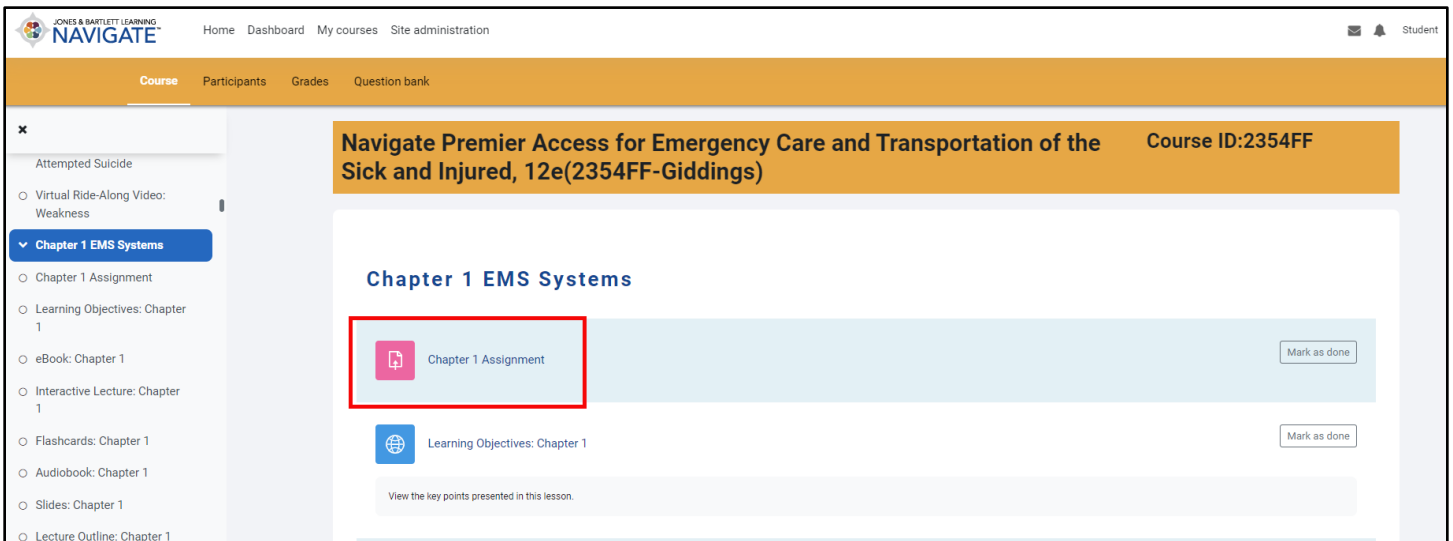


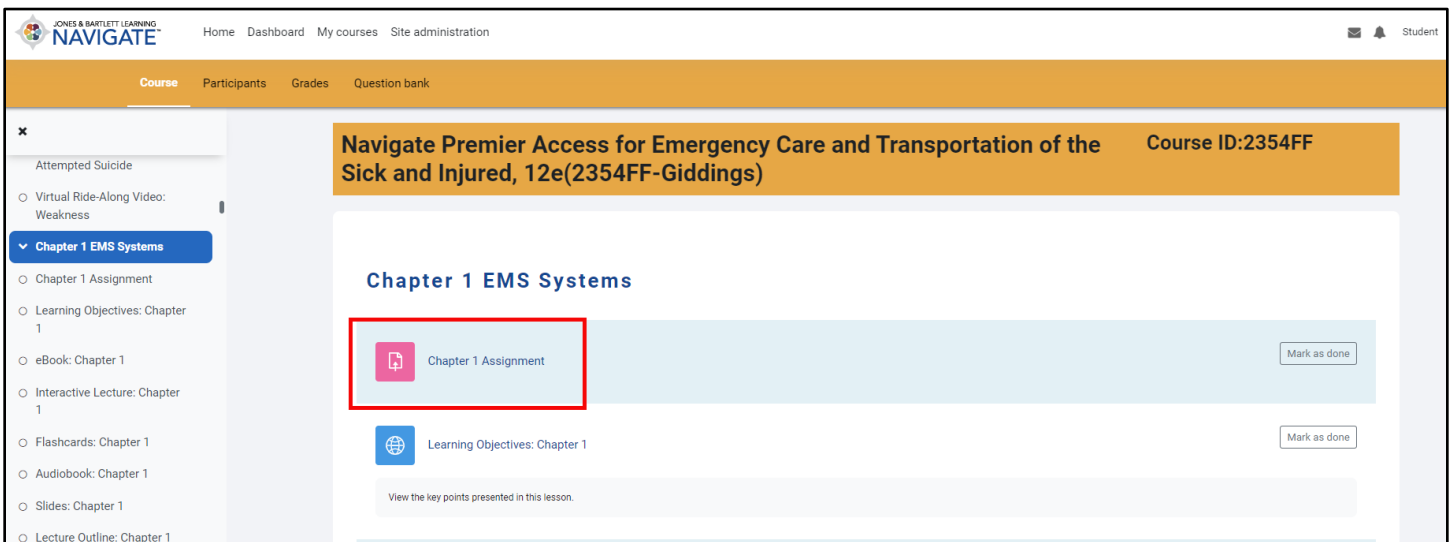
How to Submit an Assignment

The following instructions will help you submit your work online for a Navigate course assignment. **Please note:** The steps for submitting your work may vary depending on the assignment parameters chosen by your instructor.

1. Navigate to and click on the assignment for which you wish to submit work.



The screenshot shows the Navigate course interface for 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)'. The course ID is 2354FF. The left sidebar lists various content items, with 'Chapter 1 EMS Systems' expanded. Under this section, 'Chapter 1 Assignment' is highlighted with a red box. Other items include 'Learning Objectives: Chapter 1', 'eBook: Chapter 1', 'Interactive Lecture: Chapter 1', 'Flashcards: Chapter 1', 'Audiobook: Chapter 1', 'Slides: Chapter 1', and 'Lecture Outline: Chapter 1'. The main content area shows the 'Chapter 1 EMS Systems' title and the 'Chapter 1 Assignment' item with a 'Mark as done' button.



This is a duplicate of the screenshot above, showing the same course interface with the 'Chapter 1 Assignment' item highlighted in red.

- The assignment page will open, displaying such details as your submission status, grade status, and time remaining. Click the **Add submission** button.

ASSIGNMENT

Chapter 1 Assignment

Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Gi > Chapter

Mark as done

Due: Tuesday, August 1, 2023, 12:00 AM

Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	25 days 10 hours remaining
Last modified	-
Submission comments	Comments (0)

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

3. If the assignment requires the entry of plain text, use the **Online text** field provided to type your submission. If the assignment requires submission of a file, you may drag-and-drop your file from its location on your Desktop directly into the **File submissions** dropbox displayed on the submission page.

The screenshot shows the 'Add submission' section. At the top, there is an 'Online text' field with a rich text editor toolbar. Below it is a 'File submissions' section with a file manager interface. Three red callout boxes provide instructions: one points to the text field, another points to a 'Save changes' button, and a third points to a dashed dropbox area.

Callout 1: If the assignment requires an online text submission, enter your text

Callout 2: You can add files by using this button if you prefer it over the drag/drop function.

Callout 3: Files can be dragged and dropped from your desktop into here.

4. When ready with your submission, click the **Save changes** button below.


This is a close-up of the bottom of the submission interface. The 'Save changes' button is highlighted with a red rectangular box. The 'Cancel' button is also visible to its right.

5. Your work will be submitted to your instructor for grading, and the **Submission status** of your assignment will update to reflect it has been “Submitted for grading.” You may have the option to **Edit Submission** (depending on your instructor’s submission settings) or **Remove submission**. This option allows you to make changes to your assignment before the due date.

Due: Tuesday, August 1, 2023, 12:00 AM

[Edit submission](#) [Remove submission](#)

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 25 days 10 hours early
Last modified	Thursday, July 6, 2023, 1:24 PM
File submissions	 Investigating_and_Responding_to_Security_Incidents.pdf July 6 2023, 1:24 PM
Submission comments	Comments (0)

6. When the assignment is graded, your score will appear in your **User Report**.

The screenshot shows the NAVIGATE interface with the 'Grades' menu item highlighted in a red box. A red callout box points to the 'User report' dropdown menu, which is also highlighted with a red arrow. The page title is 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings): View: User report' and the course ID is '2354FF'. A warning message is visible: 'Warning: Activity deletion in progress! Some grades are about to be removed.'

The screenshot shows a table of assignment grades. A red callout box points to the first percentage value, '100.00 %', indicating that this is the grade to look for once it has been graded by the instructor.

ASSIGNMENT	100.00 %	100.00	0-100	100.00 %	100.00 %
Chapter 1 Assignment	100.00 %	100.00	0-100	100.00 %	100.00 %
ASSIGNMENT	0.00 %		0-100		0.00 %

7. Click **Course** in the menu to return to the course and continue your work.

The screenshot shows the NAVIGATE interface with the 'Course' menu item highlighted in a red box. The other menu items are 'Participants', 'Grades', and 'Question bank'.