click here to find a file you've already uploaded'. At the bottom, there is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit Assignment'.

2. **Submit through Google Drive.** If you have files saved in your student Google Drive, you can grab your file from there. When you click on **“Select File,”** a new pop-up window will appear and you can pick your files from there

Note: Make sure to enable sharing on your file before submitting to ensure your instructor has access to it

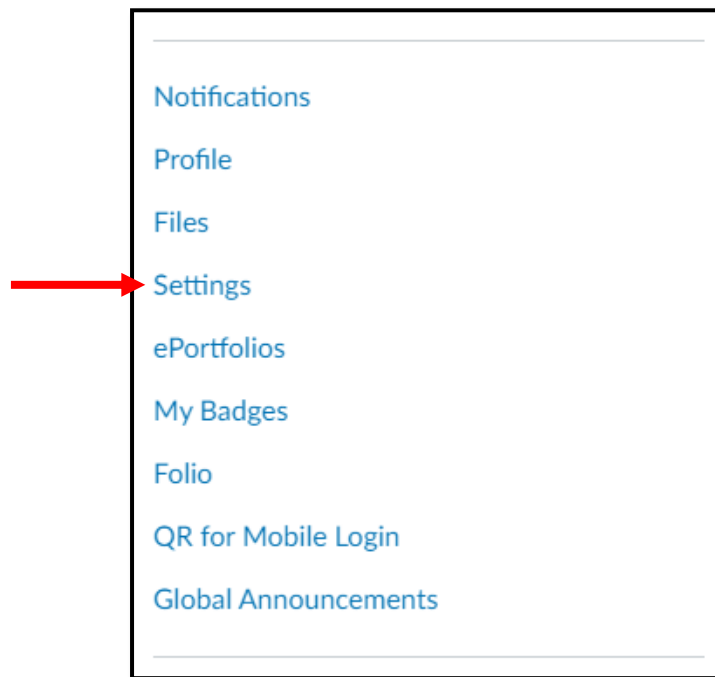


If you have not submitted through Google Drive before, you may have to Authorize Google Drive Access. Please follow the steps on how to do that on [Page 3](#)

3. **Submit files through Canvas.** Files can be uploaded to your Canvas account and submitted. Please go to [Page 6](#) for those steps

Authorizing Google Drive Access

1. Go to **Account** and click on **Settings**



2. Scroll down and look for **Web Services**. Here is where you can register Google Drive and other services to integrate with Canvas. Select **Google Drive**

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.




Let fellow course/group members see which services I've linked to my profile

Registered Services

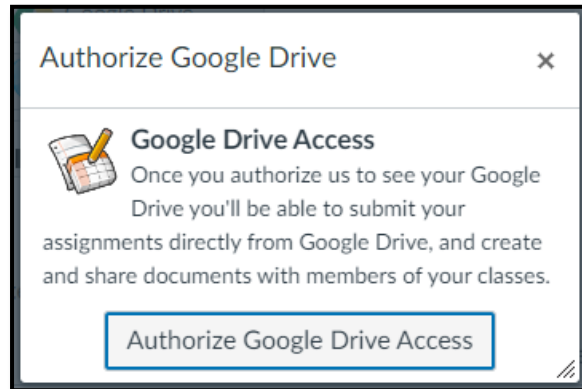
No Registered Services

Other Services

Click any service below to register:

-  Google Drive
-  Skype
-  Delicious

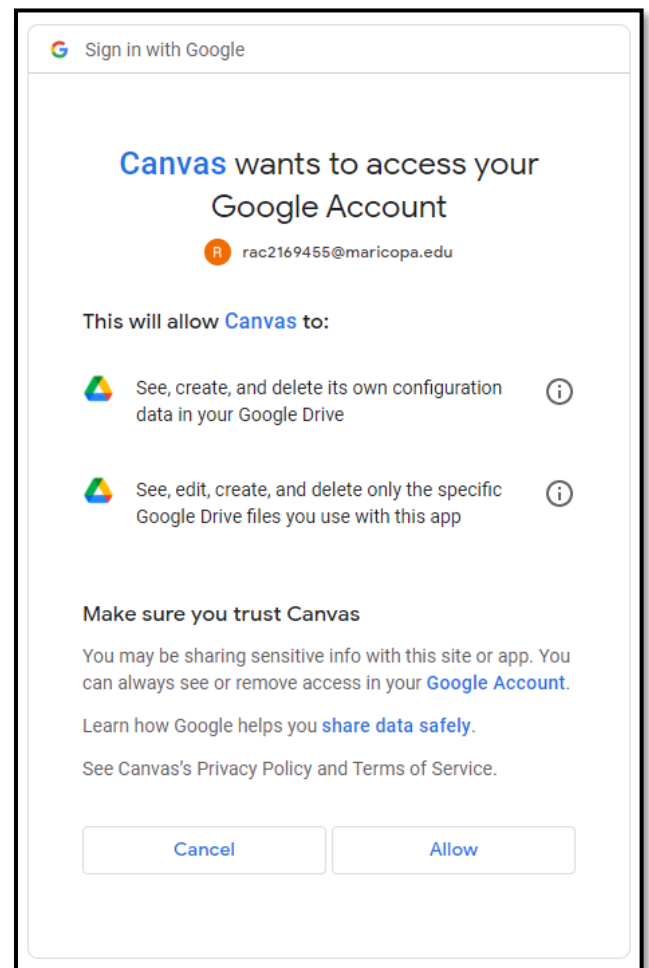
3. A pop-up message will appear about allowing Google Drive Access. Select the **Authorize Google Drive Access** button



4. You will be taken to a Google sign-in page, where you may be prompted to sign with your student account (**MEID@maricopa.edu** and password). After that, you will be asked if you want to allow Canvas to access your Google Drive

5. Clicking **Allow** will redirect you back to Canvas. You can now select a file from your Google Drive. If you already have some files saved there, you will see a list of everything. *Please be sure to double check which file you are choosing*

Should you submit the wrong file, you can simply re-submit and the original file will be overwritten. You can find the **Re-Submit Assignment** button where you normally find the **Submit Assignment** button, in the top right section of the page



You can review your submitted document going to the **Submission Details**. You can also get to the submission details through the Gradebook.

Submission

✓ **Submitted!**
Jun 9 at 11:42am
[Submission Details](#)
[Download How to Upload an Assignment 3-9-2017.docx](#)

Comments:
No Comments


You can download the file and see what you submitted. You can also add comments and attachments should you want to make a note to your instructor regarding the file. Please note you can also re-submit an assignment here as well.

Submission Details

Grade: / 5

Canvas Summary

Student Name submitted Jun 9 at 11:42am [Re-submit Assignment](#)

 [Download How to Upload an Assignment 3-9-2017.docx](#) 180 KB [View Feedback](#)

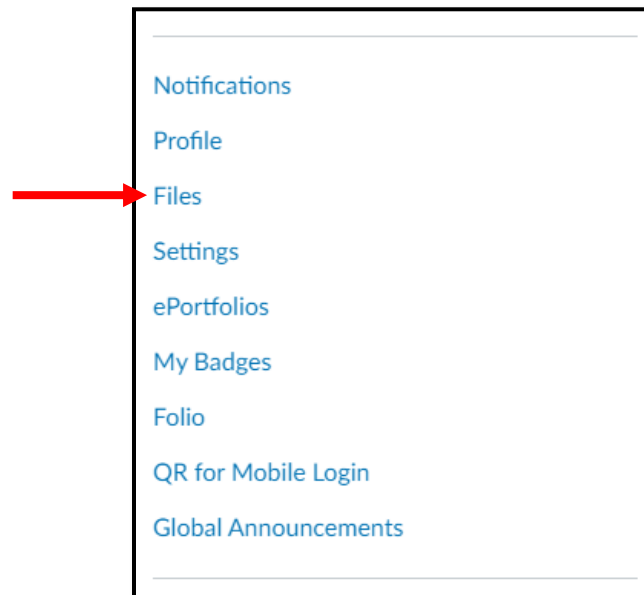
Add a Comment:

[Media Comment](#) [Attach File](#)
[Save](#)

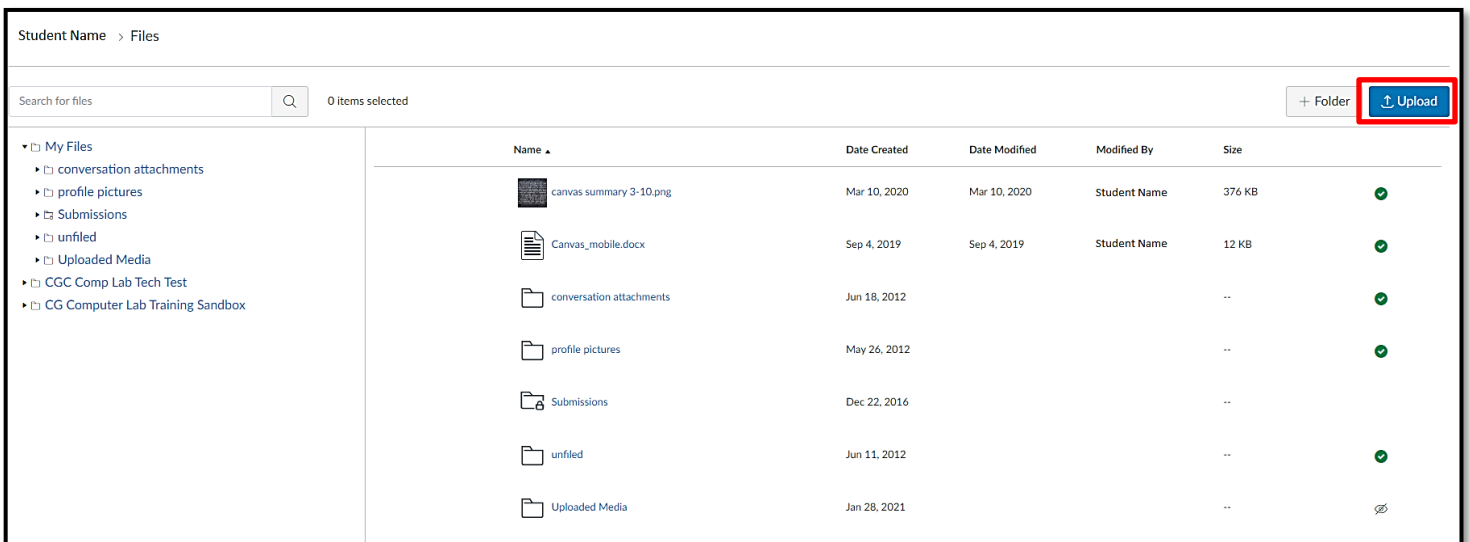
Submitting from Canvas Files

As another option, files can be uploaded to your Canvas account and can be submitted that way.








1. Upload the file you want by going to your **Account** tab, and selecting **Files**



2. You will then see a page where you can find your own files or any course files your instructor has uploaded for your class

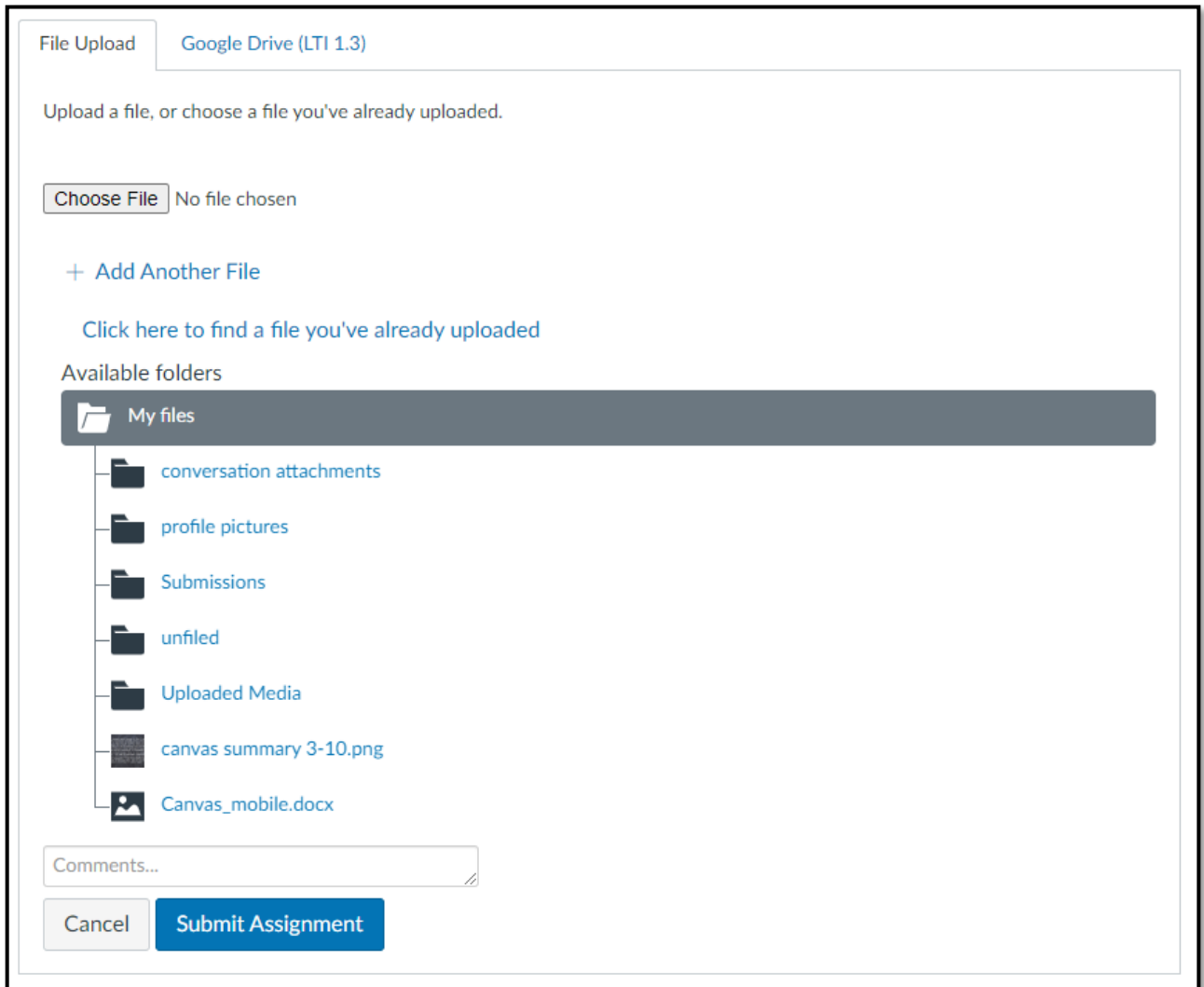


A screenshot of the Canvas Files page. The page shows a search bar, a search icon, and '0 items selected'. On the right side, there is a '+ Folder' button and a blue 'Upload' button with a red box around it. The main content area displays a table of files:

Name	Date Created	Date Modified	Modified By	Size	
 canvas summary 3-10.png	Mar 10, 2020	Mar 10, 2020	Student Name	376 KB	✓
 Canvas_mobile.docx	Sep 4, 2019	Sep 4, 2019	Student Name	12 KB	✓
 conversation attachments	Jun 18, 2012			--	✓
 profile pictures	May 26, 2012			--	✓
 Submissions	Dec 22, 2016			--	
 unfiled	Jun 11, 2012			--	✓
 Uploaded Media	Jan 28, 2021			--	⋮

3. Look for the blue **Upload** button, located on the far right. Then select which file you want to upload

- From there, when you go to submit your assignment, make sure you click on **File Upload**, then **Click here to find a file you've already uploaded**. Then pick your respective folder, and you will find a list of your files



- Select your file and it will become highlighted. Then click on **Submit Assignment** and it will automatically submit

Having issues with Canvas?

Please contact the Computer Lab for help and assistance at **480.732.7221** or email us at computerlab@cgc.edu.

You can also visit us at our Virtual Helpdesk on WebEx or Discord, where you can share your screen with us: <https://www.cgc.edu/student-resources/technology-resources/virtual-tech-team-how-contact/virtual-tech-team-how-contact>

Please also refer to the **Help tab** on the left side, where you can find Canvas guides in multiple languages, real-time assistance, and other resources helpful to students, employees, and faculty.

** If you do not have any Microsoft software, you can download it for free as a student with Office 365. Please visit <https://my.maricopa.edu/help/microsoft-365> for more details and info.*