



### What is the Assignments Tool?

The Assignments tool is a place where students can submit work to their teacher. Students can submit document files, add links, create audio or video submissions as well as enter simple text. The teacher can choose whether or not these submissions will be graded or given feedback.

### To submit an assignment that requires a file:

1. Select **Assignments**.

*Note: You may need to first select **Activities** and then **Assignments**.*



2. Open the folder for the assignment.



3. Under **Submit Files** there are three options for submitting an assignment:

- a. **Add a File.**
- b. **Record Audio.**
- c. **Record Video.**

#### Submit Files

Files to submit \*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.



#### A. To Add a File:

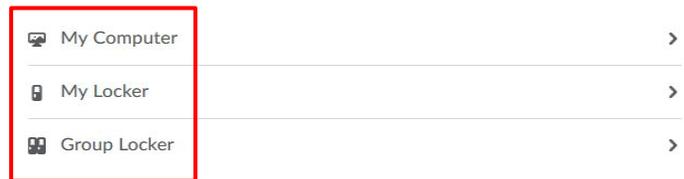
1. Select **Add a File**, to submit a document, picture, report, etc.

After uploading, you must click Submit to complete the submission.

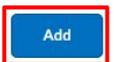


2. Locate and select the correct file from either the **Computer, Locker,** or **Group Locker** (if it is a group submission).

Add a File - 2018 [ ] KINDERGARTEN CORE - Gwinnett County Public Schools eCLASS



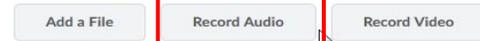
3. Once uploaded, select **Add**



#### B. To Record Audio:

1. Select **Record Audio**.

After uploading, you must click Submit to complete the submission.

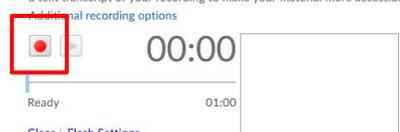


2. Select the red **Record** button to begin recording. There is a one minute maximum.

*Note: You may need to allow certain settings on your computer for the audio to record.*

Record Audio - 2018 [ ] KINDERGARTEN CORE - Gwinnett County Public Schools eCLASS

Click the Record button to begin recording. Click again to pause recording. You might need to adjust the Flash settings to enable recording. Consider attaching a text transcript of your recording to make your material more accessible.





3. Select the red **Record** button to end the recording.



4. Select **Add**.



### C. To Record Video:

1. Select **Record Video**.

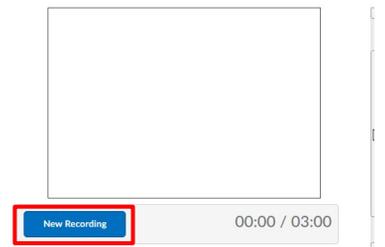
After uploading, you must click **Submit** to complete the submission.



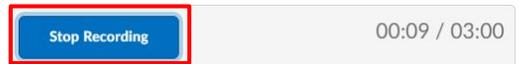
2. Select the **Record** button to begin recording. There is a three minute maximum.

*Note: You may need to allow certain settings on your computer for the video and audio to record.*

Media Capture - 2018 [ ] KINDERGARTEN CORE - Gwinnett : County Public Schools eCLASS



3. Select the **Stop Recording** button to end recording.



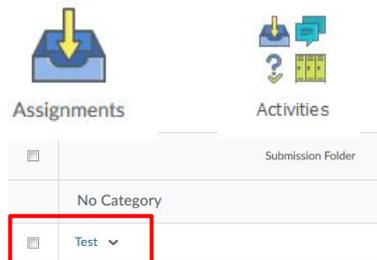
4. Select **Add**.



### To submit a Text-Only assignment:

1. Select **Assignments**.

*Note: You may need to first select **Activities** and then **Assignments**.*



2. Open the folder created by your teacher for that assignment.

3. In the **Text Submission field**, enter in the necessary information (text) to complete the assignment.

Text submission, no file required

Text Submission



4. Once finished with the assignment, select **Submit**.

