# 5 Submitting Assignments

In this section, you will learn about the different ways you can submit assignments in Canvas.

First, open the assignment. **Click the Submit Assignment button.** If you do not see this option, the assignment might not be available or it might be restricted. Contact your instructor for more information about submitting the assignment. After clicking the Submit Assignment, you will see tabs that indicate different submission types.

To upload one or more files as your submission, **click the File Upload tab.** **Click the Choose File or Browse button to select a file to upload.**A pop-up window will appear in your browser. **Click the file title and select Choose or Open to upload the file.**Note that your instructor may choose to limit the types of files that you are allowed to submit. You can add an additional file by **clicking the Add Another File link.**

To leave a comment for your instructor while submitting your assignment, enter your comment in the text box. Do not copy and paste your assignment into the comment box. **Click the Submit Assignment button to submit your assignment.**

To submit an assignment as a text entry submission, **click the Text Entry tab.** You can type or copy and past your assignment text into the Rich Content Editor. To submit a website URL as a submission type, **click the Website URL tab.** Type or copy and paste the URL, or web address, into the Website URL field.

To record or upload audio or video as a submission type, **click the Media tab. Click the Record/Upload Media button.** Then record something new or upload existing media for your assignment. If your course uses Google Drive or Microsoft Office 365, your instructor may have embedded the assignment in Canvas. Open the assignment and fill it out in the Google Drive or Microsoft Office 365 window. When you are ready to submit your assignment, **click the Submit button.**

Once submitted, you can verify your assignment submission in the sidebar. You will see the date and time the assignment was submitted. If a submission is late, the submission date will display as red text. To download the original submission, **click the name of the assignment submission.** To view your submission, reviews from your peers (if peer reviewed), or instructor comments, **click the Submission Details link.** If a rubric was attached to the assignment, **click the Show Rubric link** to show the rubric and feedback from your instructor. To view annotations left on your submission, **click the View Feedback button.** If the assignment is in a format that does not support feedback, Canvas will show the Preview button.

You can also **click the Re-submit Assignment link** on this page, or on the assignment page, as long as the availability date has not passed.