

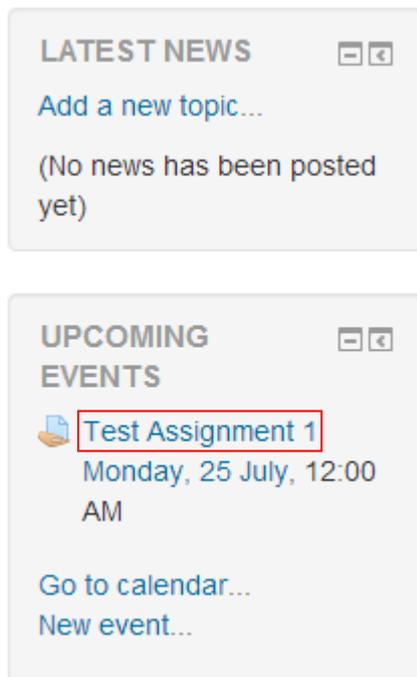
## How to Upload An Assignment ?

Hand in assignment through iSpace is the most commonly used way to pass your completed assignments to your course instructors. Following steps are the description about uploading the assignment file through iSpace.

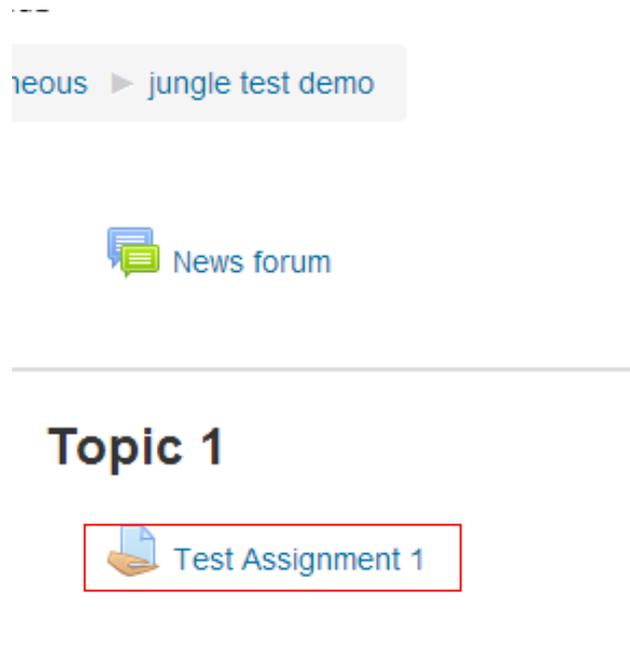
### 1. Find the entrance that handing your file.

In the right side of webpage, you will find a section called “UPCOMING EVENT”. Then click the name of assignment and go to the detail assignment page.

Or click the name of assignment in specific topic section.



The image shows two widget-like sections on a webpage. The top section is titled "LATEST NEWS" and contains the text "Add a new topic..." and "(No news has been posted yet)". The bottom section is titled "UPCOMING EVENTS" and features a red-bordered box around the text "Test Assignment 1" with a document icon, followed by the date and time "Monday, 25 July, 12:00 AM". Below this, there are links for "Go to calendar..." and "New event...".



The image shows a section of a webpage titled "Topic 1". Above the title, there is a breadcrumb trail: "neous > jungle test demo". Below the title, there is a "News forum" icon and text. At the bottom of the section, there is a red-bordered box around the text "Test Assignment 1" with a document icon.

### 2. Entering the detail page

In this page, the description will be shown at the title of this assignment. The details including grading summary and submission status will be displayed in this page also. After knowing the details, click the “Add submission” to add your file through file manager in next page.

**NAVIGATION** ☰

My home

- ▀ Site home
- ▀ Site pages
- ▀ My profile
- ▾ Current course
  - ▾ jungle test demo
    - ▀ Participants
    - ▀ Badges
    - ▀ General
    - ▾ Topic 1
      - Test Assignment 1**
      - ▀ Topic 2
      - ▀ Topic 3
      - ▀ Topic 4
      - ▀ Topic 5
      - ▀ Topic 6
      - ▀ Topic 7
      - ▀ Topic 8
      - ▀ Topic 9
      - ▀ Topic 10
- ▀ My courses

## Test Assignment 1

Ispace testing

### Grading summary

Participants	1
Submitted	0
Needs grading	0
Due date	Monday, 25 July 2016, 12:00 AM
Time remaining	6 days 22 hours

[View/grade all submissions](#)

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 25 July 2016, 12:00 AM
Time remaining	6 days 22 hours

Add submission

**ADMINISTRATION** ☰

▾ Assignment administration

- ▀ Edit settings
- ▀ Locally assigned roles

← Assignment title

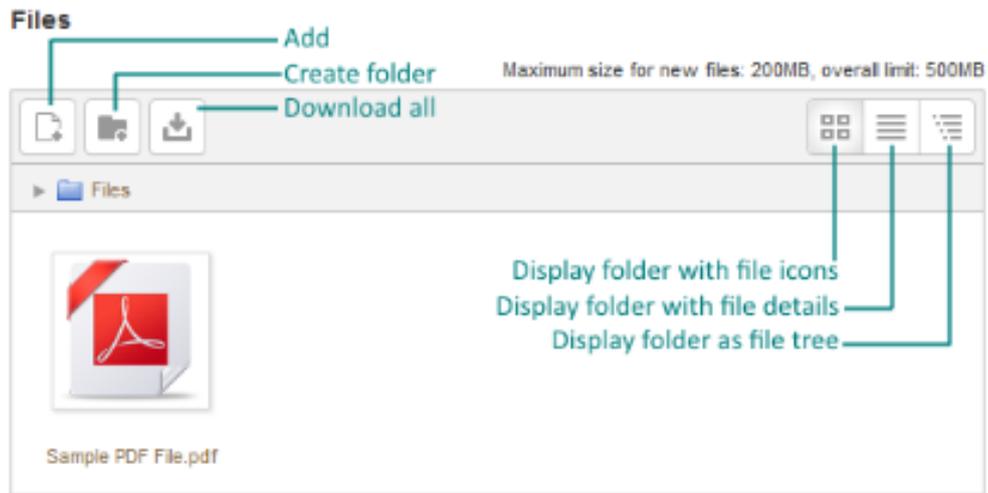
← Assignment description

You can find the details of your assignment in these section including Submission status, due date, time retaining and others.

Click here to add your file

### 3. Add your completed file

You can directly drag and drop files onto the File Manager to upload those files, provided that the web browser is up-to-date to support this feature. Another upload method is to use the File Picker.



Other functions of the File Manager include:

**Add...**

Upload a file to the File Manager.

**Create folder**

Create a new folder.

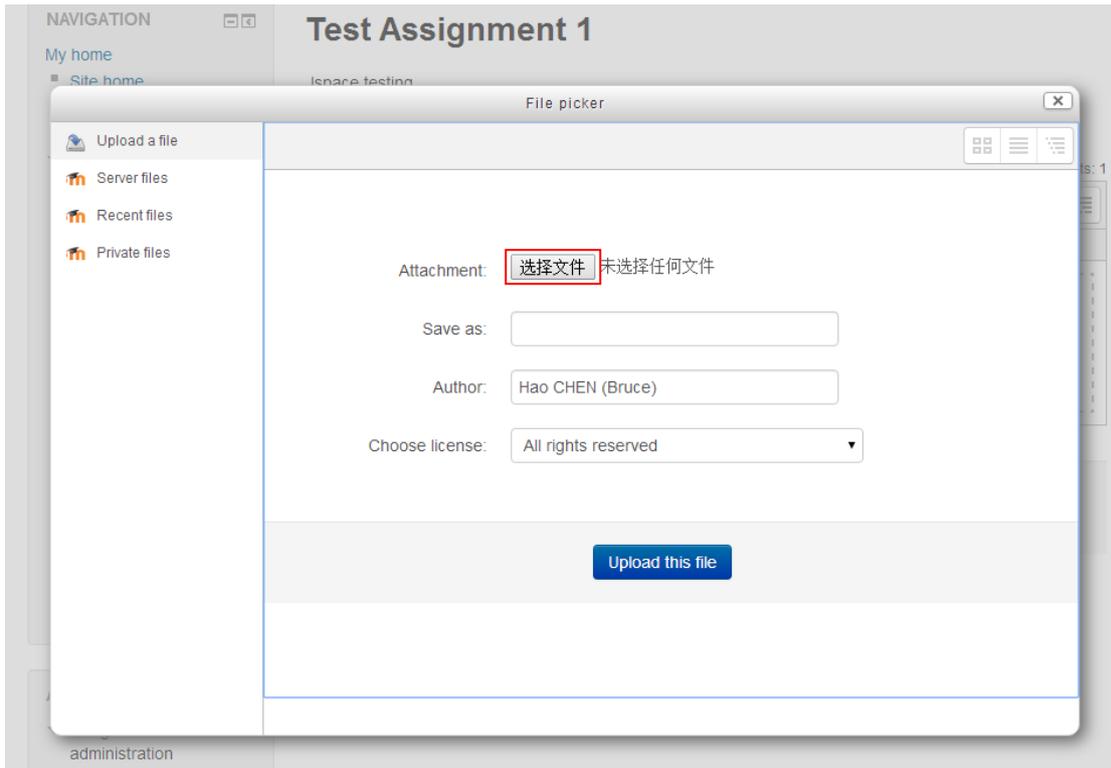
**Download all**

Download all files in the File Manager as a single ZIP file.

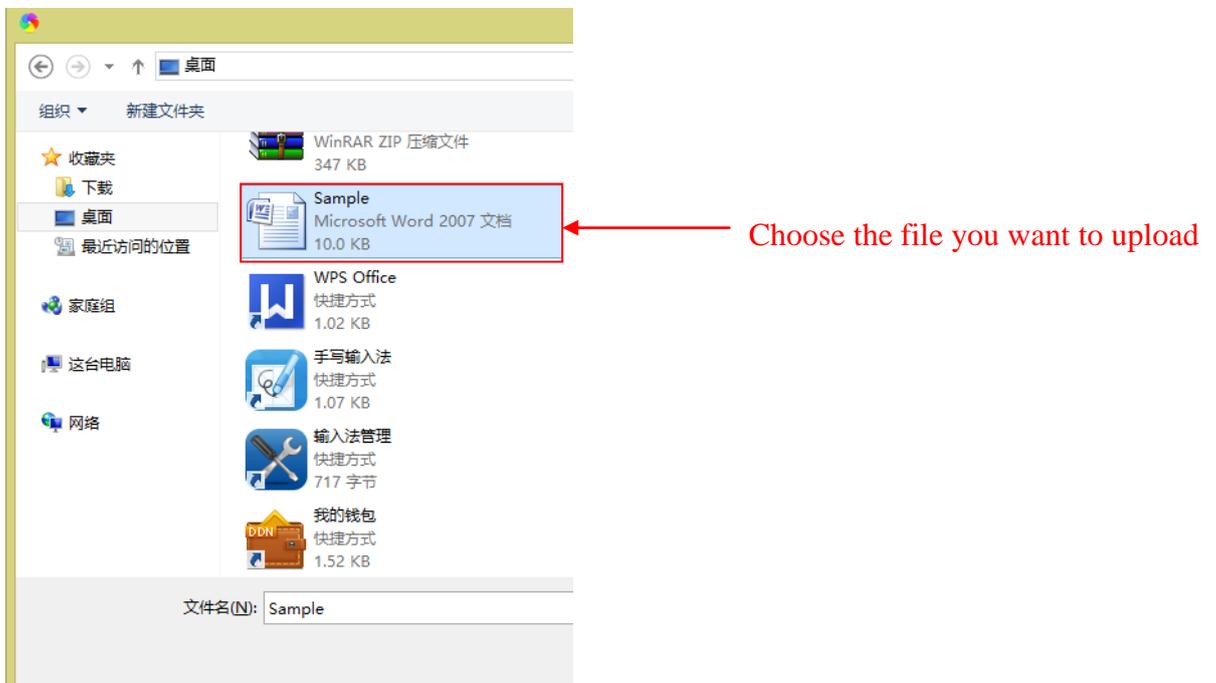
**Change view buttons**

Three buttons on the top-right corner: (from left to right) Icons view, Details view and Tree view.

For adding a file, click the “add” button to enter the file picker to choose a file which shows in following figure. Then click “选择文件(Choose File)” which was surrounded by a red square.

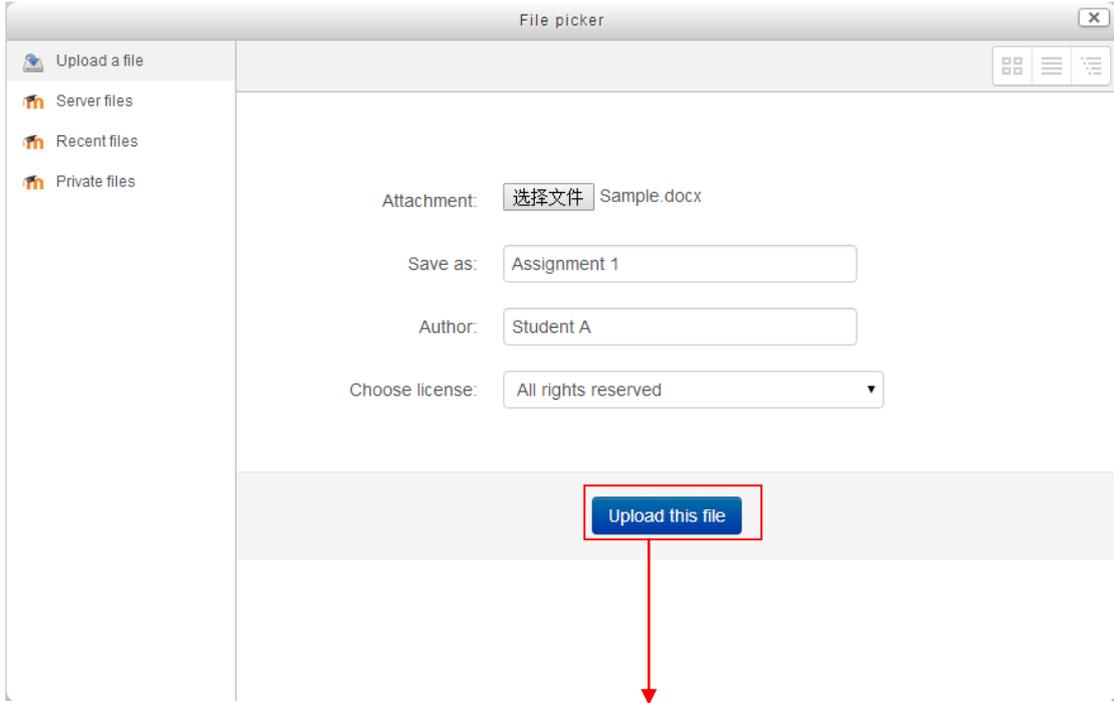


Then you can find and choose the file you are going to upload in following user graphic. After choosing the file, click “open” to upload to file picker





The chosen file then display in the file picker as following figure. Click “upload this file” then your assignment will be displayed on a file submission page.

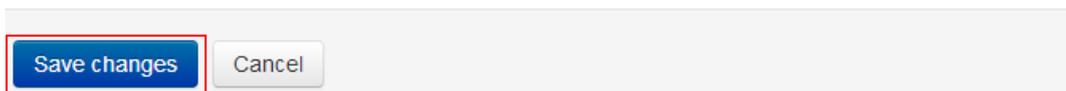
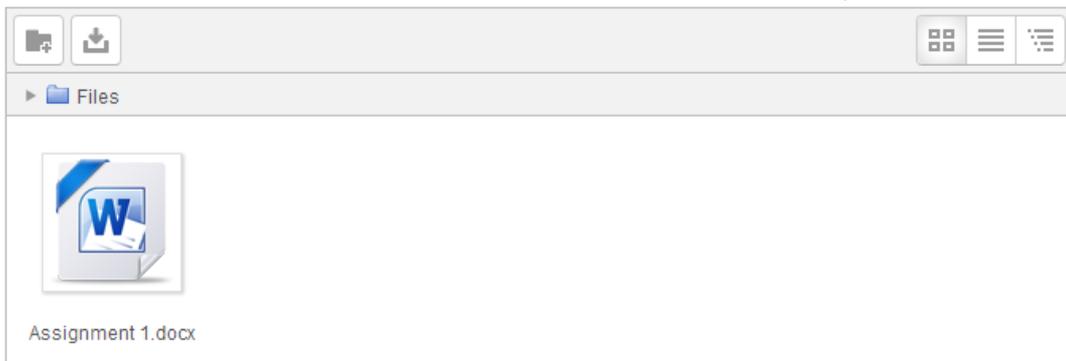


## Test Assignment 1

Ispace testing

### File submissions

Maximum size for new files: 1GB, maximum attachments: 1



Then, click “Save changes”, your file will be uploaded.

## Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 25 July 2016, 12:00 AM
Time remaining	6 days 22 hours
Last modified	Monday, 18 July 2016, 1:54 AM
File submissions	 Assignment 1.docx
Submission comments	<a href="#">▶ Comments (0)</a>

[Edit submission](#)

When this page come out, your assignment file was uploaded successfully.