

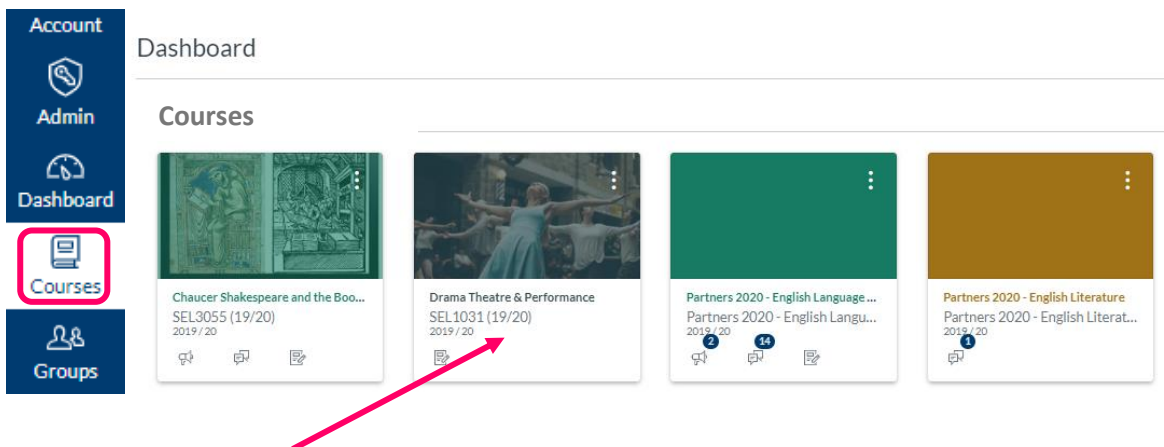
Canvas Assignment Submission

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

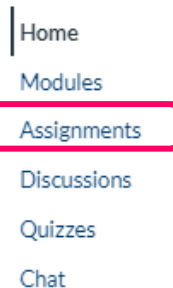
- [How to submit your SELLL assignment in Canvas](#)
- [How to check your submission](#)
- [How to find your Canvas feedback](#) (once graded)

How to submit your SELLL assignment in Canvas

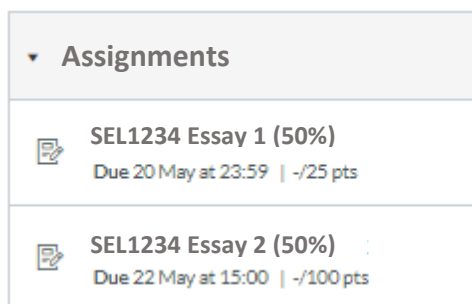
1. Log into <https://canvas.ncl.ac.uk/> using your university login details.



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.

Submit Assignment

File types doc, docx, pdf, rtf, and txt

Available after 18 May at 15:00

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'

File upload Google Doc Office 365

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

File: **Choose file** No file chosen

+ Add another file

Click here to find a file you've already uploaded

Comments...

I agree to the tools End-User License Agreement. [↗](#)
This assignment submission is my own, original work

Cancel **Submit assignment**

6. Click on 'Choose file' to submit a document saved on your computer. Make sure to double check you submit the correct file.

I agree to the tools End-User License Agreement. [↗](#)
This assignment submission is my own, original work

Cancel **Submit assignment**

7. Tick the agreement box and click 'Submit assignment'.

Re-submit Assignment

File types doc, docx, pdf, rtf, and txt Available after 18 May at 15:00

Submitted!
3 Jul at 12:55
[Submission details](#)
[Download Example Essay.docx](#)

You might not see all comments right now because the assignment is currently being graded.

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	<p>Submission</p> <p>✓ Submitted! 3 Jul at 12:55 Submission details Download Example Essay.docx</p> <p><small>You might not see all comments right now because the assignment is currently being graded.</small></p>
<p>File types doc, docx, pdf, rtf, and txt Available after 18 May at 15:00</p>	

9. Canvas allows you to submit multiple versions of a file. By default, the last file SELLL assignment submitted before the 3pm deadline will be marked. **If you make an error and a different version of the file should be marked, you must let us know by emailing english@ncl.ac.uk within 24 hours of the submission deadline.** This is not the same policy in other schools so please always read through submission instructions carefully.

✓ **Submitted!**
3 Jul at 13:02 (late)
[Submission details](#)
[Download Example Essay.docx](#)

You might not see all comments right now because the assignment is currently being graded.

If you have any problems submitting please contact english@ncl.ac.uk before the deadline with a screenshot of any issues.

How to check your submission

Once you submit your assignment **you will not automatically receive a submission receipt**. It is up to you to ensure that you've submitted the correct file by the deadline.

To do this, we'd recommend checking you can see the 'Submitted!' notification. This also lists the time you submitted.

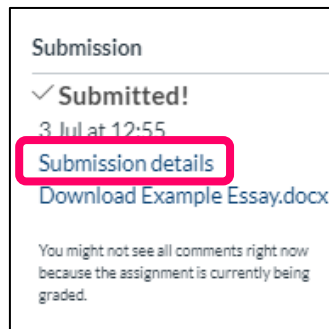
Remember that even if this shows that you've submitted on the hour (for example at 15:00) this may still be classed as late as anything received 15:00.01 or later is classed as late.

Another precaution you can take is to **download the document** you submitted. This means you can double-check that you submitted the correct document.

<p>Submission</p> <p>✓ Submitted! 3 Jul at 12:55 Submission details Download Example Essay.docx</p> <p><small>You might not see all comments right now because the assignment is currently being graded.</small></p>

How to access your Canvas feedback

1. Once your assignment has been graded and released, you can access your feedback by clicking on **'Submission details'**.

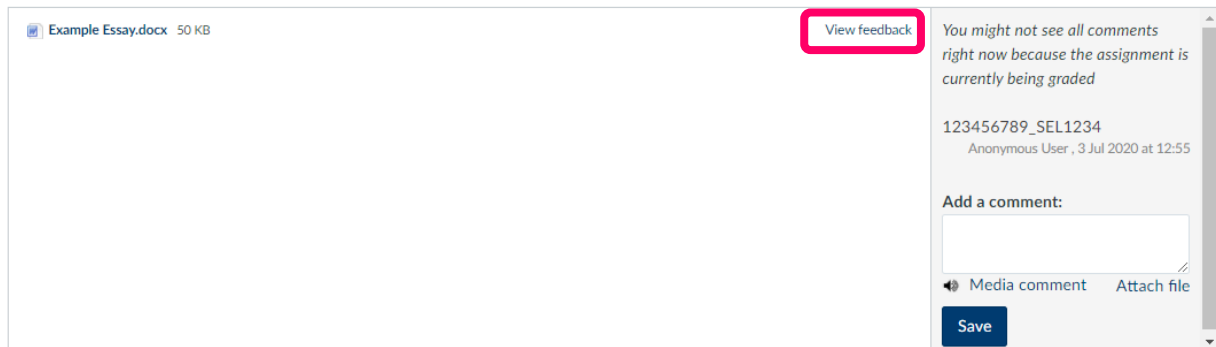


2. On the following screen you can view overall comments. To view annotations click on **'View feedback'**

Canvas Assignment Test

Kate Errington (She/Her) submitted 3 Jul 2020 at 12:55

Resubmit assignment



A screenshot of the Canvas assignment feedback interface. The top left shows the file name 'Example Essay.docx' and its size '50 KB'. A red box highlights the 'View feedback' button. The main area is empty. On the right side, there is a message: 'You might not see all comments right now because the assignment is currently being graded'. Below this, the user ID '123456789_SEL1234' and the name 'Anonymous User' are displayed. There is a text input field for 'Add a comment:' and a 'Save' button. At the bottom of the right sidebar, there are options for 'Media comment' and 'Attach file'.