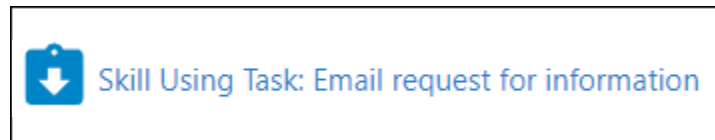# Assignments

Overview

Assignments let you complete a task by typing your response in different formats. There are also some **Assignments** that let you speak and record your response.

You will find Assignment activities in your course. All Assignment activities have this icon.

Writing Assignments

1. Click on the **Assignment** link.

The activity appears.

2. Read the instructions. Click on the **Add submission** button.

The file submission screen appears. You may be asked to add a file from your computer using drag and drop or type your response directly into the space called **Online text**.

3. Drag and drop your file, or type your response.

4. Click the **Save changes** button.

Your submission status now confirms that you have submitted your work for grading. You can also see anything you typed in the Online text area on this screen, or the file you submitted, if one was added.

Speaking Assignments

1. Click on the **Assignment** link.

The activity appears.

2. Read the instructions. Click on the **Add submission** button.

A popup may appear from your computer requesting permission to use your microphone. Click **Allow**.
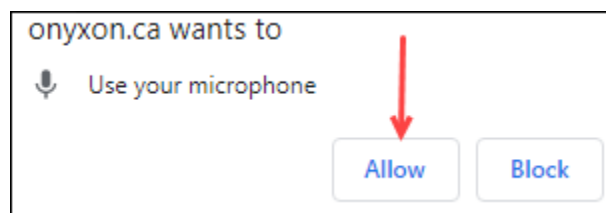
The recorder appears with a timer.
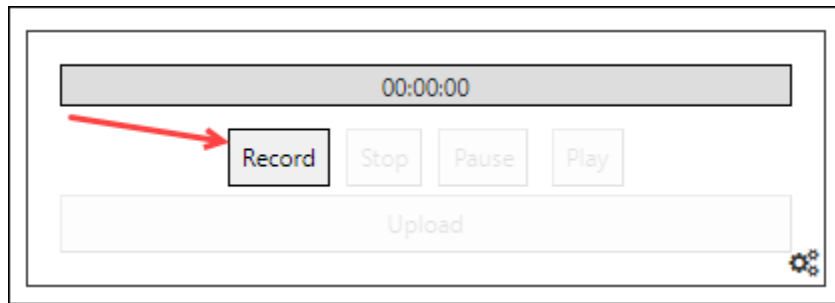
3. Click the **Record** button to speak your response into the microphone.
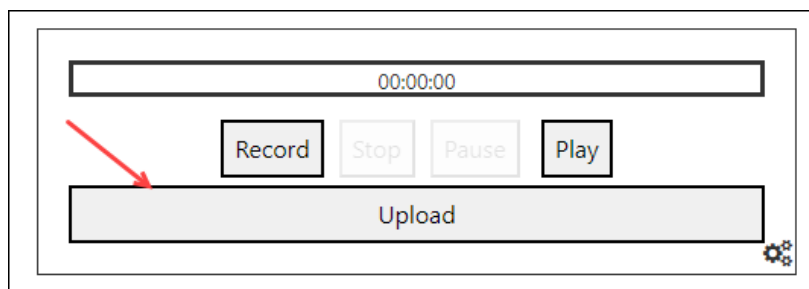

Note that time counter will count down as you speak. You will all see a **Stop** button and a **Pause** button.

4. Click the **Stop** button when you are finished.

The screen changes.

5. Click the **Upload** button to submit your recording.

Your submission status now confirms that you have submitted your work for grading. You can see the recording.