



## 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.

A screenshot of the Canvas 'File Upload' interface. At the top, there are tabs for 'File Upload', 'Arc', 'Google Drive', and 'Office 365'. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' The 'File:' field contains a 'Choose File' button and the text 'No file chosen'. Below this are two links: '+ Add Another File' and 'Click here to find a file you've already uploaded'. There is a 'Comments...' text input field. At the bottom, there are two buttons: 'Cancel' and 'Submit Assignment'.

- 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](mailto:helpdesk@okstate.edu) or call 405-744-4357 to access OSU helpdesk.