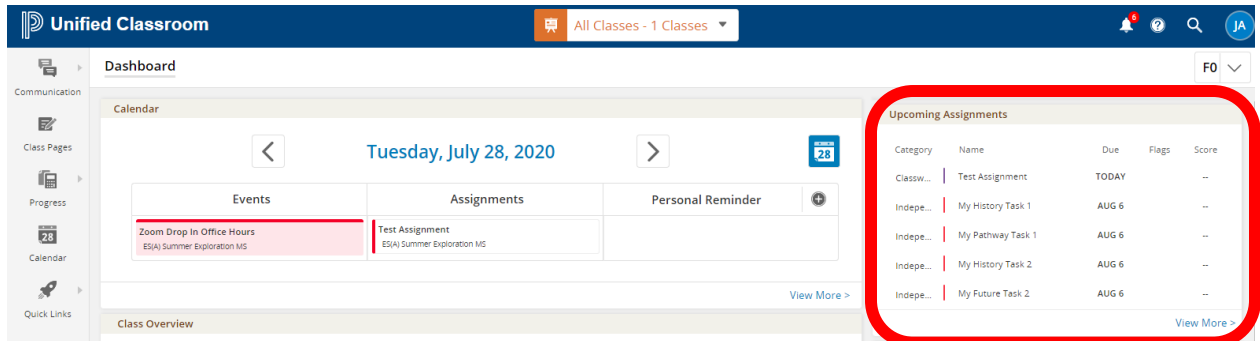


# How to Access and Submit Assignments in UC

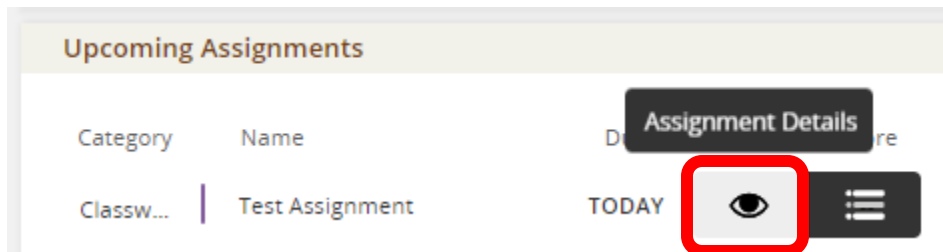
Students can access assignments in three areas of Unified Classroom:

## Area 1: Upcoming Assignments

Upcoming assignments will feature 5 assignments and is located on the student dashboard:

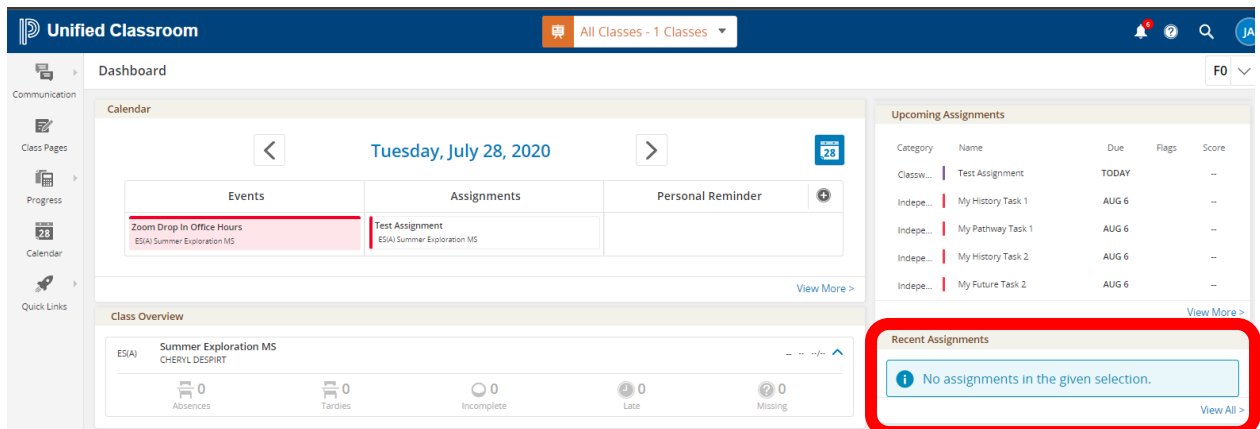


Students can access **Assignment Details** by hovering over the assignment name:



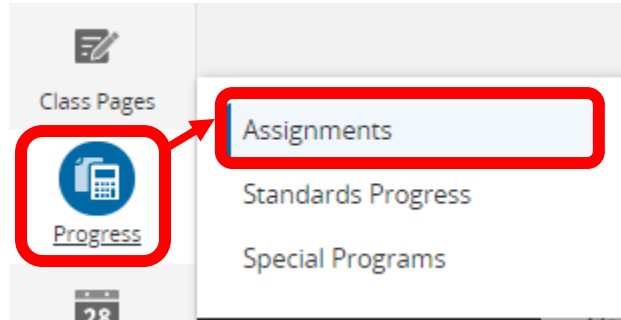
## Area 2: Recent Assignments

Students can view their 5 most recent assignments, along with the assignment's due dates on their student dashboard. Like in **Upcoming Assignments**, students can hover over the assignment name and select **Assignment Details** for more information:

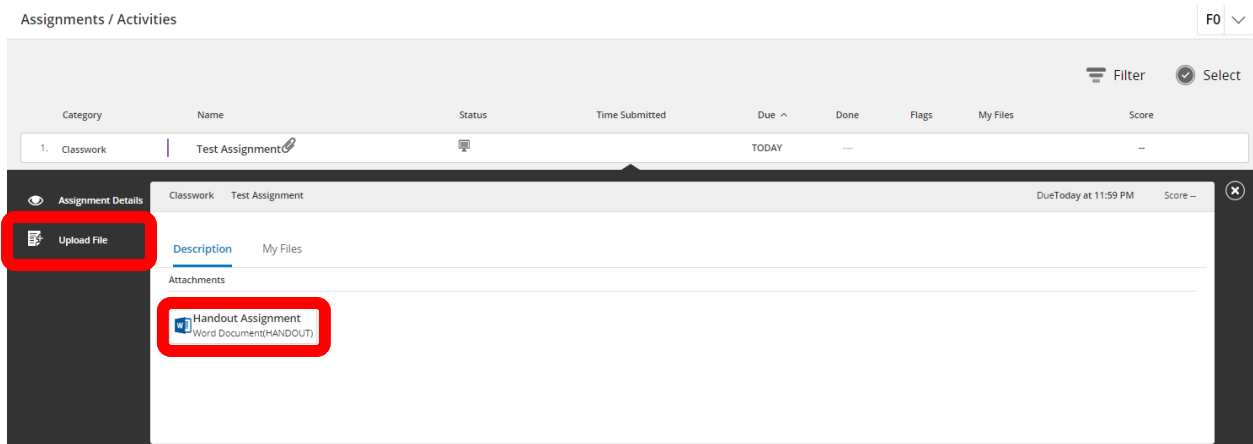


### Area 3: Progress

Students can access all their assignments by selecting **Progress>Assignments** on the left-side of the student dashboard in Unified Classroom:



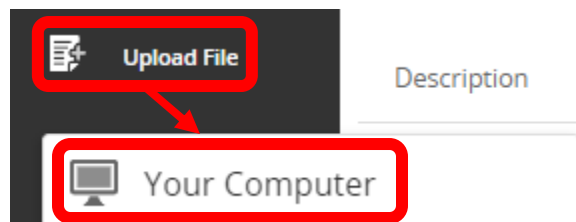
Once on the **Assignment Details** screen (below) students can submit assignments by either selecting **Upload File** (Hand-in assignment) **or** the student can select the **Handout** file located underneath **Description**.



**Handout Assignments** enable students to complete their work using Microsoft Office 365 directly within Unified Classroom

**Hand-in assignments** allow for a more traditional assignment model, wherein students upload their documents to the assignment for the teachers to review.

When uploading assignments students should choose **My Computer** after clicking **Upload File**:




After selecting **Your Computer** students should select their files and click **Upload Now** to submit their work:



### Upload to Assignment

#### Test Assignment

Select File(s) 1 File(s) Selected

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Attachments: 1 

 **Handout Assignment**  
Word Document 

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Cancel **Upload Now**