

How to Upload a file to an Assignment

1. Go to the Assignment page.
2. Click "**Submit Assignment**".

Tip: Depending on how your teacher set up the assignment, the submission options may differ.

3. Select "**File Upload**".
4. Click on "**Choose File**". You will look for the document you saved in the steps above.
5. Select the file you'd like to submit, and click "**Open**".
6. Add comments if necessary, and click "**Submit Assignment**".

The screenshot illustrates the process of uploading a file to a Canvas LMS assignment. The interface is titled "Chapter 2 Questions" and includes a "Submit Assignment" button in the top right corner, marked with a circled "2". Below the title, a status bar shows "Due No Due Date", "Points 25", and "Submitting a file upload". The "Assignment Instructions" section states: "Please answer the questions at the end of chapter 2." and "How to Submit Work: Type them out in a word doc, and submit as a PDF." The "File Upload" section, marked with a circled "3", shows a "File Upload" button and a "Choose File" button, both highlighted with red boxes. A "Comments..." text area and "Cancel" and "Submit Assignment" buttons are also visible. The "Choose File" button is marked with a circled "4". Below this, a "Save As" dialog box is shown, marked with a circled "5". The dialog box displays the file "1.3 ECD 430" selected, with the file name "ASSESS YOURSELF QUESTIONNAIRE-1" and the save type "Word Document". The "Open" button in the dialog box is highlighted with a red box. At the bottom of the screenshot, the "Submit Assignment" button is shown again, marked with a circled "6", next to a "Cancel" button.