

Upload a new assignment

Now let's walk through the steps involved in uploading an assignment, such as a paper you have written. This will take a few steps (the multiple steps are designed for security, so that no one else can see your assignment). Let's start at the course home page:

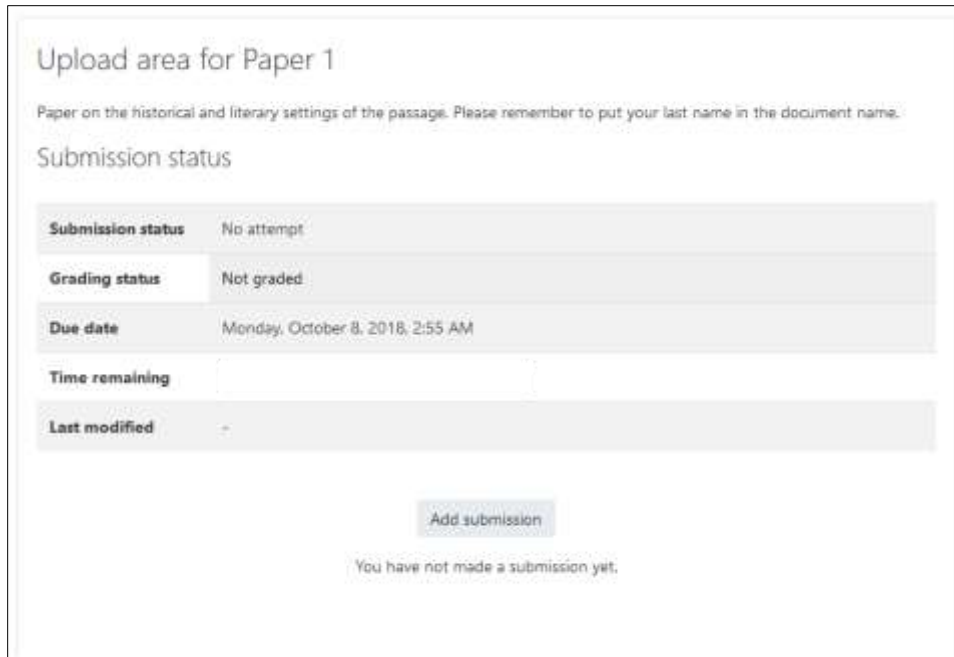


October 1 - October 7

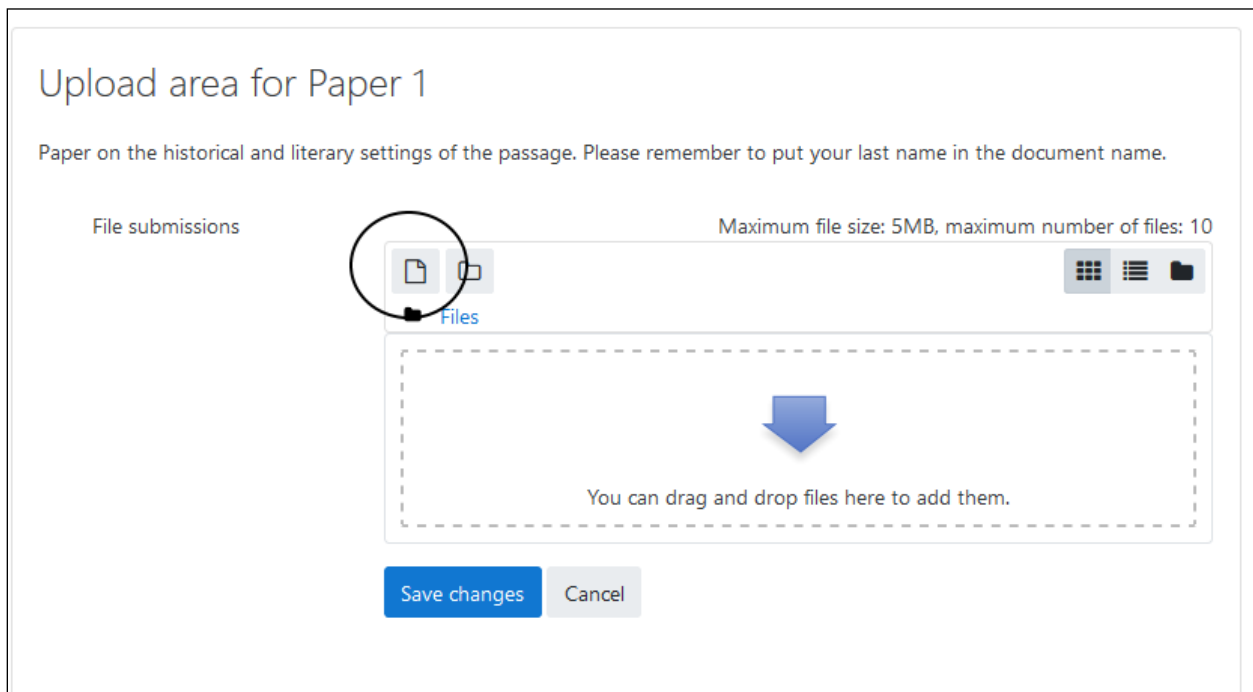
Matthew was the most widely used Gospel in the early church, and it contains a number of well-known passages -- the sermon on the mount, the Great Commission. Mark and Matthew are similar in many places, but different in others. How did Matthew expand the story he found in Mark, and what were his purposes in doing so? What are the chief characteristics of this Gospel?

- [Lecture 4A: The Setting of Matthew](#)
- [Audio of lecture 4A](#)
- [Lecture 4B: Matthew: Theological Topics](#)
- [Audio of lecture 4B](#)
- [Bible Dictionaries and Encyclopedias](#)
- [Upload area for Paper 1](#)

Circled above is the name of the assignment. Click on those words and you will see a page with the assignment name, due date, etc., as shown on the next page:



This page may look slightly different in different assignments and courses, depending on the length of the description given by the instructor. Click on “Add submission” and you’ll see the next page:

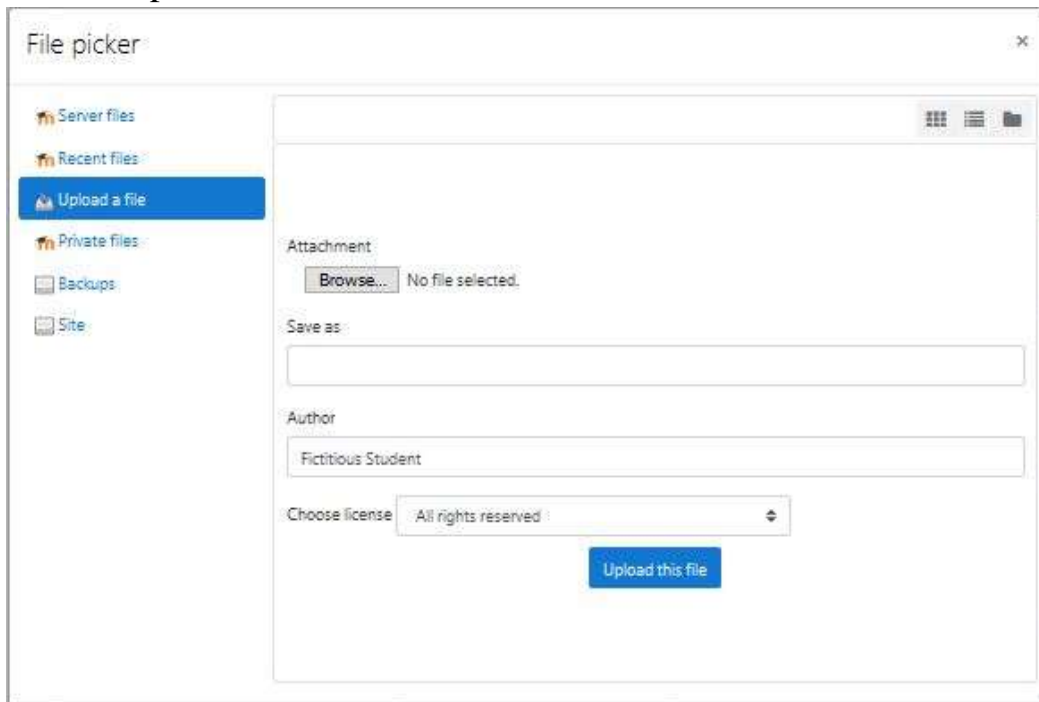


Your first step will be to locate the file in your computer that you want to submit to the course.

- You can use “drag and drop” to upload the file. Find the document in Windows File Explorer (a Word “File Open” dialog box also works). Put your mouse over the file, and while holding the left button down, move the mouse (“drag”) to the taskbar (usually at the bottom of the page) to the browser icon. Once your mouse is over that tab, the browser should display. Still holding the left button down, move the mouse up to the drag-and-drop box on the assignment upload area. Then release the mouse button (“drop”).

You can also use the step-by-step method:

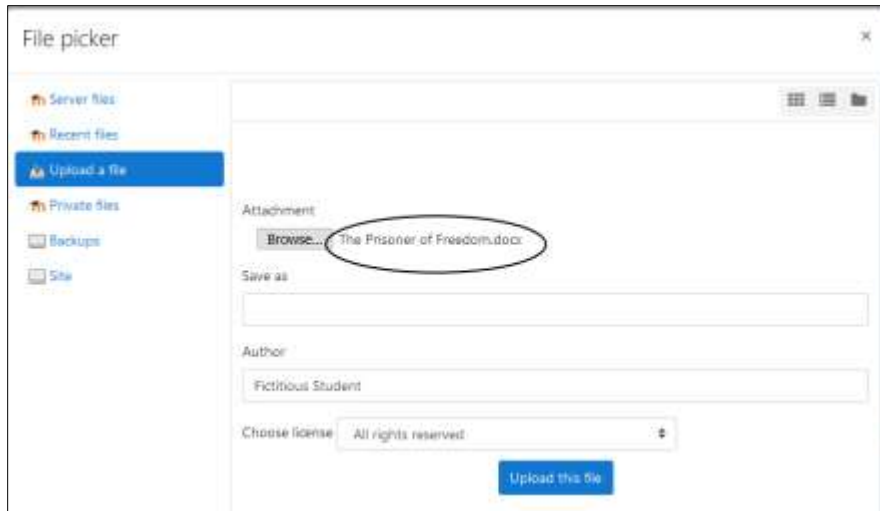
- Click on the “Add” icon (circled above). You will then see the File picker:



Click on “Browse.” (If you don’t see it, you may need to click on “Upload a file,” on the left.) When you click on Browse, you’ll see a File Explorer dialog box (or something similar on a Mac...). Navigate in your computer until you find the folder where your file is stored. There are three ways to select the file:

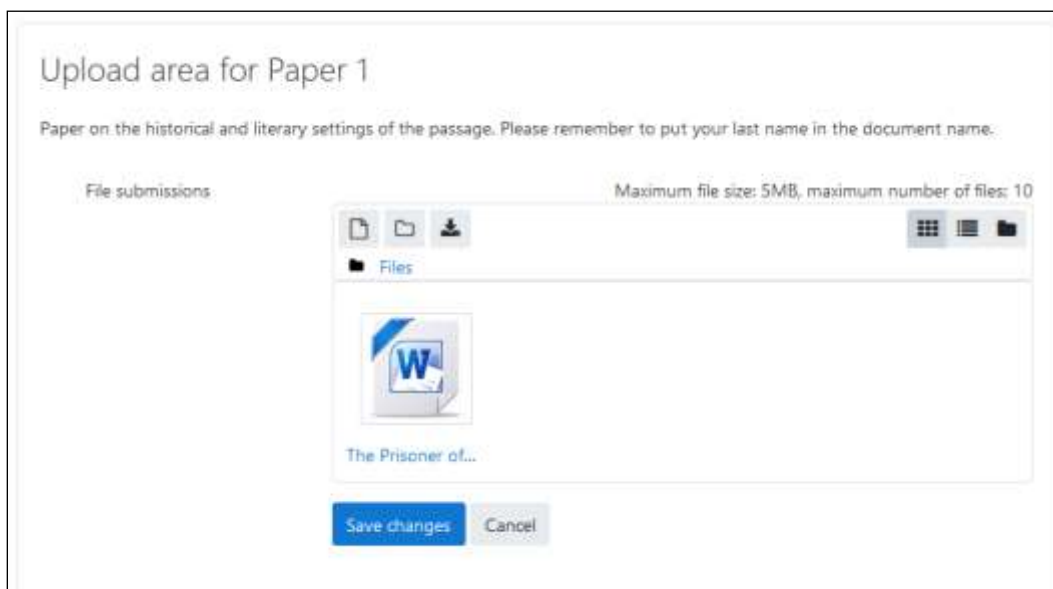
- double-click on the name of the file.
- click on the name of the file, then hit Enter on the keyboard.
- click on the name of the file, then click the “Open” button.

The name of your document is then loaded into the file picker:



You have the option of giving the file a new name, by typing something in the “Save as” box. You should include your last name in the name of the file, to make it easier for the instructor to keep track of whose file is whose.

Click on “Upload this file” and you’ll be back at the GCS assignment page. The name of your file (or part of it) will be displayed in the box. If you want to see the full name of the document, click on the “list” icon in the upper right.



Click on “Save changes” and you are done! The website will display a confirmation page. Be sure that you are submitting the correct file(s). If you didn’t, you can click on the wrong file, Delete it, and start over.