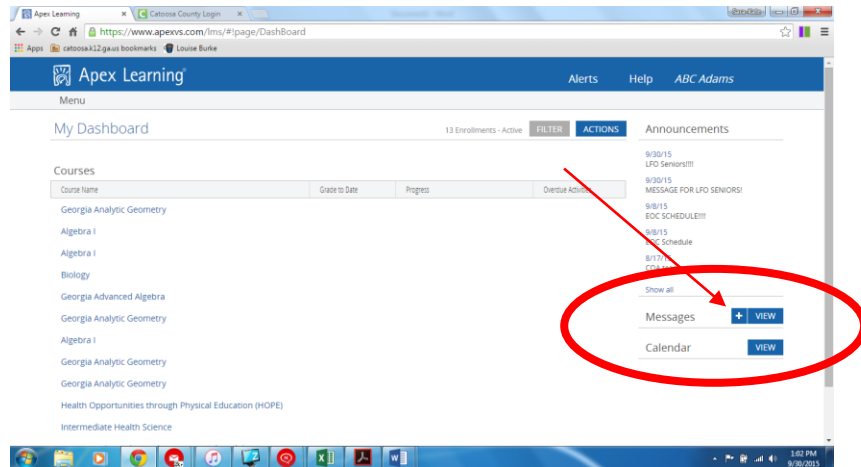
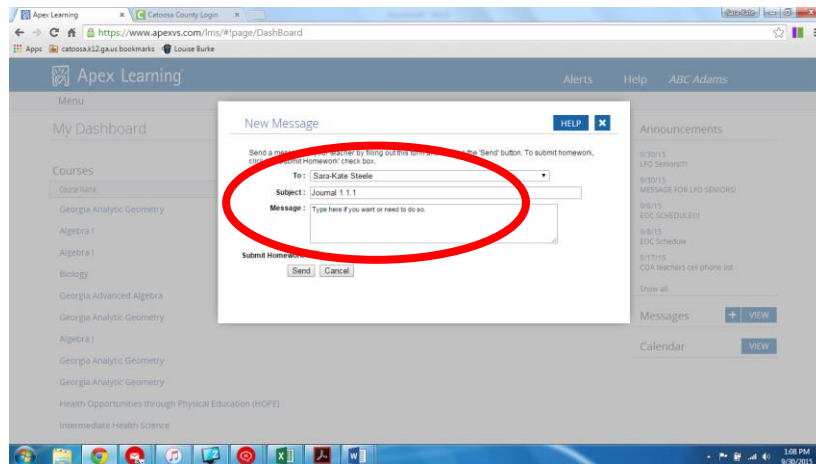


How to Submit an Assignment in Apex

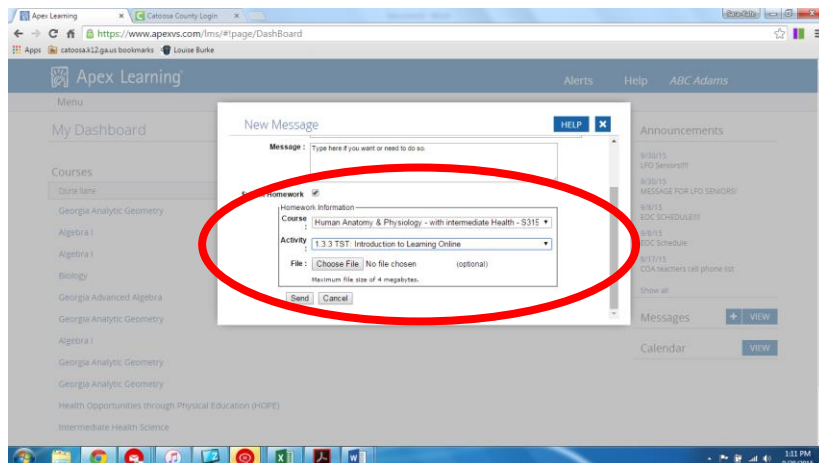
1. On the dashboard in APEX, locate the message icon and click the +,



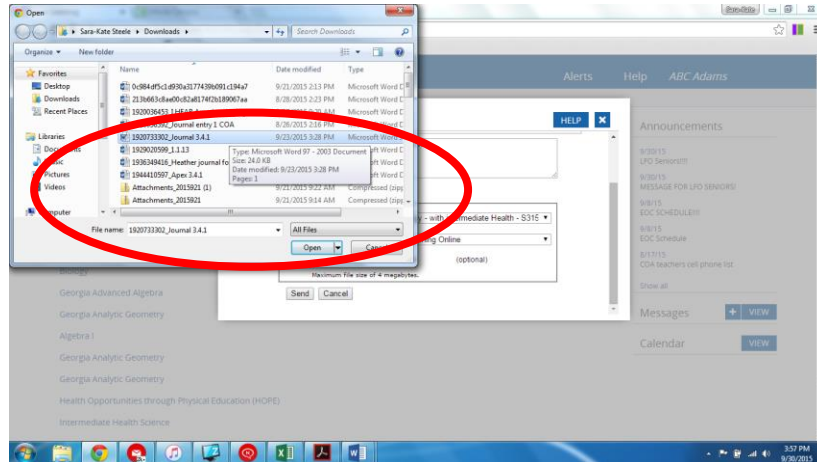
2. A box will appear in the middle of the screen. Select your teacher's name from the drop down box, fill-in the subject line with the assignment number, and write a message if necessary. Then, click 'Submit Homework.'



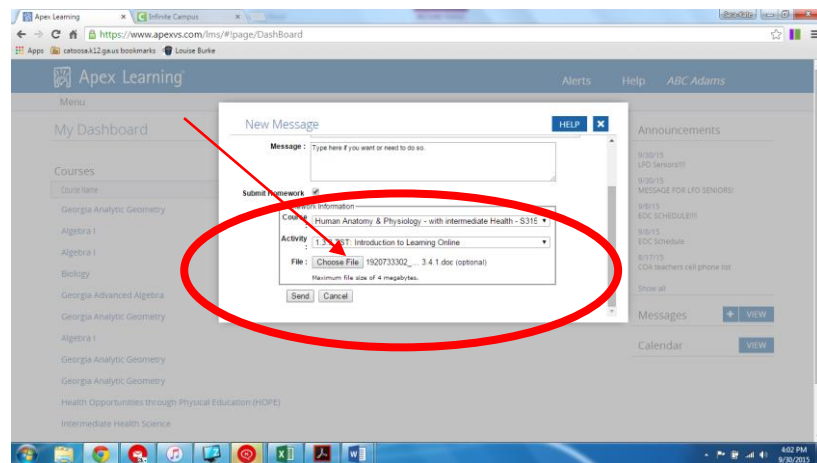
3. After clicking on 'Submit Homework,' additional information will appear below that in the same box. Scroll down and select the course from the drop down box, then select the specific assignment that you are submitting from the drop down box.



- Click on 'Choose File,' and find your file in the location that you saved it (Usually 'My Documents' or 'Downloads'), select it, double-click or click 'open.'



- Make sure that your file is attached by looking for the file name where the 'choose file' button is located, then click send.



Your instructor will receive your assignment for grading!

Please remember that an assignment will not be marked as completed until your instructor enters a grade, however this is not counted against you. Grading can take up to a week after submission.