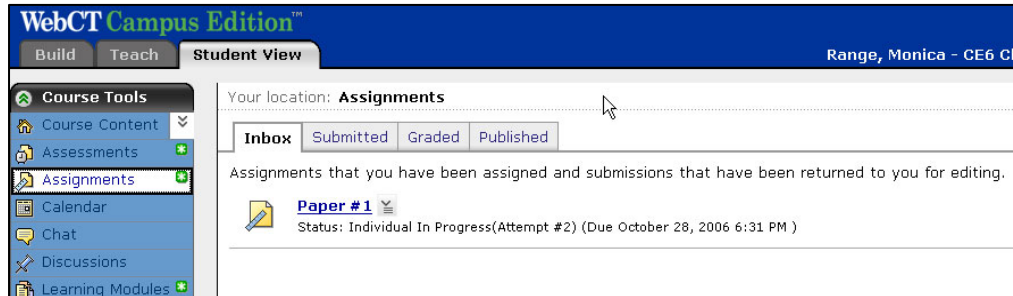




## Completing Assignments

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.



## Submitting an Assignment as an Instructor

Assignments can be submitted as an instructor, under the **Student View** tab. Assignments submitted under the **Student View** tab are submitted under the **Demo Student ID**. To view assignments submitted under the **Student View** tab, follow the instructions listed in the next section of this document (*Viewing Student Submissions*).

