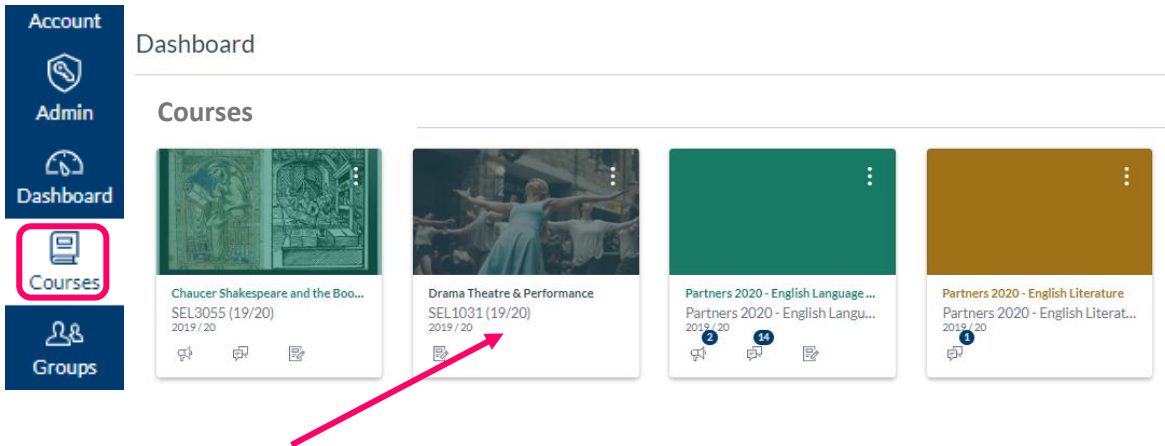


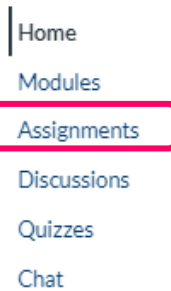
# How to submit your assignment in Canvas

From August 2020 you will be submitting your assignments via Canvas, the new Virtual Learning Environment which is replacing Blackboard.

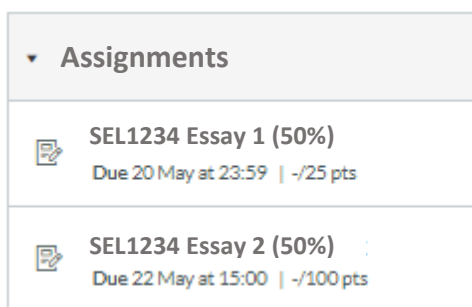
1. Log into <https://canvas.ncl.ac.uk/> using your university login details.



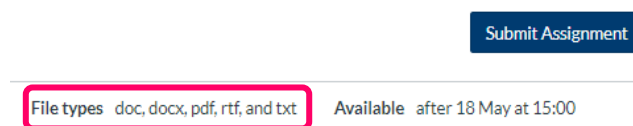
2. From your dashboard navigate to the course you would like to submit to. To do this click on the course icon or the 'Courses' button in the left-hand navigation panel.



3. Once you have entered the course, click on 'Assignments' in the left-hand navigation panel.



4. Click on the assignment you wish to submit.



On this page you will see details of the authorised file types you will be able to submit. Please take note of this when submitting your work (you may have to convert your file if it is an unauthorised type, for example MAC .pages)

5. Click 'Submit Assignment'

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Upload a file, or choose a file you've already uploaded.

File: **Choose file** No file chosen

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Re-submit Assignment

Submission

✓ **Submitted!**  
3 Jul at 12:55  
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8. Once you have submitted you see this notification on the right-hand side. From here you can view more details or download the essay (this may be useful if you wish to check you submitted the correct file).

Re-submit Assignment

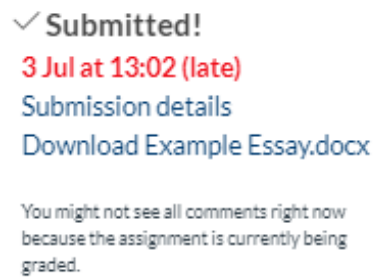
Submission

✓ **Submitted!**  
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9. If you wish to submit another draft, you can do so by clicking 're-submit assignment'. Be careful not to resubmit after the deadline as you may be classed as late and your mark capped.



If you have any problems submitting please contact [english@ncl.ac.uk](mailto:english@ncl.ac.uk) before the deadline with a screenshot of any issues.