## *How to Save an Assignment as Draft and Submit Later*

Save as Draft allows you to submit your assignment at a later time. It also allows you to save comments and files on the page. When you finish your assignment, you *must* click **Submit**. If you do not, your instructor will not receive your completed assignment.

Saving an Assignment as Draft

1. Go to **Assignments**, click on the assignment you wish to edit and resubmit.

2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:
   - Locate the **Submission box** in the **"Assignment Materials"** section (2) and type your response.
   - If your response to the assignment is in a separate file, **click Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Please note that file names should contain letters, numbers and underscores *only* (no spaces) to allow the system to upload and open them properly.

3. Click **Save as Draft** to save your changes and continue working later.

4. When you reach the **Review Submission History** page, **click OK**.
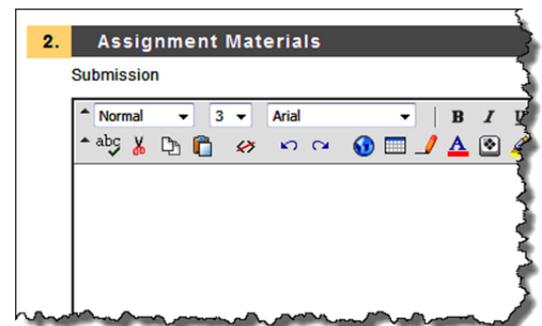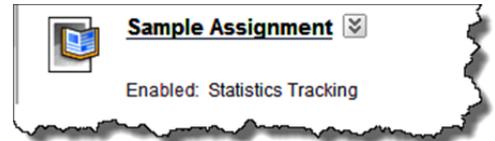
Submitting a Draft Assignment

1. Go to **Assignments**, click on name of the group assignment.

2. On the **Review Submission History page**, click **Continue Current Submission**.

3. On the **Upload Assignment** page, make the necessary changes in your assignment.

4. Click **Submit**.

5. The **Review Submission History** page appears showing the information about your submitted assignment. Click **OK** when you are finished reviewing you assignment.