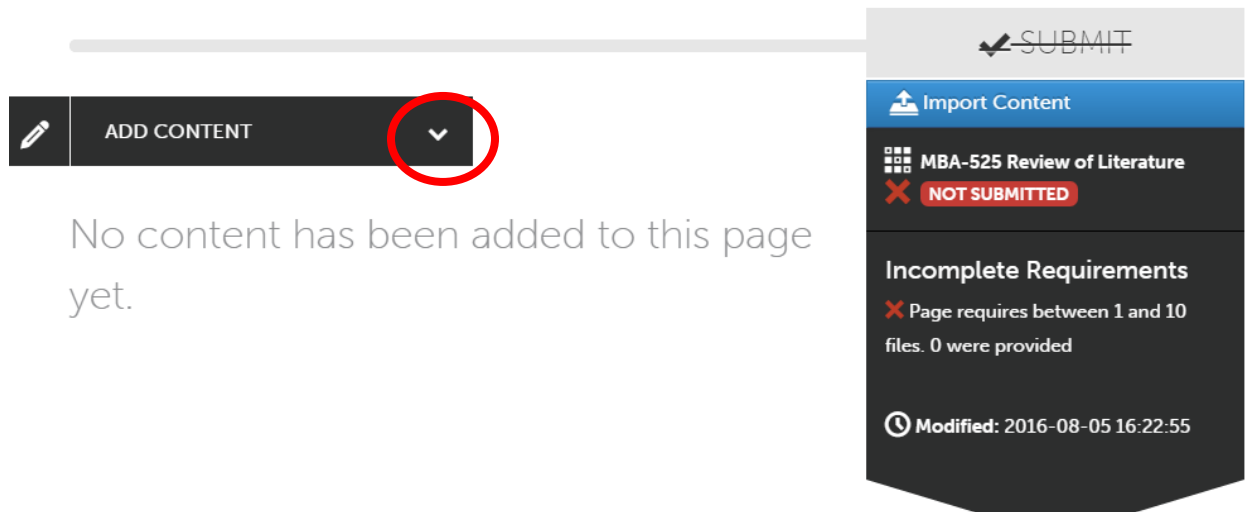


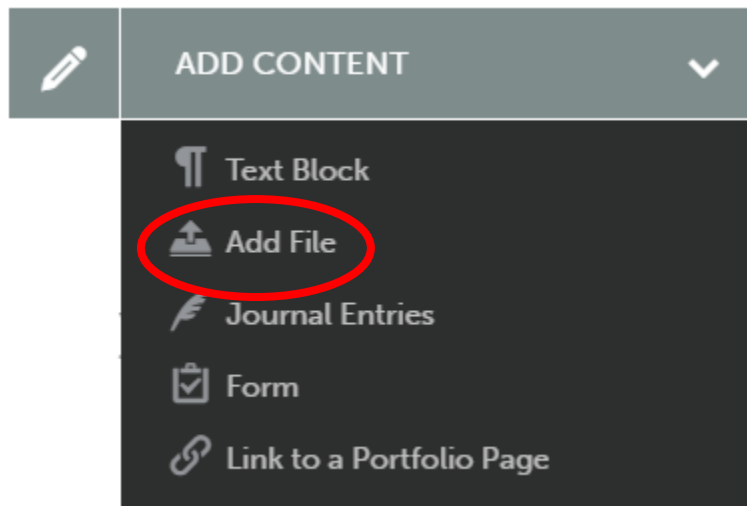
Submitting Your Assignment

The following is instructions for submitting your assignment in Chalk and Wire.

1. Select the dropdown arrow next to add content.



2. Select the add file option unless otherwise instructed.



Submitting Your Assignment

3. Click the plus symbol next to insert content here.



Insert Content Here

No content has been added to this page yet.

4. You can drag and drop your file or click the green add files button to select the file from a folder on your computer.

Add File **MAX 300 MB** **FILES ALLOWED?** Close

Due to increased user volume, large uploads such as videos may take longer than normal to upload and convert, and may even time out. It is highly recommended that you compress your original video file before uploading to speed up transfer and conversion.

See: [Video Editing and Compression Guides](#).

Add File

File from Library



Drag Files Here to Add

or

Add files...

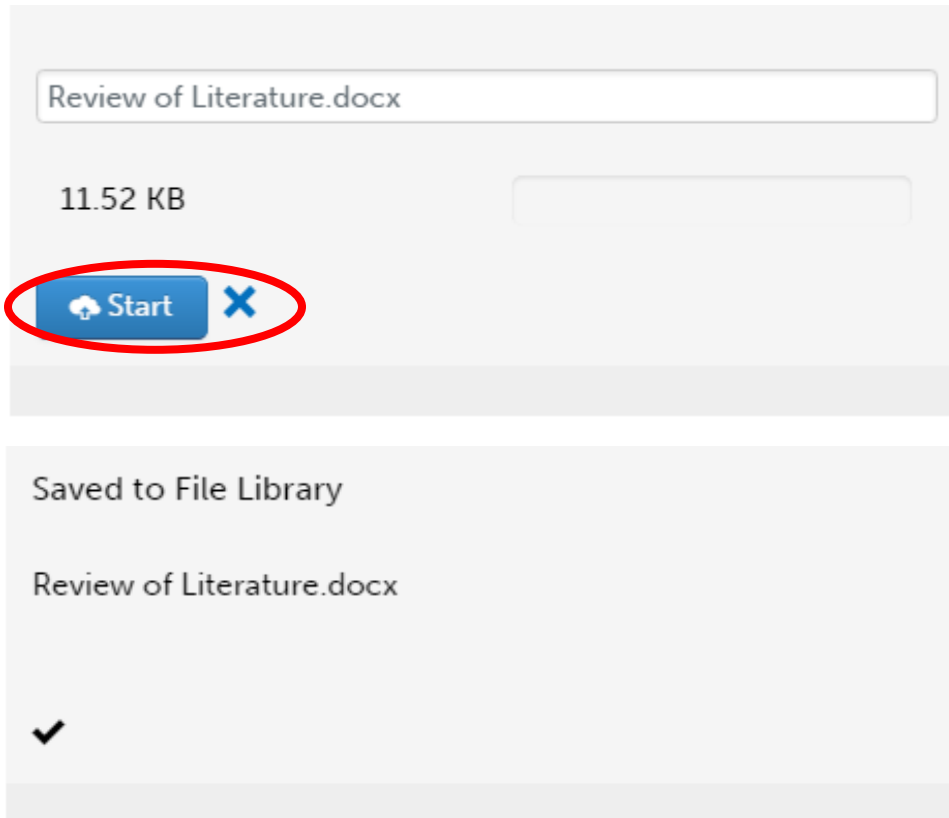
or



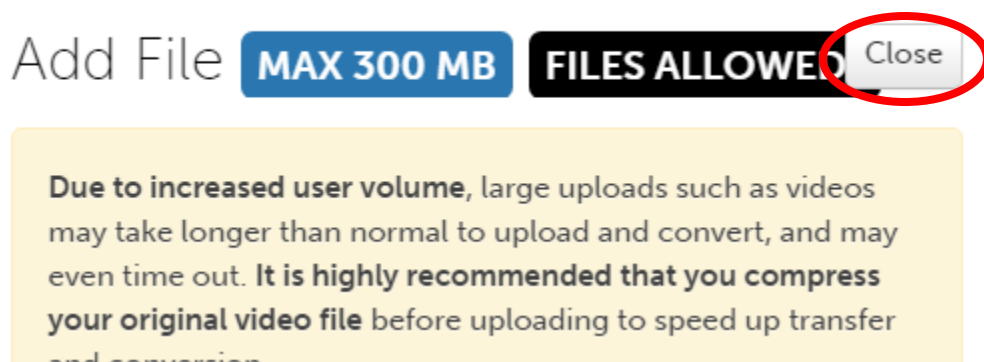
Choose from Dropbox

Submitting Your Assignment

5. Scroll down in the window and you will see an option to upload your document. Press start to begin the upload. If submitting multiple files, make sure each is uploaded properly. You will receive a notice letting you know when the upload is complete.



6. Select close after all files have uploaded.



Submitting Your Assignment

7. Review your originality report and file to ensure you have uploaded the correct documents. Then click submit.

The screenshot shows a submission interface. At the top, there is a green progress bar. Below it, on the right, is a green button with a checkmark and the text 'SUBMIT', which is circled in red. To the left of this button is a dark grey button labeled 'ADD CONTENT' with a pencil icon and a dropdown arrow. Below the 'ADD CONTENT' button is a row of tabs: a settings gear icon, a paperclip icon, a tab labeled 'Review of Literature' (which is highlighted and circled in red), and a 'Check Originality' button. To the right of the tabs is a dark grey sidebar containing an 'Import Content' button, a section for 'MBA-525 Review of Literature' with a red 'X' and 'NOT SUBMITTED' text, and a 'Modified' timestamp. At the bottom of the main area, there is contact information for Colette Labruzzo and a copyright notice.

For more information contact Colette Labruzzo colette.labruzzo@saintleo.edu
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8. Type your instructor's name. Select the correct name from the list that appears below and click submit.

The screenshot shows a form for selecting an assessor. It has a title 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. Below the title is a text input field with the placeholder text 'Type here...', which is circled in red. Below the input field is a blue button labeled 'Submit'.

9. Confirm your submission and review if needed.

The screenshot shows a confirmation screen titled 'Content Submitted' with a green checkmark icon. Below the title is a message: 'Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.' Below the message is a table with four columns: 'Assessor', 'Assessment Instrument', 'Page', and 'Submitted'. The table has one row of data. Below the table is a blue button labeled 'REVIEW SUBMISSION', which is circled in red.

Assessor	Assessment Instrument	Page	Submitted
	MBA-525 Review of Literature	Review of Literature	2016-08-22