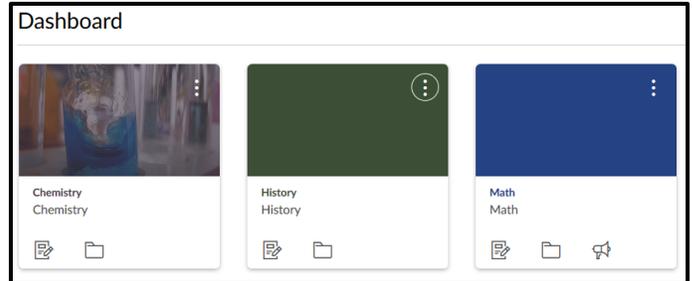


Inclement Weather Make-Up Work Directions

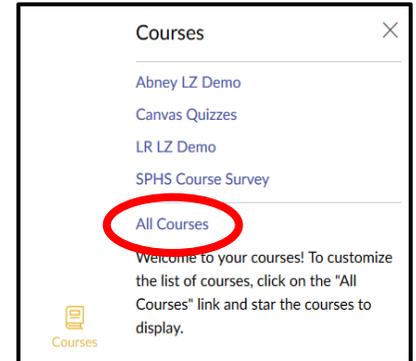
Logging In

- Log in to canvas at <https://paulding.instructure.com>.

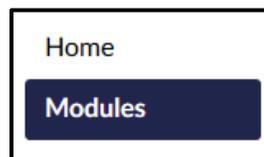
- On the dashboard, click the card for the desired course.



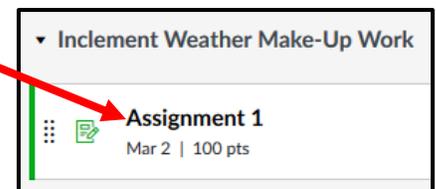
- If you don't see the course, click **Courses** in the global navigation pane on the left, click **All Courses**, then select the course.



- Click **Modules** in the course navigation pane on the left.



- In the **Inclement Weather Make-Up Work** module, click the name of the assignment, discussion, quiz, etc. to open it.

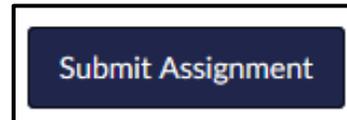


To submit an online assignment:

- Click the name of the assignment in the module.



- Click **Submit Assignment** at the top of the assignment.



- Select a submission type (the type of assignment submission is determined by your instructor so you may not see all of the following options):

- To Submit a File Upload
 - Click the File Upload tab.

- Click **Choose File** or **Browse** depending on the browser you're using.

- Locate the file you wish to submit and click **Open**.

A screenshot of the Canvas File Upload submission interface. At the top, there are tabs: 'File Upload' (selected), 'Text Entry', 'Website URL', 'Media', 'Office 365', and 'Onedrive for Business'. Below the tabs, the text says 'Upload a file, or choose a file you've already uploaded.' Underneath, there is a 'File:' label, a 'Browse...' button, and the text 'No file selected.' Below that is a '+ Add Another File' button and a link 'Click here to find a file you've already uploaded'. There is a 'Comments...' text area with a character count ':3'. At the bottom, there are two buttons: 'Cancel' and 'Submit Assignment'.

- To select a file you've already uploaded to Canvas, click **Click here to find a file you're already uploaded**, and select the file.
- To add another file, click + **Add Another File** and click the file you wish to add.
- Click **Submit Assignment**.

○ To Submit a Text Entry

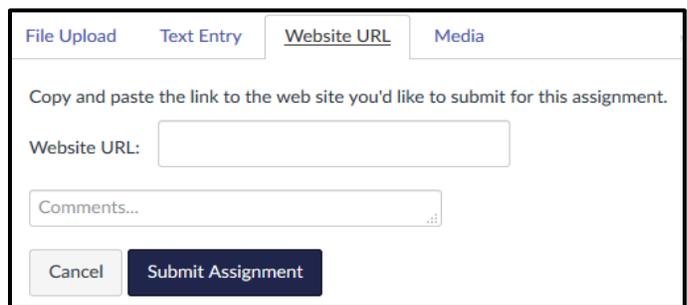
- Click the Text Entry tab.
- Type or copy and paste your text in the rich content editor box.
- Click **Submit Assignment**.



The screenshot shows the 'Text Entry' tab selected in a submission interface. At the top, there are four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. Below the tabs, the instruction reads 'Copy and paste or type your submission right here.' A rich content editor toolbar is visible, containing icons for bold (B), italic (I), underline (U), text color (A), background color (A), link (T), bulleted list, numbered list, and indent. Below the toolbar is a large empty text area. At the bottom, there is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit Assignment'.

○ To Submit a Website URL

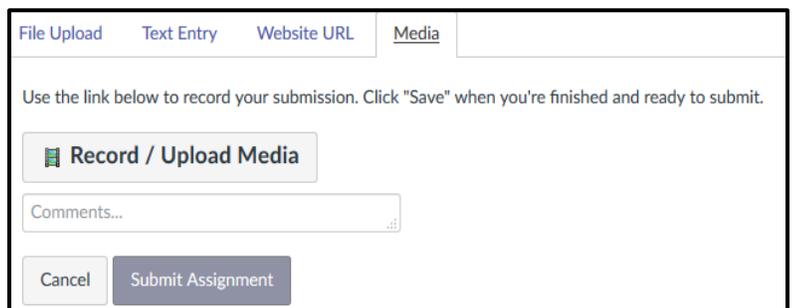
- Click the Website URL tab.
- Type or copy and paste the URL into the Website URL field.
- Click **Submit Assignment**.



The screenshot shows the 'Website URL' tab selected in a submission interface. At the top, there are four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. Below the tabs, the instruction reads 'Copy and paste the link to the web site you'd like to submit for this assignment.' A 'Website URL:' label is followed by an empty text input field. Below this is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit Assignment'.

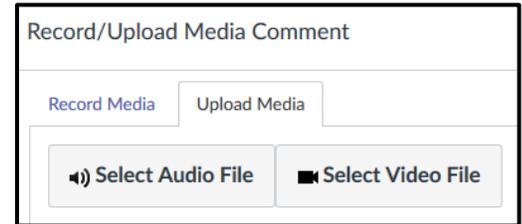
○ To Submit a Media Recording

- Click the Media tab.
- Click **Record/Upload Media**.



The screenshot shows the 'Media' tab selected in a submission interface. At the top, there are four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. Below the tabs, the instruction reads 'Use the link below to record your submission. Click "Save" when you're finished and ready to submit.' A button labeled 'Record / Upload Media' is prominently displayed. Below this button is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit Assignment'.

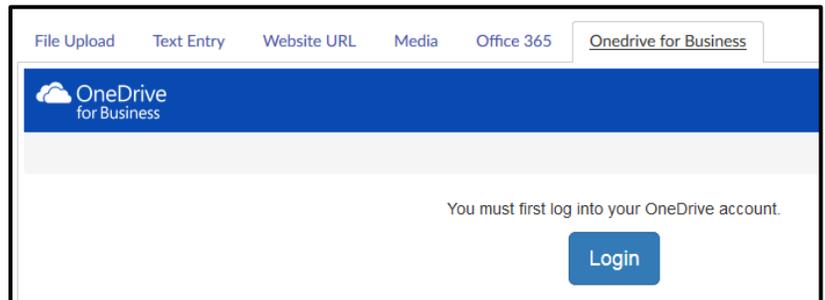
- Follow the instructions to record or upload a media file.



- Click **Submit Assignment**.

○ To Submit a File From OneDrive

- Click the OneDrive for Business tab.
- Login to your OneDrive account and click to accept Canvas permissions if necessary.

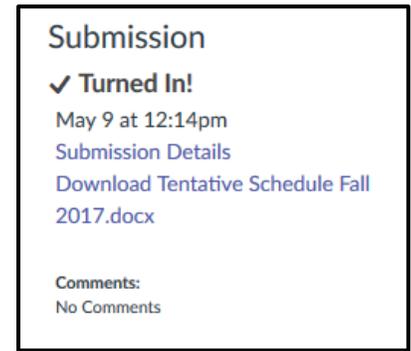


- Select the file you would like to submit and click **Attach**.



- Click **Submit Assignment**.

- Once the assignment is submitted, the sidebar will display a confirmation of your submission including when it was submitted and a link to the submission.

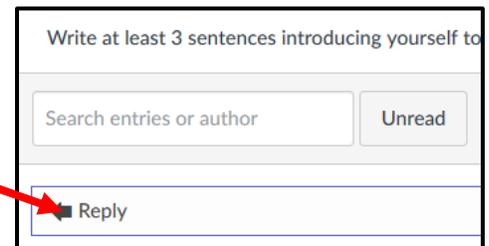


- Click **Re-submit Assignment** at the top of the assignment to submit another version of your assignment.

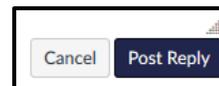


Working With Discussions:

- Click the name of the discussion in the module.
- Click in the Reply box and type your response (you can add links, pictures, files, and/or media).



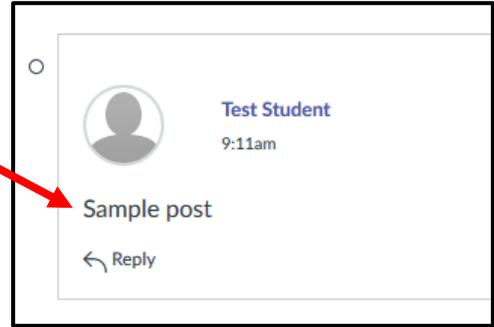
- When you're finished writing your response, click **Post Reply**.



- The post will be highlighted in blue at the bottom of the discussion replies.



- To reply to a comment posted by another student:
 - Click the discussion title.
 - Click in the Reply box below the student's post.
 - Type your response including any links, pictures, files, and/or media.



- When you're finished writing your response, click **Post Reply**.
- The post will be indented under the first student's post.

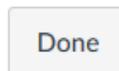


To edit a discussion post:

- Locate the discussion post you want to modify.
- Click the gear icon next to the post.

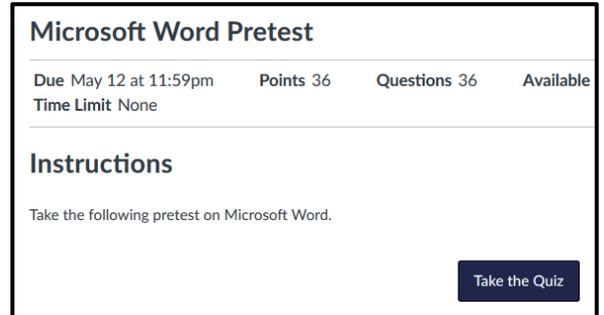


- Click **Edit**.
- Make any changes to the post and then click **Done**.



Quizzes

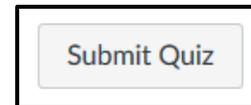
- Click the name of the quiz in the module.
- Click **Take the Quiz**.
 - *Once you open a timed quiz, the timer starts and will continue to run whether you are logged into the quiz or not. The timer will continue to run and the quiz will autosubmit when time runs out.*



The screenshot shows a quiz interface for 'Microsoft Word Pretest'. At the top, the title 'Microsoft Word Pretest' is displayed. Below the title, there are four columns of information: 'Due May 12 at 11:59pm', 'Points 36', 'Questions 36', and 'Available'. Below this information, the text 'Time Limit None' is shown. The main section is titled 'Instructions' and contains the text 'Take the following pretest on Microsoft Word.' At the bottom right of the interface, there is a dark blue button labeled 'Take the Quiz'.

- Complete the quiz.
 - Quizzes will either have all the questions showing on one page or each question will be shown one at a time.

- When you are finished, click **Submit Quiz** to submit your answers.



- Canvas will warn you if you forgot to answer any questions. Click **OK** to submit the quiz anyway or click **Cancel** to return to the quiz.



The dialog box has a white background and a thin black border. The text inside reads: 'You have 3 unanswered questions (see the right sidebar for details). Submit anyway?'. At the bottom right of the dialog box, there are two buttons: 'OK' and 'Cancel', both with light gray backgrounds and thin black borders.