

# How to Submit the Problem Sets on Canvas

# 1. Create an electronic version of the problem set

- Here are a few options:

- A. Type your answers using a word processor (Ex: Microsoft Word)

- B. Scan a Handwritten document

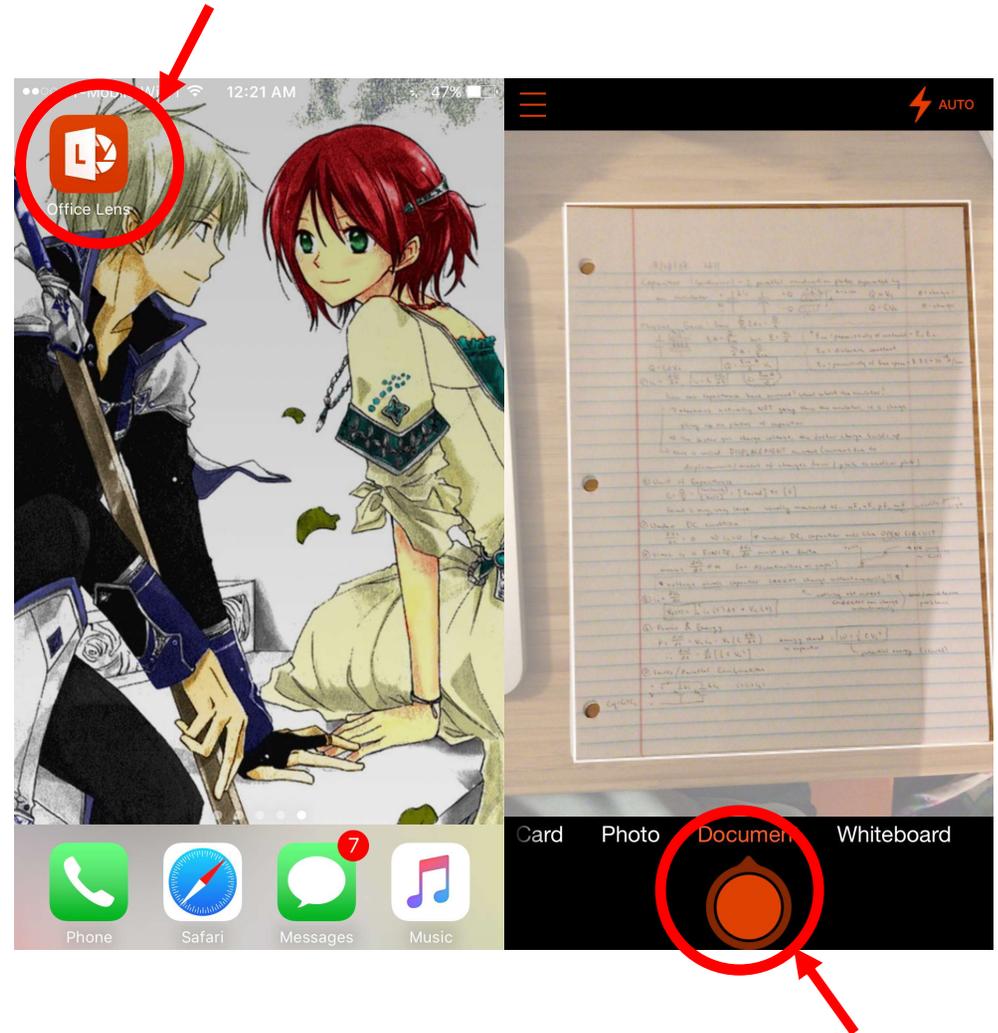
- i. The UT libraries have document scanners available

- ii. Use an app on your smart phone. We recommend Microsoft Office Lens.

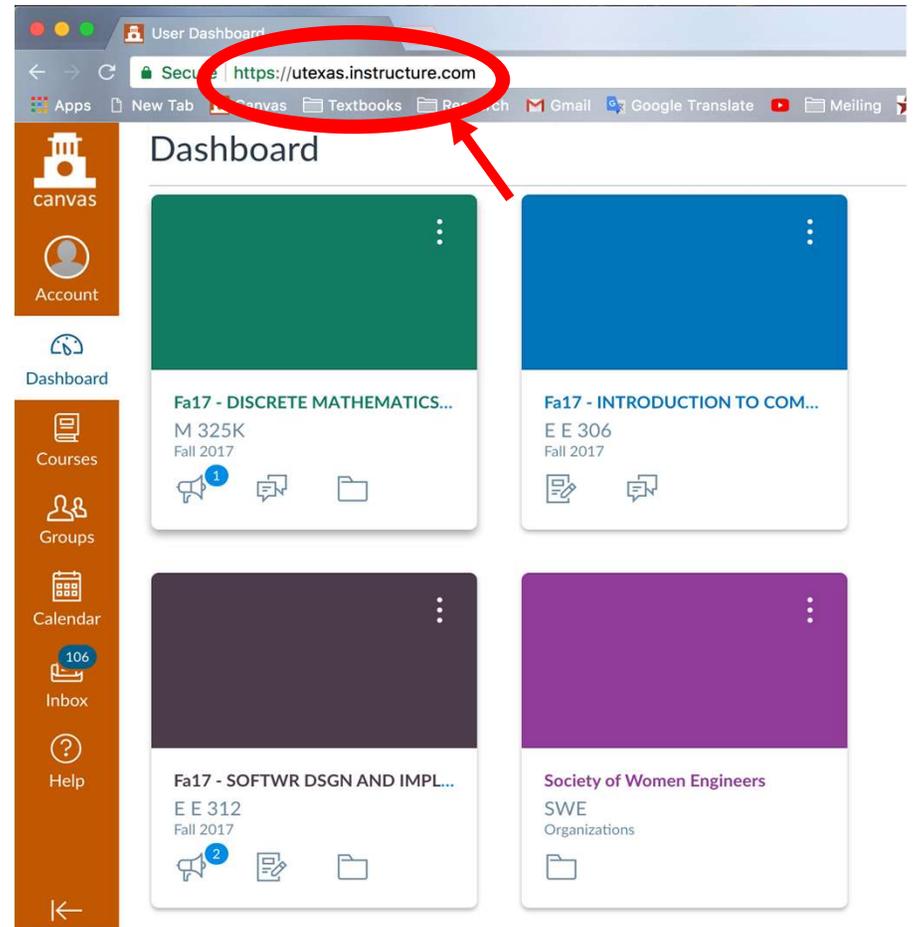
- Office lens is a free app available on iOS/Android/Windows

- Directions:

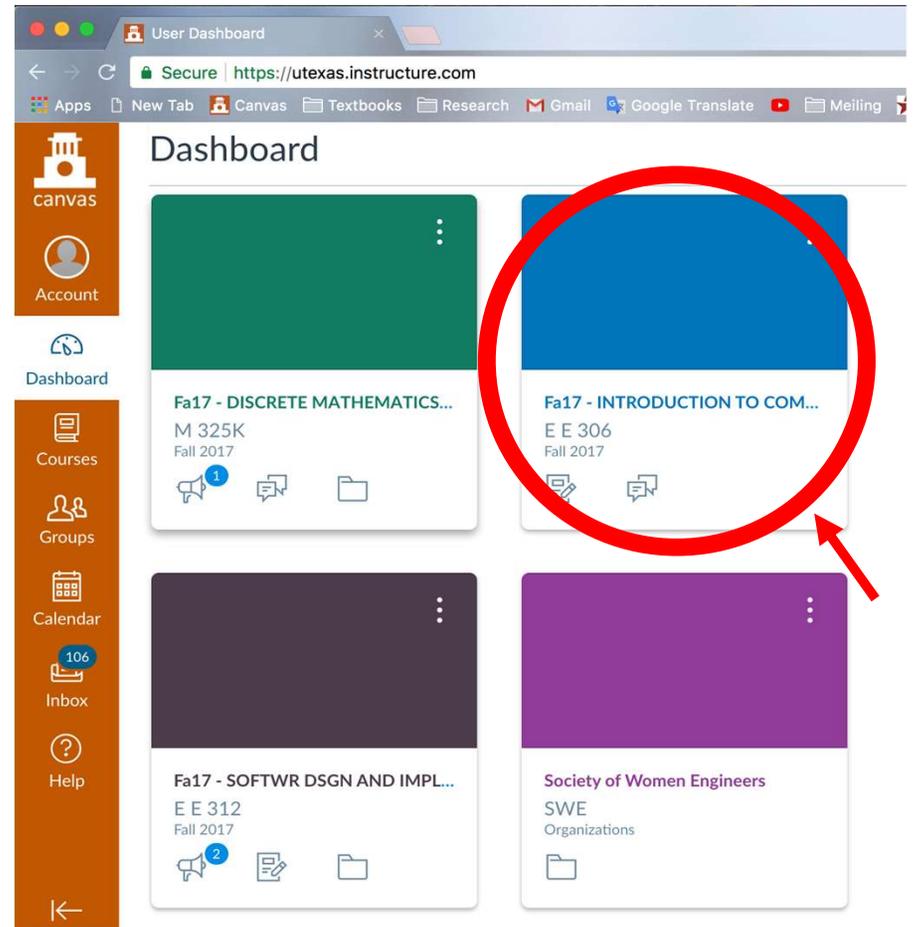
1. Open the app
2. Point the camera at the problem set you wish to scan and hit the red button.
3. If your problem set is more than one page, hit the +1 button in the bottom left corner.
4. Repeat steps 2 and 3 until you have scanned your entire problem set.
5. Hit Done (upper right corner)
6. Hit Save All
7. Export the document as PDF



2. Go to canvas.



### 3. Click on Fa17 – INTRODUCTION TO COMPUTING



## 4. Click on Assignments.

The screenshot shows a web browser window with the URL <https://utexas.instructure.com/courses/1202905>. The page title is "E E 306" and the semester is "Fall 2017". The left sidebar contains navigation options: Home, Assignments, Discussions, Grades, People, Syllabus, Conferences, Collaborations, and Research Help. The "Assignments" option is circled in red, and a red arrow points to it. The main content area displays "Recent Activity in E E 306" with a message: "No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." The right sidebar shows "To Do" items: "Turn in Problem Set 1" (100 points, Sep 18 at 4:59pm) and "Problem Set 1" (100 points, Sep 18 at 4:59pm). Below that is "Recent Feedback" with the text "Nothing for now".

## 5. Click on Problem Set 1.

The screenshot displays the Canvas LMS interface for the course 'EE 306'. The browser address bar shows the URL 'https://utexas.instructure.com/courses/1202905/assignments'. The left sidebar contains navigation options: Home, Assignments (highlighted in blue), Discussions, Grades, People, Syllabus, Conferences, Collaborations, and Research Help. The main content area shows 'Upcoming Assignments' with a search bar and a 'Show by: Date Type' dropdown. A single assignment, 'Problem Set 1', is listed with a due date of 'Sep 18 at 4:59pm' and a value of '-/100 pts'. This assignment is circled in red, and a red arrow points to it.

Assignments: Fa17 - INTRO

Secure | <https://utexas.instructure.com/courses/1202905/assignments>

Apps | New Tab | Canvas | Textbooks | Research | Gmail | Google Translate | Meiling | Stats | Stats | BC | Multivar | Last Open 4-26 | Last Open 6-15

canvas

Account

Dashboard

Courses

Groups

Calendar

Inbox 106

Help

EE 306 > Assignments

Fall 2017

Search for Assignment

Show by: Date Type

Home

Assignments

Discussions

Grades

People

Syllabus

Conferences

Collaborations

Research Help

Upcoming Assignments

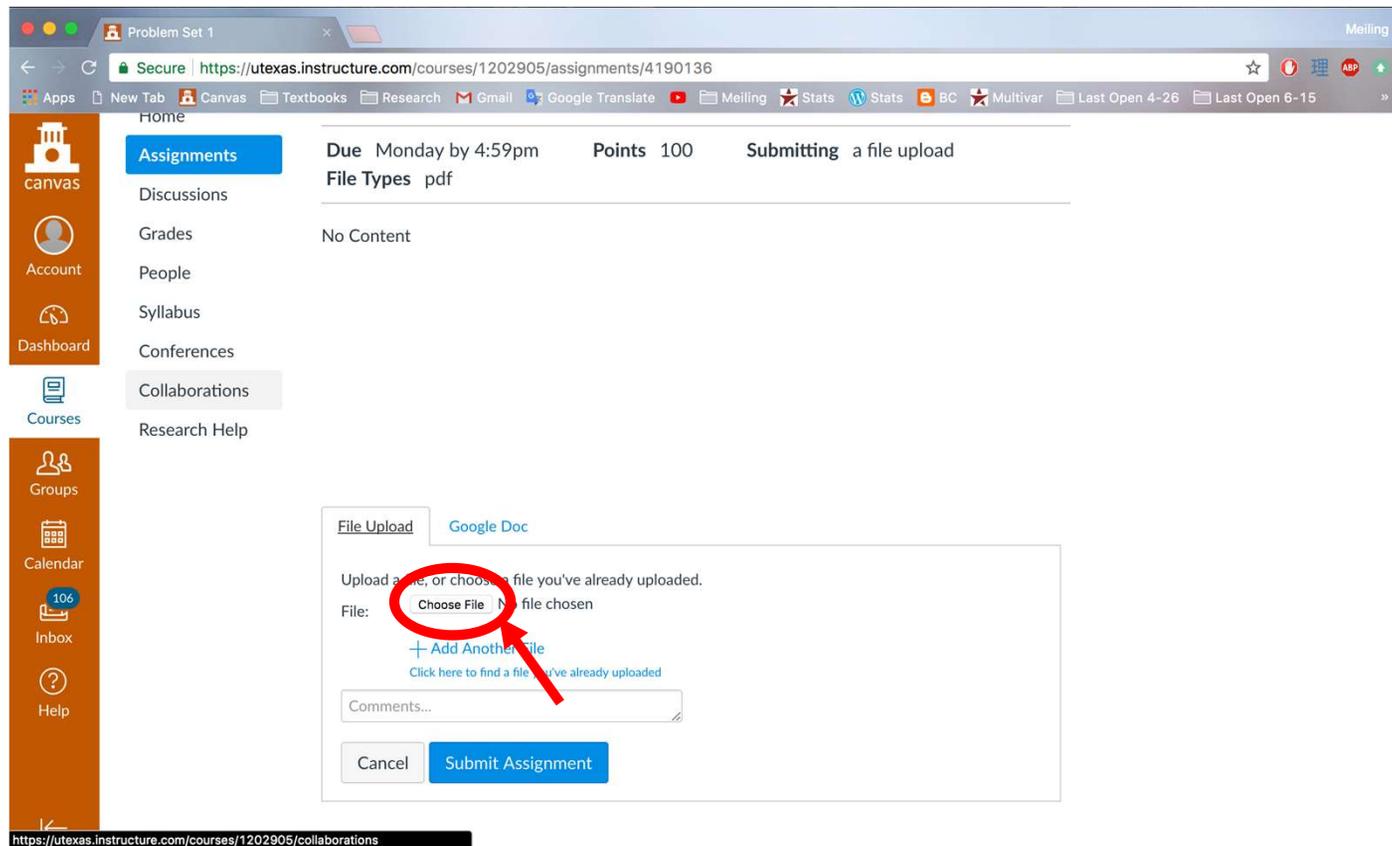
Problem Set 1

Due Sep 18 at 4:59pm | -/100 pts

## 6. Click on Submit Assignment.

The screenshot shows a web browser window displaying the Canvas LMS interface. The browser's address bar shows the URL: <https://utexas.instructure.com/courses/1202905/assignments/4190136>. The page title is "Problem Set 1". On the left side, there is a vertical navigation menu with icons for Canvas, Account, Dashboard, Courses, Groups, Calendar, Inbox (with a notification badge of 106), and Help. The main content area shows the assignment details for "Problem Set 1" under the "Assignments" tab. The details include: "Due Monday by 4:59pm", "Points 100", and "Submitting a file upload". A blue button labeled "Submit Assignment" is prominently displayed and circled in red, with a red arrow pointing to it. Below the assignment details, there are sections for "Discussions", "Grades" (No Content), "People", "Syllabus", "Conferences", "Collaborations", and "Research Help".

## 7. Click on Choose File.



The screenshot shows a web browser window with the URL <https://utexas.instructure.com/courses/1202905/assignments/4190136>. The page displays assignment details: Due Monday by 4:59pm, Points 100, and Submitting a file upload. The file type is pdf. A file upload dialog is open, showing the "File Upload" tab. The dialog contains the text "Upload a file, or choose a file you've already uploaded." and "File: Choose File. No file chosen". A red circle highlights the "Choose File" button, with a red arrow pointing to it. Below the file selection area, there is a "+ Add Another File" link, a "Click here to find a file you've already uploaded" link, a "Comments..." text input field, and "Cancel" and "Submit Assignment" buttons.

Problem Set 1

Secure | <https://utexas.instructure.com/courses/1202905/assignments/4190136>

Home

Assignments

Discussions

Grades

People

Syllabus

Conferences

Collaborations

Research Help

Due Monday by 4:59pm

Points 100

Submitting a file upload

File Types pdf

No Content

File Upload

Google Doc

Upload a file, or choose a file you've already uploaded.

File: Choose File. No file chosen

+ Add Another File

Click here to find a file you've already uploaded

Comments...

Cancel

Submit Assignment

<https://utexas.instructure.com/courses/1202905/collaborations>

## 8. Find the file and click on it.

The screenshot shows a web browser window with the Canvas LMS interface. The address bar displays the URL <https://utexas.instructure.com/courses/1202905/assignments/4190136>. The left sidebar contains navigation options: Home, Assignments, Discussions, Grades, People, Syllabus, Conferences, Collaborations, Research Help, Groups, Calendar, Inbox, and Help. The main content area shows a file selection dialog for the assignment 'Problem Set 1'. The dialog displays a file tree with the following files listed:

- LAB4
- LAB5
- mt33893\_lab0.zip
- Problem Set 2 Question2
- problem5\_sol.pdf
- ProblemSet1** (highlighted with a red circle)
- ProblemSet1 Solution.pdf
- ProblemSet2 Solution.pdf
- ProblemSet3 Solution.pdf
- ProblemSet4 Solution.pdf
- ProblemSet5 Solutions.pdf
- ProblemSet6...Updated.pdf
- PS 4.pdf

A red arrow points from the text 'ProblemSet1' to the highlighted file. The dialog also shows a 'Format' dropdown set to 'All Files', 'Options' buttons, and 'Cancel' and 'Open' buttons. Below the dialog, there is a section for uploading a file, with a 'Choose File' button and a 'Submit Assignment' button.

## 9. Click Open.

The screenshot shows a web browser window displaying the Canvas LMS interface. The address bar shows the URL: <https://utexas.instructure.com/courses/1202905/assignments/4190136>. The left sidebar contains navigation options: Home, Assignments, Discussions, Grades, People, Syllabus, Conferences, Collaborations, Research Help, Canvas, Account, Dashboard, Courses, Groups, Calendar, Inbox (106), and Help. The main content area shows a file selection dialog box for the course 'EE306 Intro to Compu...'. The dialog box displays a list of files, with 'ProblemSet1' selected. The 'Open' button is circled in red, and a red arrow points to it. Below the dialog box, there is a section for uploading a file, with a 'Submit Assignment' button.

# If you worked in a study group

- Only one person in the group needs to submit on Canvas!
- **Write each students name and their EID in the comments section**
  - For example: Joe Student, JS1234  
Jill Student, JIS567

## 10. Click on Submit Assignment.

The screenshot shows a web browser window displaying a Canvas LMS assignment submission page. The browser's address bar shows the URL: <https://utexas.instructure.com/courses/1202905/assignments/4190136>. The page title is "Problem Set 1".

The left sidebar contains navigation options: Home, Assignments, Discussions, Grades, People, Syllabus, Conferences, Collaborations, Research Help, Groups, Calendar, Inbox (106), and Help.

The main content area displays the assignment details:

- Due:** Monday by 4:59pm
- Points:** 100
- Submitting:** a file upload
- File Types:** pdf
- Content:** No Content

Below the assignment details is a "File Upload" dialog box. It contains the following elements:

- Tab: File Upload
- Text: Upload a file, or choose a file you've already uploaded.
- File:  No file chosen
- Link: [+ Add Another File](#)  
Click here to find a file you've already uploaded
- Comments:
- Buttons:

A red circle highlights the "Submit Assignment" button, and a red arrow points to it from the bottom right.

You're done!