

How to Attach Multiple Documents to an Assignment Submission

1. Access the assignment dropbox. Click the "New Attempt" button in the lower right corner.

				🔀 New Attemp
Title	Attached Documents	Turnitin Report	Similarity Index	Final Submission

2. A "New Attempt" dialogue box will display. Enter the title of the attachment in the "Title" field. Click "Choose File"

Title:		
Attach only: .do	c, .docx, .eps, .htm, .pdf, .rtf, .txt, .wpd files.	
File size not to	exceed 10MB)	
Attach Docume	nts: Click Browse to search and attach documents	Choose File
		MO IN
Please Note: Aft	er you click 'Save' you might have to wait for a few seconds or rel	fresh the page for your
thomat to show	up.	

3. A file explorer window will display. Find the location of the file to be uploaded. Click on the file. Click "Open" on the file explorer window.

Open			
🔾 💭 🔍 🔳 Desktop 🔸		47 Search Desktop	Q
Organize 👻 New folder			EII 😧
Favorites	ies n Folder		Choose F
Recent Places	e group n Folder		
Documents Music	n Folder		
Pictures Videos	nuter n Folder		e for your
Retwo	ork n Folder		2 Can
P Computer * Adob	e Reader 9		*

4. The file will display in the box below the words "Attach Documents." To attach another file, click, "Choose File."

New Attempt		
Title:		
Attach only: .doc, . File size not to exe	docx, .eps, .htm, .pdf, .rtf, .txt, .wpd files. eed 10MB)	
ttach Document	s: Click Browse to search and attach documents	Choose File
Ø 70118450.pdf	Remove	
lease Note: After	you click 'Save' you might have to wait for a few seconds or re	fresh the page for your
crempt to snow of		Save Cancel

5. A file explorer window will display. Find the location of the file to be uploaded. Click on the file. Click "Open" on the file explorer window.



6. The additional file will display in the box below the words "Attach Documents." Repeat steps 3 and 4 to attach additional files. Once all files display in the box below the words "Attach Documents," click "Save."

New Atten	npt		
Title:			
Attach only: . (File size not	doc, .docx, .eps, .htm, .pdf, .rtf, .txt, .wp o exceed 10MB)	d files.	
Attach Docu	nents: Click Browse to search and attac	h documents	Choose File
@ 70118450. @ 16466339.	pdf 🖾 Remove pdf 😨 Remove		
Please Note: attempt to sh	hfter you click Save'you might have to wa sw up.	it for a few seconds or refre	sh the page for your
			Save Cancel

7. Multiple files will display under the "Attached Documents" area of the assignment dropbox. To submit the files to TII, click the "Submit" under the Turnitin Report column. Once the TII report similarity percentage displays, then click the "Submit" button under the "Final Submission" column.

			Ç	ollapse	
				1	🔏 New Attemp
Title	Attached Documents	Turnitin Report	Similarity Index	Final Submission	
Test	70118450.pdf	🕗 Submit		🕞 Submit	🙀 Delete
	16466339.pdf				