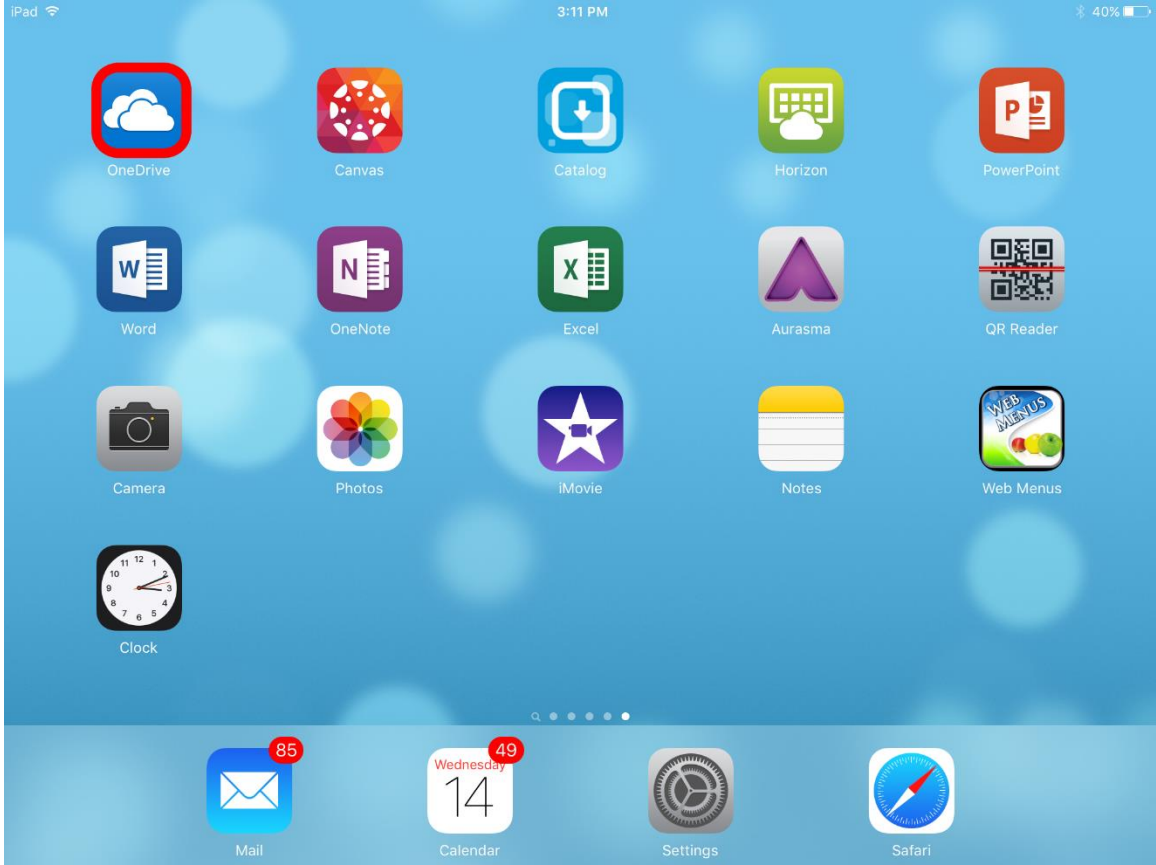
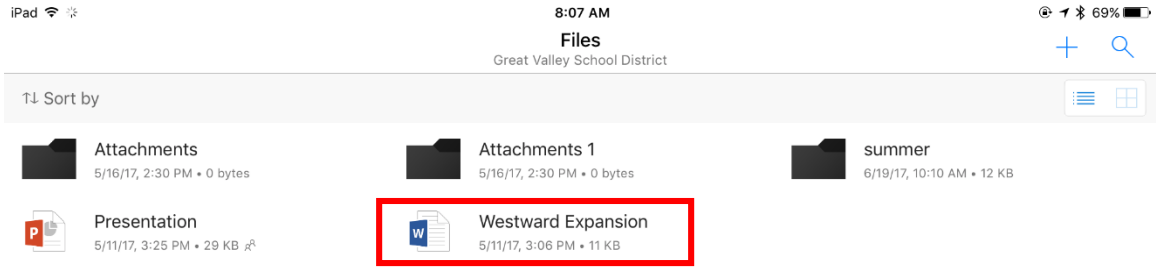
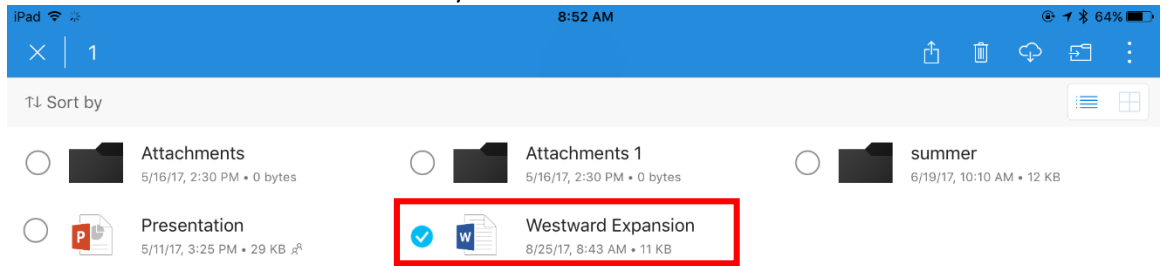


How to Submit an Assignment Using the Canvas App

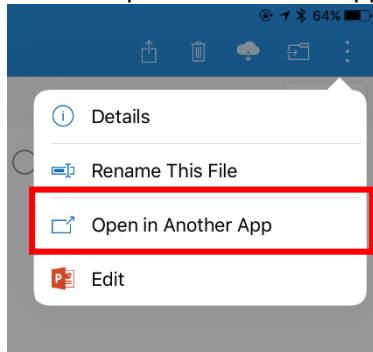
Wednesday, September 14, 2016
2:54 PM

Software:	Canvas
Summary of Issue:	This TipIT shows how students can upload an assignment using the Canvas App.
Instructions:	
Step 1:	<p>Open your OneDrive.</p>  <p>The screenshot shows an iPad home screen with a blue background. The OneDrive app icon, which is a blue square with a white cloud, is circled in red. Other app icons visible include Canvas, Catalog, Horizon, PowerPoint, Word, OneNote, Excel, Aurasma, QR Reader, Camera, Photos, iMovie, Notes, Web Menus, Mail, Calendar, Settings, and Safari. The status bar at the top shows 'iPad', signal strength, Wi-Fi, 3:11 PM, and 40% battery.</p>
Step 2:	<p>Navigate to the document in the OneDrive.</p>  <p>The screenshot shows the OneDrive Files app interface on an iPad. The title bar reads 'Files' and 'Great Valley School District'. Below the title bar, there are three folders: 'Attachments', 'Attachments 1', and 'summer'. Under the 'Attachments' folder, there is a document icon for 'Presentation'. Under the 'Attachments 1' folder, there is a document icon for 'Westward Expansion', which is highlighted with a red box. The status bar at the top shows 'iPad', signal strength, Wi-Fi, 8:07 AM, and 69% battery.</p>

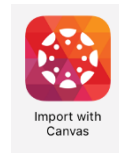
Step 3: Click and hold on the document until you see a blue check mark next to the document.



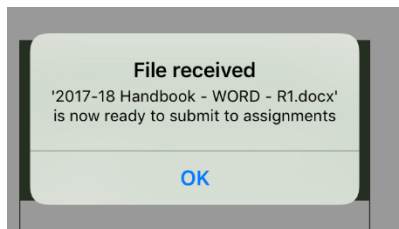
Step 4: Click on Open with another app.



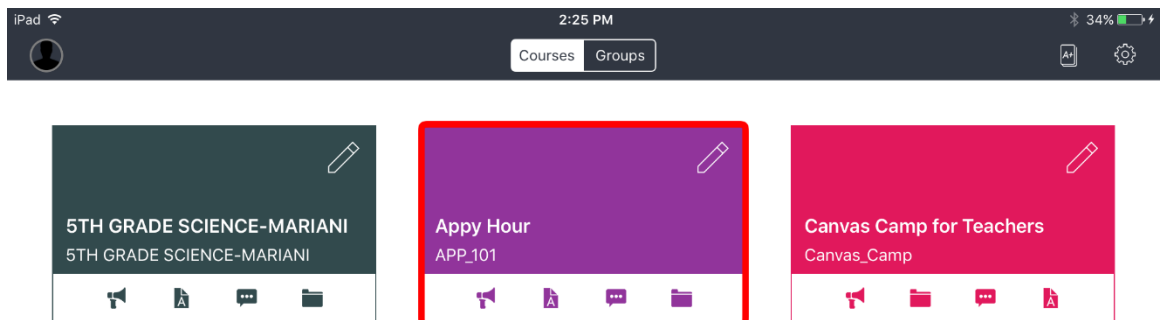
Step 5: Click on Import with Canvas.



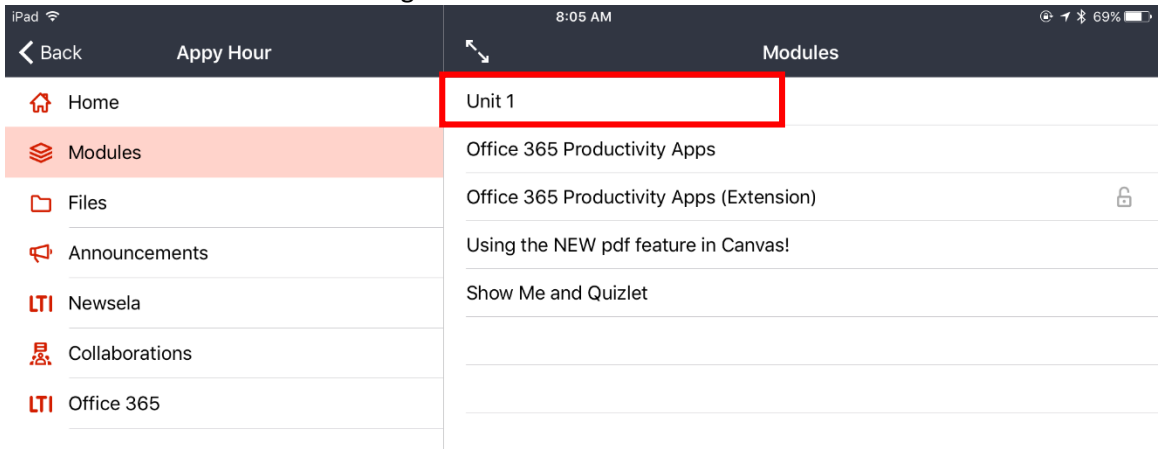
Step 6: This will open the Canvas App. You will see a message that says that the File was received. Click OK.



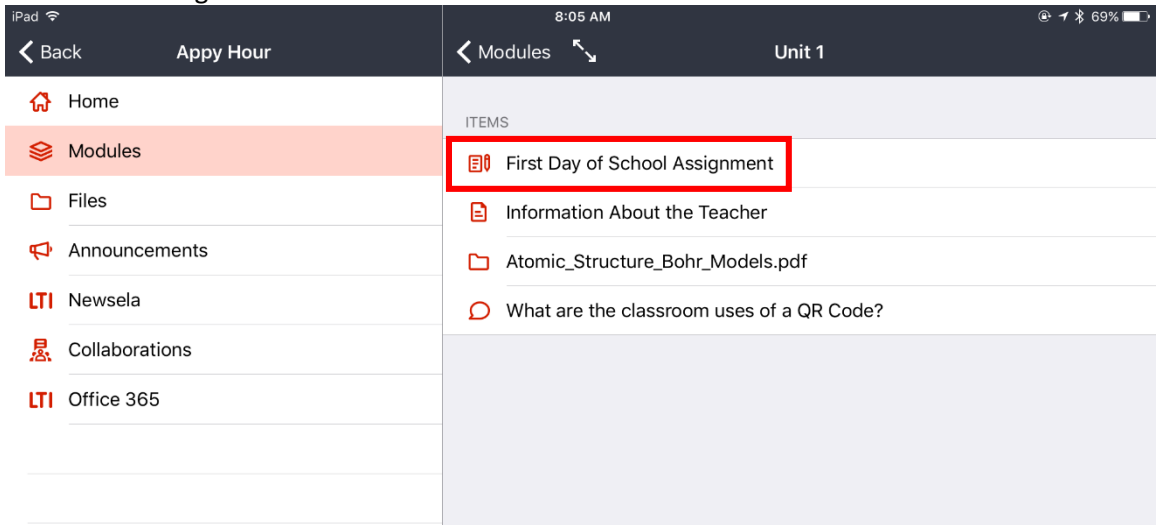
Step 7: Click on the course to which you want to submit the assignment.



Step 8: Find the module that has the assignment that needs to be submitted.



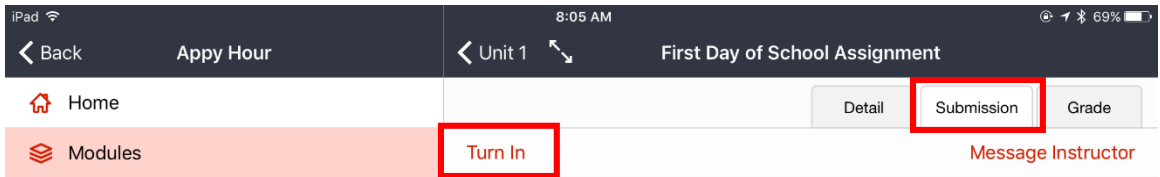
Step 9: Click on the assignment.



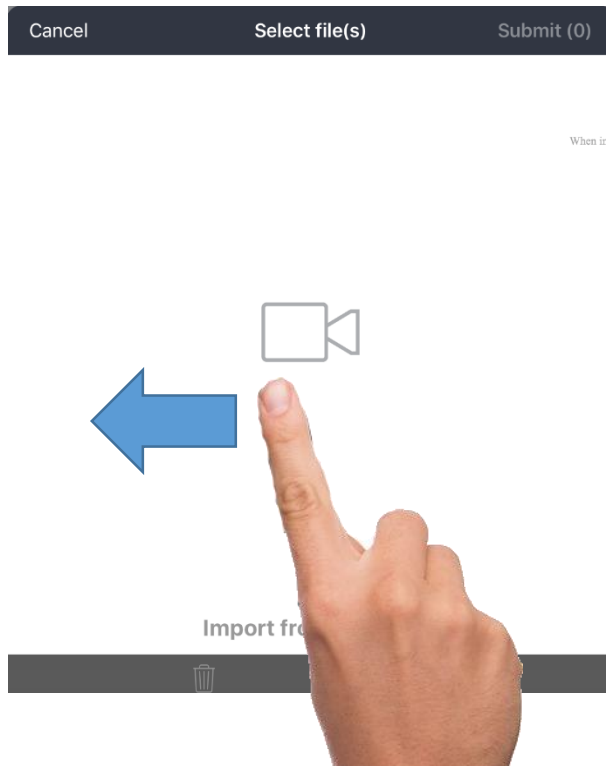
Note: Assignments have an icon that looks like notebook paper next to a pencil.



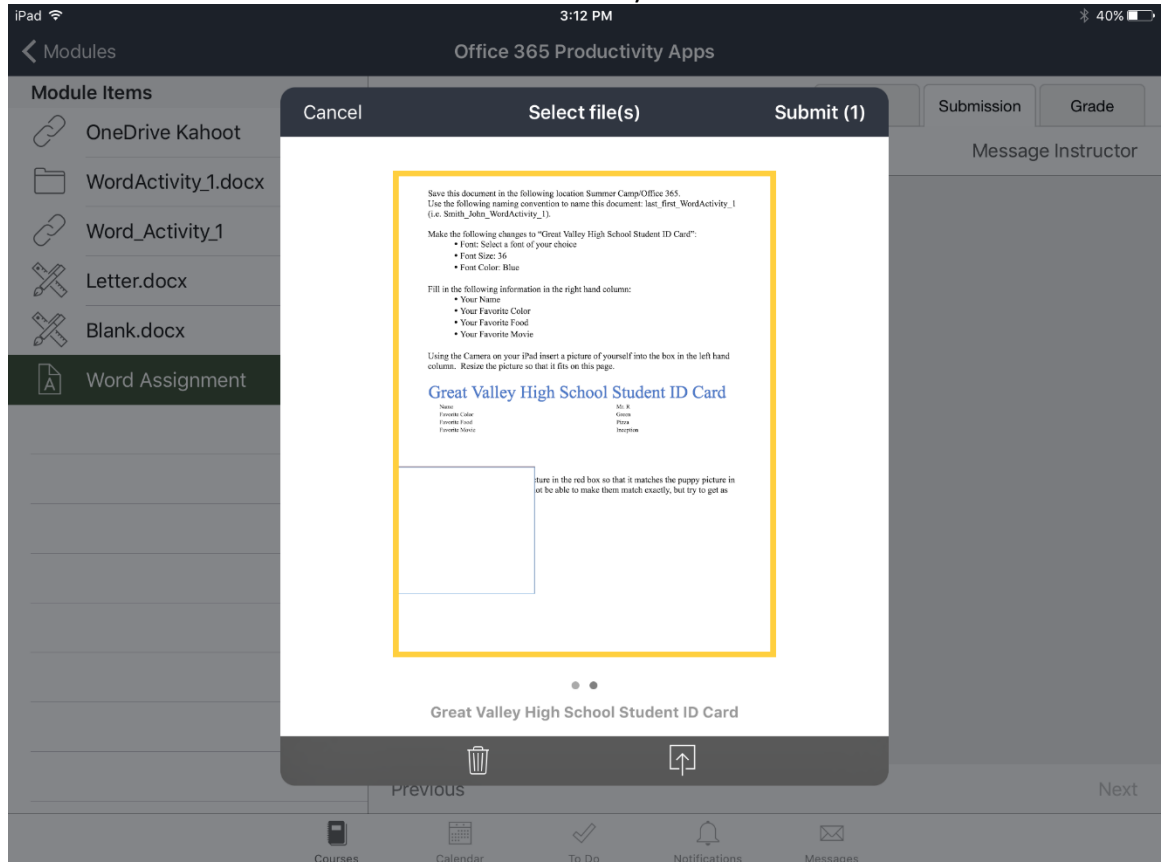
Step 10: Click on the Submission tab and then click on Turn In.



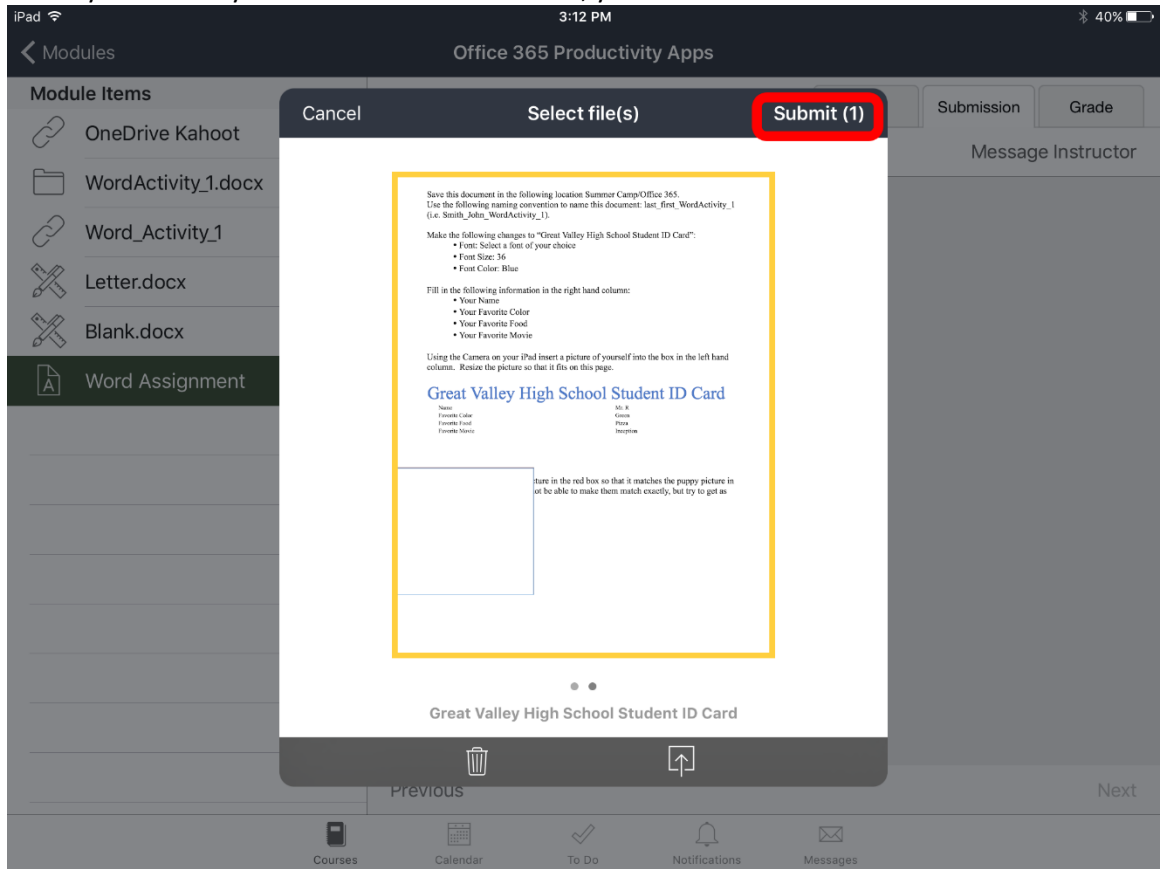
Step 11: You will see a box that looks like this. Swipe from the right to the left.



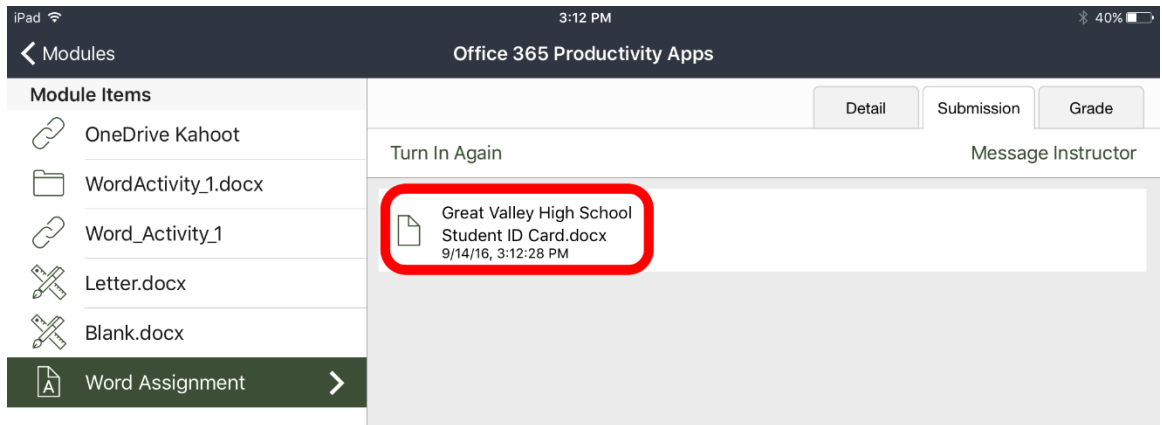
Step 12: Click on the screen shot of the file. This will create a yellow outline around the file.



Step 13: When you see the yellow outline around the file, you will be able to click on submit.



Step 14: You will now see your submitted assignment.



Related TipIT's [Canvas App; Downloading a File using the Canvas App](#)

Video:

Created by: Jason Rasmussen

Last Updated: 9/14/2016 2:56 PM