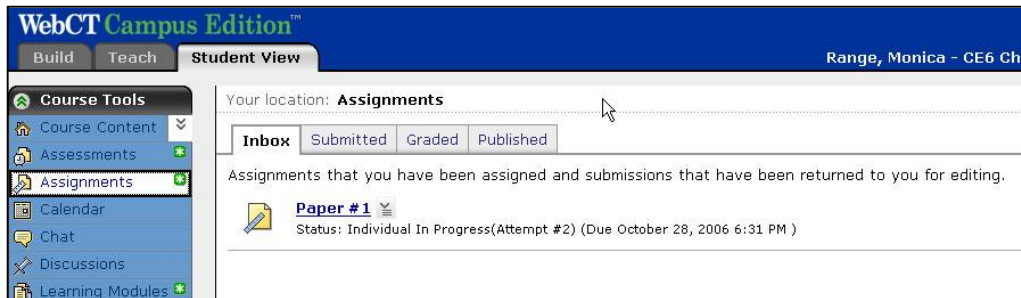



Completing Assignments

Students complete assignments by accessing the Assignment tool in WebCT. Assignments that have yet to be submitted are listed under the **Inbox** tab, where submitted assignments are listed under the **Submitted** tab (see screenshot below). Students can only access assignments that have been made visible.



Adding Attachments

1. Click **Add Attachments**.
2. Using the **Get Files** utility, locate the files you want to attach to your message.
3. Click **OK**. The files you chose are added to the Attachments section.
4. To attach additional files, repeat steps 2 through 4. To remove an attached file, click the **Remove attachment** button  next to the file you want to remove.
5. Click **Send** to send the message to the recipients with your attachments.