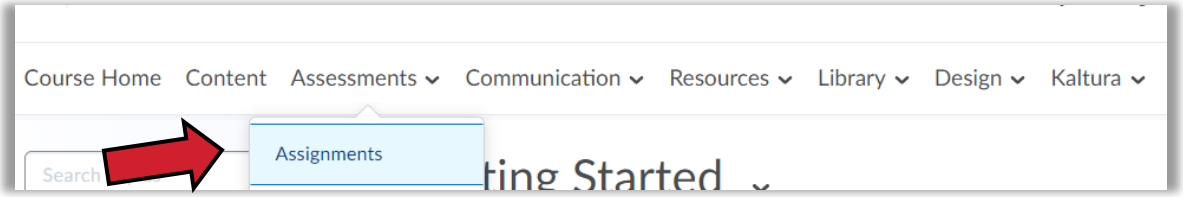
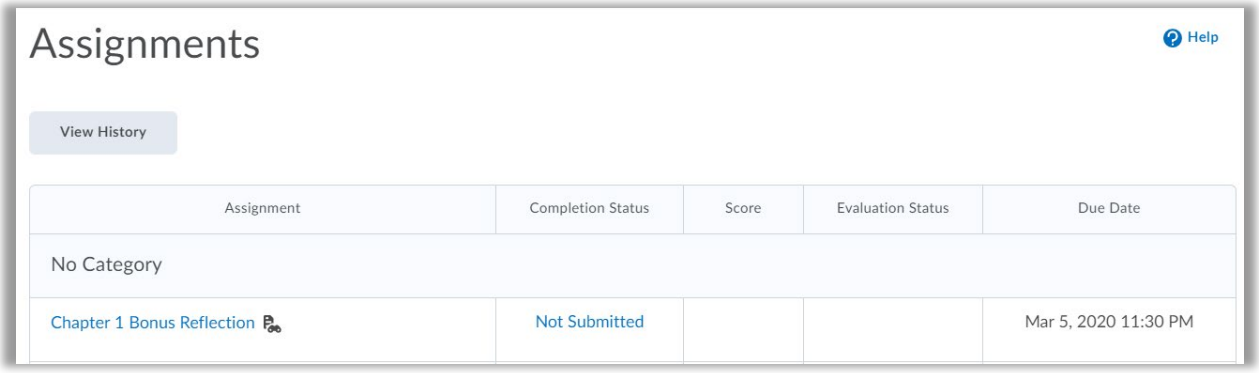
Assignments in BlazeVIEW

Locating Assignments

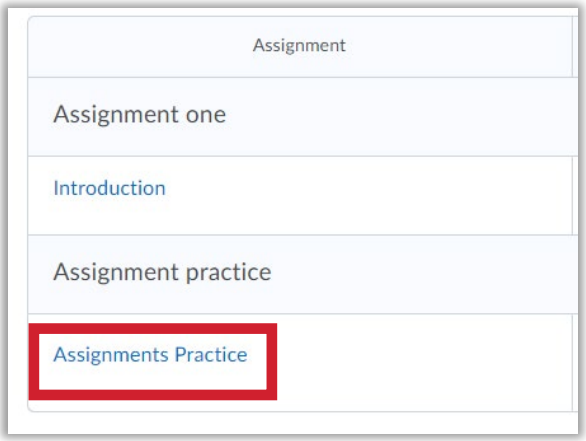
1. To view your class assignments, click on **Assessments** in your navbar and choose **Assignments**.



2. Your assignments will be listed on the **Assignments** page, along with completion status and due date. Once it has been graded, you will also see the score and evaluation status.



3. Click the assignment title for the assignment you wish to complete.

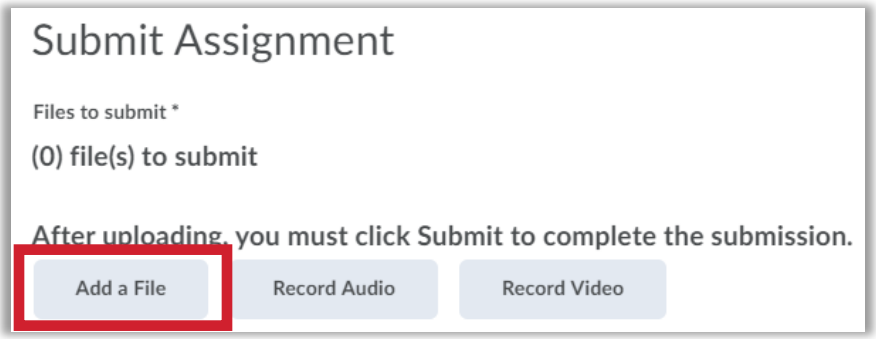


Submitting Assignments

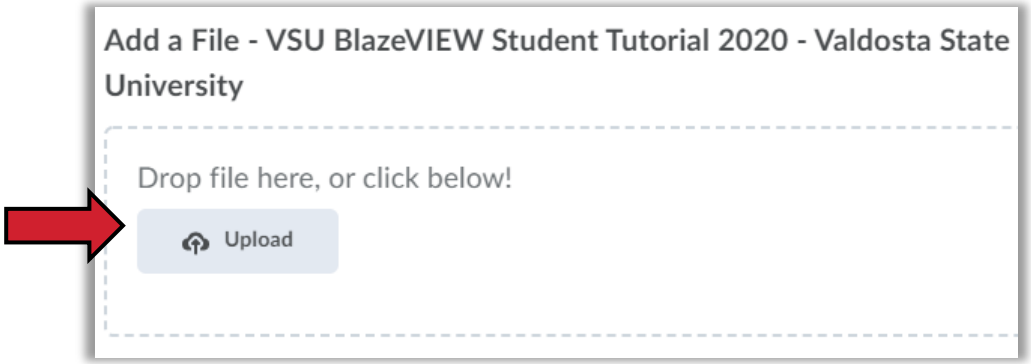
Assignments can be completed as a file or text submission. Your professor will specify how the assignment should be submitted.

File Submission

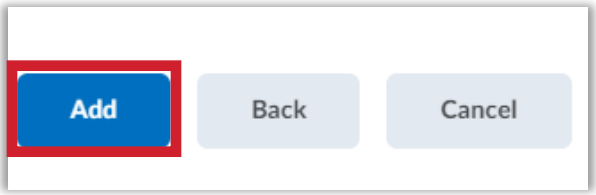
1. To submit a file, click **Add a File**.



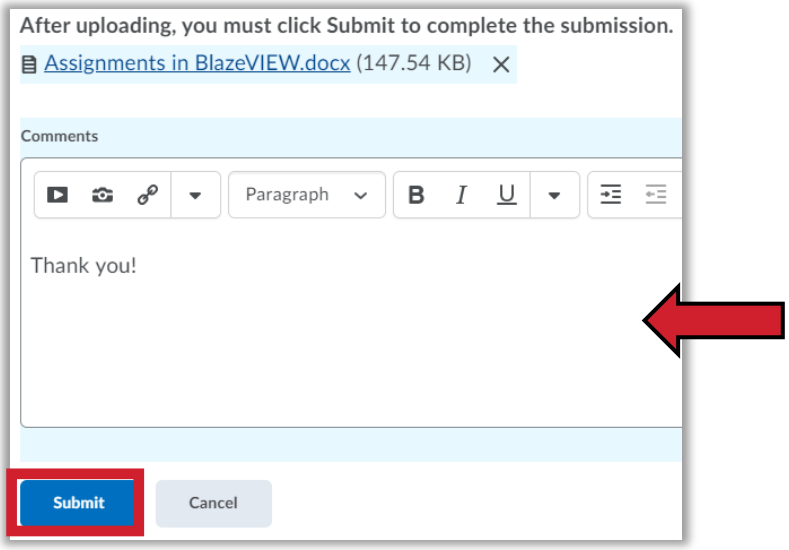
2. Drag a file from your computer to the indicated square or click **Upload** and select the file you wish to upload from your computer.



3. Once you have located your file, click **Add** to attach the file to your submission.

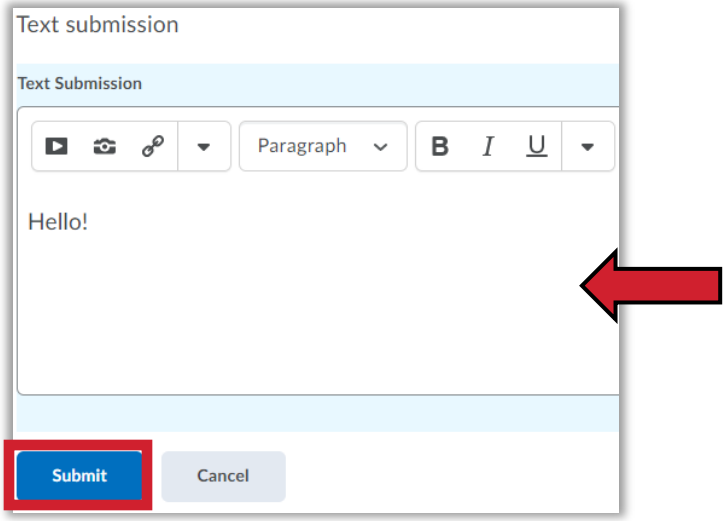


4. If you want to include additional information for your instructor with your submission, enter them in the **Comments** field, then click **Submit.**



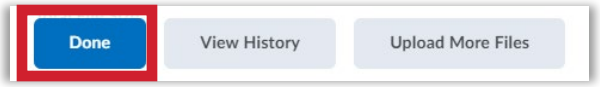
Text Submission

Type the text for your assignment in the HTML Editor, using the tools at the top of the box to add links or format the content. Click **Submit** when you have finished entering your content.

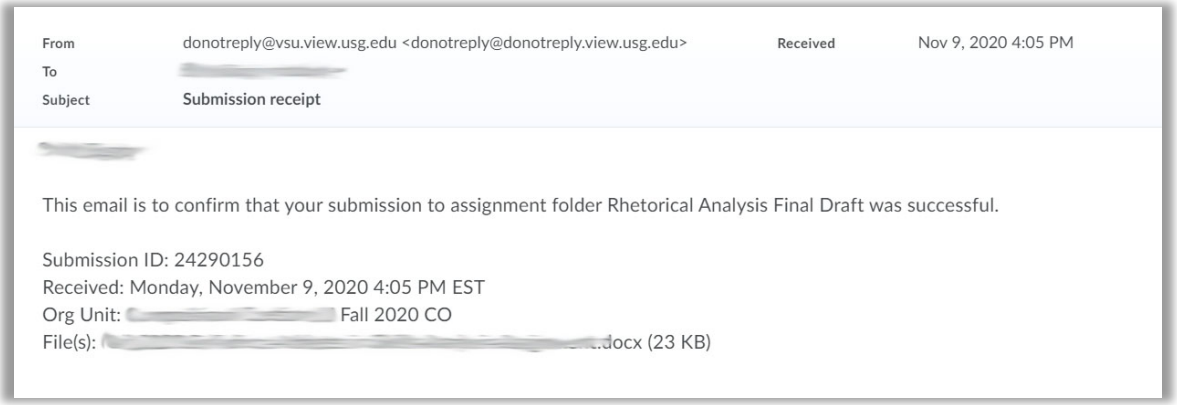


Submission Confirmation

1. You will need to confirm your submission for both file and text submissions. To confirm your submission, click **Done**.



2. Once your submission has completed successfully, you will receive a submission receipt in your BlazeVIEW email. You may have to change the focus in your email to see **All Messages** to see the email message.



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.

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