Vanderbilt University
Center for Teaching

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Brightspace
SUPPORT
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Student Guide:
How do I submit an assignment?

Brightspace allows students to submit assignments to their instructor online. The assignment will then be graded by the instructor. The instructor may also provide feedback which you will be able to view.

Updated Spring 2020

Submit/Upload an assignment

1) Click on **Activities & Assessments**. Find the desired assignment and click on it.

2) You will see your instructor's description of the assignment here. Scroll down to Submit Files. Here you can upload a file, record audio & video, and enter text - all of which your instructor will see once you have clicked Submit.

3)Wait until your file has uploaded completely and you see the **File Upload Results** page. Review these details to make sure everything looks correct. Depending on your settings, you may also get an email confirmation.

If you are having difficulty uploading an assignment file, visit this guide: [My Assignment file isn't Uploading Properly](#).

File Upload Results

File submission successful

Submitted Files

📄 HW2.Ebrandon.MUSC1110.docx (21.46 KB)

Comments

Hi Prof. Dawson,

My file is attached. This assignment was really fun, I learned a lot!

~Erica

Submission Folder

Prep Paper: My Research Focus (due 1/18)

Submission Date

Oct 26, 2017 1:14 PM

Uploaded By

Vandy Stu2

Total File Size

21.46 KB

Assignment due date vs. end date

Your assignment may have three dates associated with it:

- **Start date**
- **Due date**
- **End date**

The **start date** is when the assignment is open for submissions. You might be able to view the instructions before this, but you will not be able to submit anything until the start date.

The **due date** is when the assignment is due. You must submit your assignment by this time in order for it to be accepted as "**on time.**"

The **end date** is when the assignment is no longer open for submissions. If the end date is later than the due date, that means the instructor will accept late submissions. Remember that if you submit your assignment after the due date, but before the end date, it will be marked as **late**.