



COLUMBUS STATE  
UNIVERSITY

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# Daylight Assignment Student Guide

## Accessing Assignments

To access assignment tool, click **Assessment** group links and select  **Assignments**

- Assignments**
- Grades
- Quizzes
- Rubrics
- Self Assessments

## Assignment Submission Folders

Help


View History

Submission Folder	Score	Submissions	Feedback	Due Date
No Category				
<a href="#">Political Ideologies Photo Project</a>	100 / 100 - 100 %	1	<a href="#">View</a>	

20 per page

## Submit assignments

To submit assignments

1. From the navbar, click The  **Assessments**.
2. On the **Assignment submission folders** page, click on the folder you want to submit to.
3. To browse for the file you want to submit, click **Add a File**. You can attach files from your local computer or storage device, a personal locker, a group locker.
4. You can select **Add a File**, **Record Video**, or **Record Audio** to add feedback. When you finish a recording, click **Add**.
5. Enter any comments you want to submit with the file.
6. Click **Submit**.

NOTE: Any rubrics with which submissions are evaluated are listed on the submission page so you can see how submissions are evaluated.


## Watch How to Submit an Assignment Video

# Understanding due dates and end dates

A due date is the submission deadline of an assignment in your course. This date is specific to assignments only.

End dates are attached to Assignment submission folders. The end date is the final date an Assignments submission folder is available for you to submit assignments to, regardless of the due date. Once the end date of the folder is past, you are no longer able to submit an assignment, no matter what the assignment's due date is.

## View feedback in Assignments

From the navbar, click  **Assignments**.

On the **Assignment submission folders** page, click **View** in the **Feedback** column beside the folder containing your submission.

View your grade, rubric assessment, and feedback comments.

To download feedback attachments, click **Download All Files**.

When you are finished viewing feedback, click **Done**.