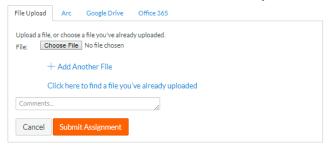


SUBMITTING ASSIGNMENTS IN CANVAS

- 1) Login to http://my.okstate.edu with your OKEY
- 2) Click on the Canvas icon in the applications section
- 3) Click on the course tile where you need to submit the assignment
- 4) Click on the Assignment link in the navigation bar
- 5) Click on the assignment name that is due for submission
- 6) Click on the orange button that reads Submit Assignment
- 7) Choose the appropriate tab to select the source location of your document/file. For the purpose of this tutorial, we will consider the **File Upload** tab.



- 8) Click on the **Choose File** button and browse for your assignment. Select the document.
- 9) Click Submit Assignment
- 10) If you have additional questions, you may access more guides on assignments here.
- 11) Access the **help** icon in the black navigation ribbon to chat or talk to a Canvas representative. Email helpdesk@okstate.edu or call 405-744-4357 to access OSU helpdesk.