

## Submitting Assignments Through Waypoint

1. Locate the **appropriate assignment** item on the course homepage:



2. Click the "Load Assignment in a new window" button at the bottom of the assignment page:



This tool needs to be loaded in a new browser window

Load Week 1 - Assignment in a new window

- Note: The title of the assignment in the button will differ depending on the assignment week and type.
- 3. The Waypoint "Student Dashboard" will open in a new window. On this screen, complete the following steps:
  - a. **Assignment**: Ensure that the Assignment dropdown reflects the accurate week for the assignment you are submitting.

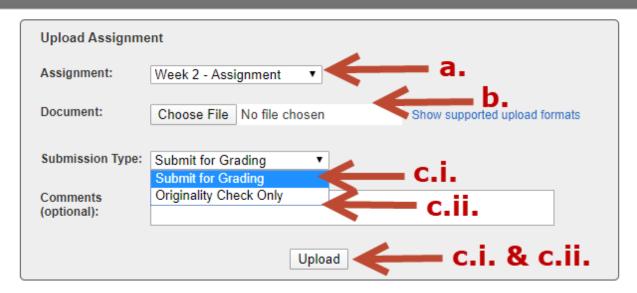


- b. **Document**: Select "Choose file" and browse your computer for your assignment.
  - i. **Supported Upload Formats:** Word (.doc), PDF (.pdf), Power Point (.ppt, .pptx), Excel (.xls, .xlsx), Text (.txt).

**Please note that Waypoint submissions are limited to a file size of 15 MB.** If you are attempting to submit a PowerPoint presentation that is larger than 15 MB, see this article: How to Compress PowerPoint Files.

- c. **Submission Type**:
  - Submit for Grading: When you are ready for your final submission, select Submit for Grading in the Submission Type dropdown, add a comment if desired, and click "Upload".
  - ii. **Originality Check Only (optional)**: Before submitting your assignment for grading, you have the option of running an originality report through Turnitin. If desired, select *Originality Check Only* in the *Submission Type* dropdown, and click "Upload".

## EXP105\_G30 EXP105: Personal Dimensions of Education (G301942A)

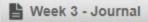


4. **Verify that your file has been successfully uploaded** by viewing the appropriate week's assignment tab. You should see a link to your file, along with the date and time of submission.



Note: If nothing has been submitted, you will see "No submissions".





No submissions