

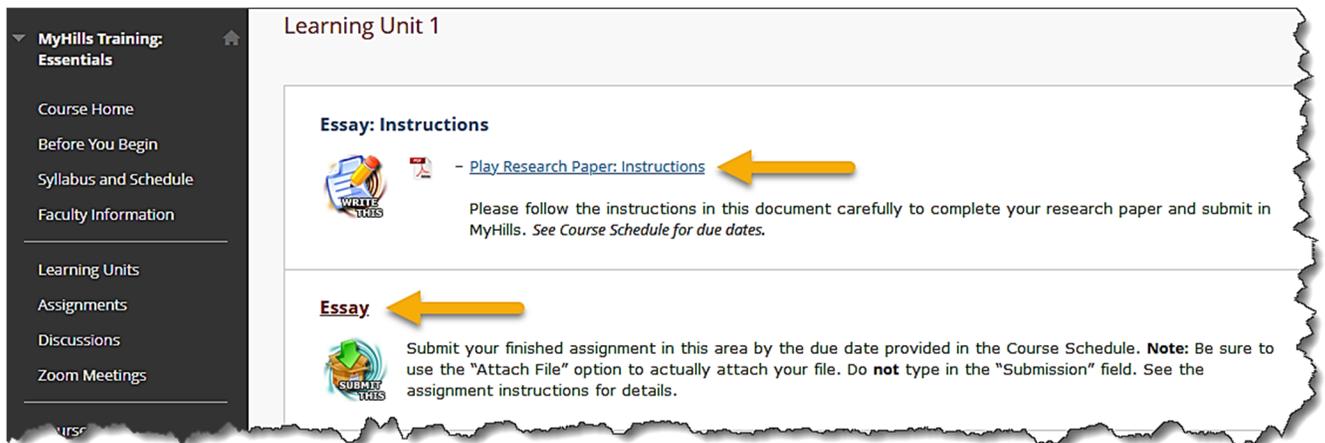
## Computer Tutorial: Submit an Assignment in MyHills

**Purpose:** To show students how to access and submit an assignment, as well as view instructor feedback for that assignment in MyHills.

Assignments can be found in course Learning Units or in the Assignments area of the course.

From within a Learning Unit, click the submission title of the assignment you wish to access.

**Note: This may be either combined or separate from the assignment instructions.**



The screenshot shows the MyHills interface for Learning Unit 1. On the left is a navigation menu with options like 'MyHills Training: Essentials', 'Course Home', 'Before You Begin', 'Syllabus and Schedule', 'Faculty Information', 'Learning Units', 'Assignments', 'Discussions', and 'Zoom Meetings'. The main content area is titled 'Learning Unit 1' and contains two sections:

- Essay: Instructions**: This section includes a 'WRITE THIS' icon and a link to '[Play Research Paper: Instructions](#)'. A yellow arrow points to this link. Below the link, it says: 'Please follow the instructions in this document carefully to complete your research paper and submit in MyHills. See Course Schedule for due dates.'
- Essay**: This section includes a 'SUBMIT THIS' icon and text: 'Submit your finished assignment in this area by the due date provided in the Course Schedule. **Note:** Be sure to use the "Attach File" option to actually attach your file. Do **not** type in the "Submission" field. See the assignment instructions for details.' A yellow arrow points to the 'Essay' title.

The "Upload Assignment" page will open.



The screenshot shows the 'Preview Upload Assignment: Essay' page. At the top, it says 'You are previewing the assignment - your submission will not be saved.' Below this, the page is divided into two columns:

- INSTRUCTIONS**: This column contains a 'SUBMIT THIS' icon and text: 'Submit your finished assignment in this area by the due date provided in the Course Schedule. **Note:** Be sure to use the "Attach File" option to actually attach your file. Do **not** type in the "Submission" field. See the assignment instructions for details.'
- ASSIGNMENT INFORMATION**: This column contains a 'Points Possible' icon and the text '10'.

**Note:** Under "Assignment Information" you will find the "Name" of the assignment, the "Instructions," the "Due Date" (if one has been assigned), the "Points Possible" for the assignment, and links to "Assignment Files" (if applicable).

There are three areas available for Submission. Instructors usually require students to *attach* their assignments. Click “**Browse My Computer**,” under “Assignment Submission,” to locate the file that you would like to attach. Then, upload that file.

**SUBMISSION**

[Create Submission](#)

[Upload Files](#)

**Attach Files**

[Add Comments](#)

The name of the file you uploaded will appear under “File Name.”

**Note:** For all files you submit, be sure the “File Name” begins with your last name, so that your professor will be able to distinguish your file from those of other students, and easily alphabetize submissions from all students. In this case, Janet Learner has named her file with her last name “learner,” followed by the title of the assignment. If the assignment instructions require multiple files to be submitted, you may attach additional files in this area, as well.

**SUBMISSION**

[Create Submission](#)

[Upload Files](#)

**Attach Files**

**Attached files**

File Name	Link Title	
lu01_video.pdf		
learner_essay.pdf		<a href="#">Do not attach</a>

[Add Comments](#)

If you would like to type an additional message to submit along with your attached file, click **“Add Comments.”**

The “Add Comments” text box will open. You may type your message in this box. Only use this to type your assignment if your instructor *requires* you to do so. Do not paste entire essays or papers into this space. Large documents should be submitted using the “Attach File” option.

**Important:** In most cases, you will not type your assignment here, as most instructors will require you to **“Attach”** your assignment.

[Upload Files](#)

**Attach Files**

**Attached files**

File Name	Link Title	
lu01_video.pdf	<input type="text" value="learner_essay.pdf"/>	<a href="#">Do not attach</a>

[Add Comments](#)

**Comments**  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

RBC

This file will demonstrate my understanding of an essay outline.

If you would like to save the assignment and continue working later, click **“Save as Draft.”**

**Note:** You can delete the assignment *prior* to saving it by clicking **“Cancel.”**

**Note:** The assignment is not submitted until you click **“Submit.”** **“Save as Draft”** does not submit your assignment.

*When finished, make sure to click **Submit**.*  
*Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes. You are previewing the assignment - your submission will not be saved.*

If your instructor requires multiple submissions for an assignment, click **“Start New Submission”** at the bottom of the **“Review Submission”** page to begin the next submission.

After submitting your assignment, you may access the **“Review Submission History”** page, at any time, by clicking the title of the assignment.

The screenshot shows a sidebar on the left with navigation options: MyHills Training: Essentials, Course Home, Before You Begin, Syllabus and Schedule, Faculty Information, Learning Units, Assignments, Discussions, and Zoom Meetings. The main content area is titled "Learning Unit 1" and contains two sections. The first section, "Essay: Instructions", includes a "WRITE THIS" icon and a link to "Play Research Paper: Instructions". The second section, "Essay", includes a "SUBMIT THIS" icon and a yellow arrow pointing to it. The text in the "Essay" section states: "Submit your finished assignment in this area by the due date provided in the Course Schedule. Note: Be sure to use the 'Attach File' option to actually attach your file. Do not type in the 'Submission' field. See the assignment instructions for details."

**Note:** You may also access the **“Review Submission History”** page from the **“My Grades”** area of your course. See the tutorial **“Check My Grades”** for more information.

On the **“Review Submission History”** page, select **“Assignment Details.”**

The screenshot displays the "Assignment Details" page. At the top, it shows "User" and "Column" dropdown menus, and "Drop Box (Assignment)" with navigation arrows. The "Current Grade" section shows "25.00 out of 25 points" with an "Exempt" button. Below this, it states "Grade based on Highest Score", "Due: Jun 13, 2024", and "Calculated Grade 25.00", with a "View Attempts" button. A tabbed interface below shows "Attempts", "Manual Override", "Column Details", and "Grade History". The "Attempts" tab is active, showing a table with columns: Date Created, Date Submitted (or Saved), Value, Feedback to Learner, Grading Notes, and Actions. A "Delete Last Attempt" button and a "Go" button are also visible.

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jun 12, 2024 8:45:59 PM	Jun 12, 2024 8:45:59 PM (Completed)	25.00	Do these errors show up prior to your running the program? Or is it when it runs?		View Attempt, Clear Attempt, Ignore Attempt, Edit Grade

The **“Assignment Details”** section includes the assignment **“Name,”** the **“Due Date”** (if one has been assigned), the **“Assignment Instructions,”** and links to **“Assignment Files”** (if applicable).

Once your assignment has been graded, you can view your overall grade in the **“GRADE”** box on the right side of the **“Review Submission History”** page.

**Note:** One or more **“Attempt”** boxes will be located below the **“GRADE”** box. **“ATTEMPT”** boxes show you the number of points you received for each attempt you submitted. They do not reflect your overall grade for the assignment.

If your instructor left you feedback for the assignment, it will be visible in the “Feedback to Learner” area under “Grader Feedback.”

Congratulations! You now know how to access and submit an assignment, as well as view instructor feedback for that assignment in MyHills!

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**Office of Online Learning**

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