

Discussions

Assignments with Attachments

NOTE: This process is the same in both discussions and mail. The screen shots below are from the assignment area.

STEP ONE

At the screen below—BEFORE POSTING—

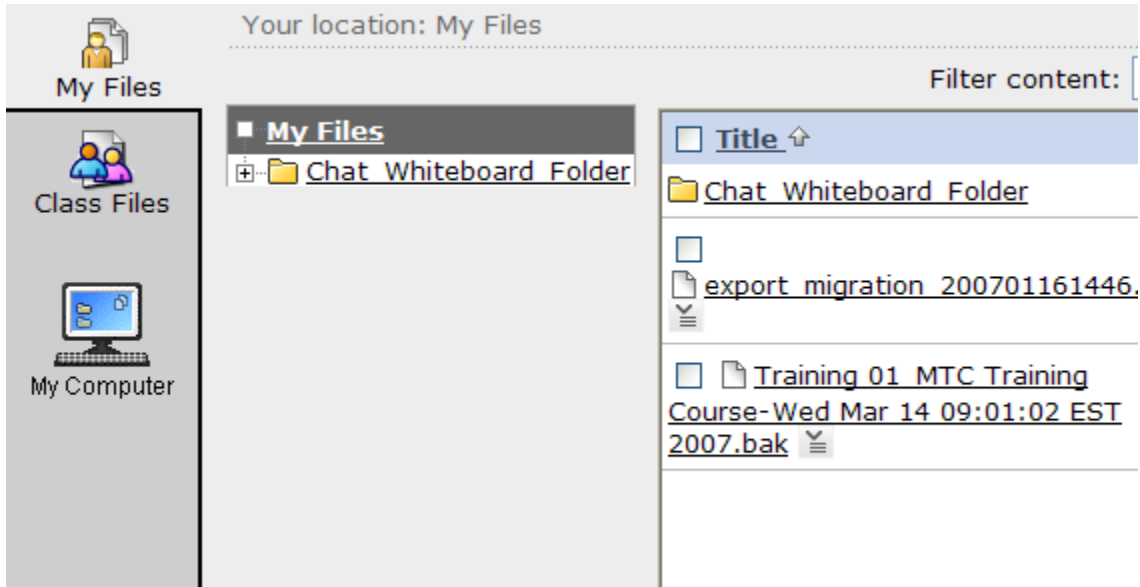
- Select Add Attachments

The screenshot shows the WebCT interface for editing a submission. The top navigation bar includes the Midlands Technical College logo and links for 'My WebCT', 'Help', and 'Log out'. Below this is the course title 'MTC Training Course - Training_McLeod'. A left-hand navigation menu lists various course tools such as 'Course Content', 'Announcements', 'Assessments', 'Assignments', 'Calendar', 'Chat', 'Discussions', 'Learning Modules', 'Local Content', 'Mail', 'Media Library', 'Search', 'Syllabus', 'Web Links', and 'Who's Online'. The main content area is titled 'Edit Submission: Chapter Questions (Attempt 2)'. It displays submission details including instructions, attachments (None), due date (November 5, 2007 12:00 PM), type (Work individually), and grading criteria (out of 100). The submission status is 'In Progress (Attempt 2)'. The submission content is displayed in a text area, showing 'Mrs. McLeod: Here are questions 1-5 from chapter one. Thank you.' Below the text area, there is a 'Use HTML' checkbox and an 'Add Attachments' button, which is circled in black. At the bottom, there are 'Submit', 'Cancel', and 'Save as Draft' buttons.

STEP TWO

At the screen below, select

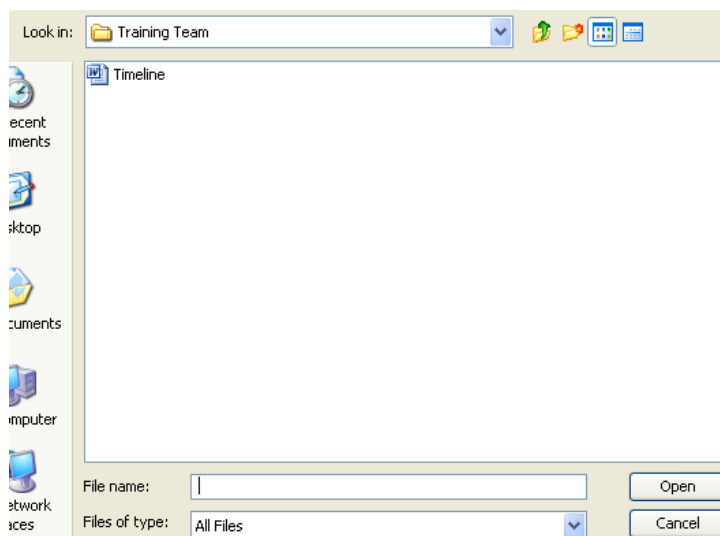
- Desired file to attach at the right **OR**
- select MY COMPUTER at left (instructions are for my computer)



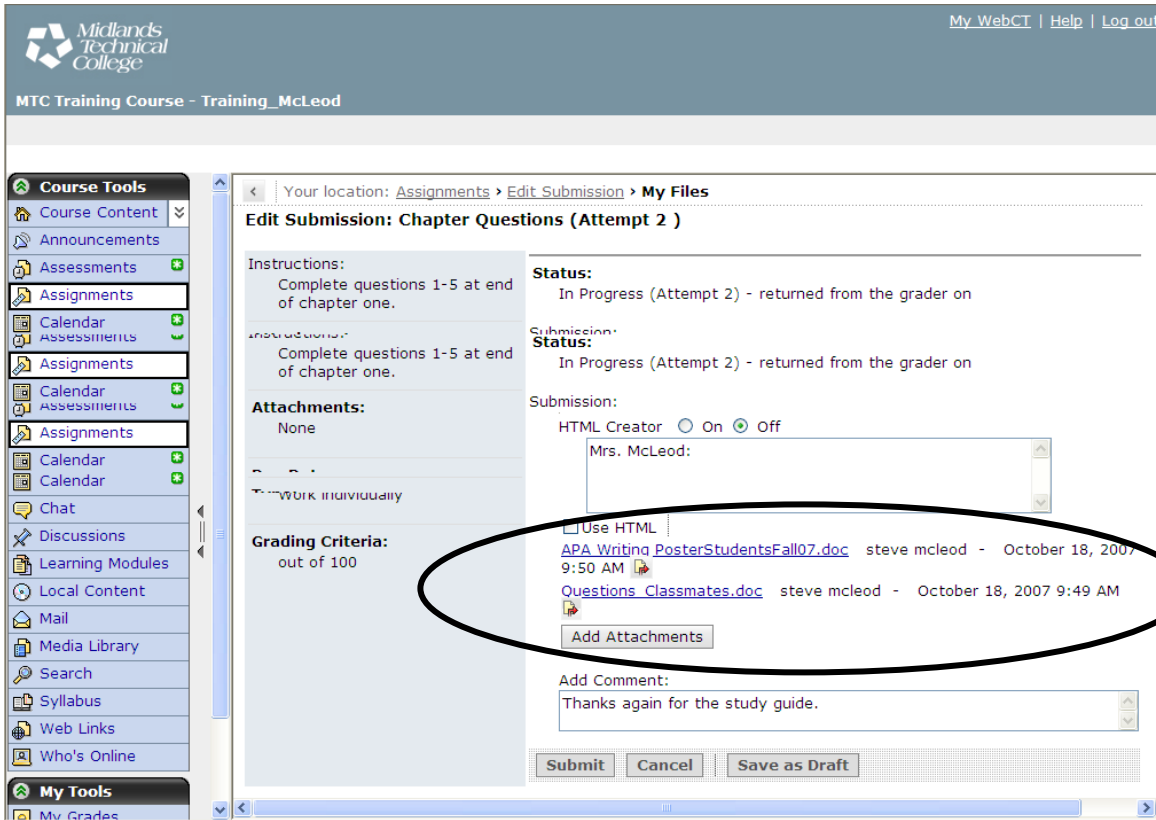
STEP THREE

You will see your files on your computer.

- Locate the file(s) you wish to attach (6.0 allows you to attach several files in one step)
- Select Open



You will now see the files you attached. In the screen shot below, two files were attached at one time.

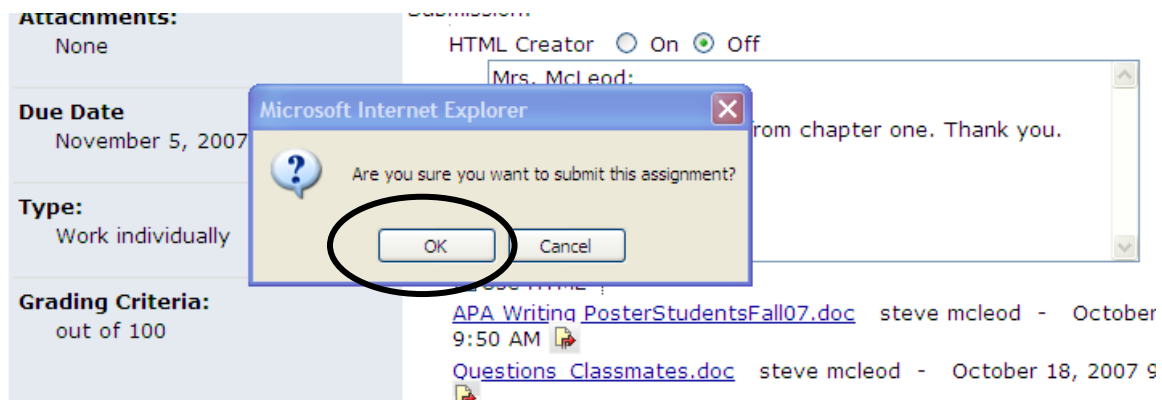


NOTE: You can remove an attachment by clicking  at the right of file

STEP FOUR

Click Submit

The following snapshot will display verifying the submission:



STEP FIVE

- Click OK

Below is a snapshot of confirmed submission.

Confirmation

steve mcleod:
You have successfully submitted your assignment(Chapter Questions).
Submitted Time: October 18, 2007 9:53 AM ←

OK