

## How To Insert an Assessment Document into the Assignment

Follow these steps:

1. Click the assignment link that corresponds with the assignment.
2. Within the Assignment Details tab, click on the Edit button on the top left corner of the page
3. Scroll down to the Assessment Area.
4. Click on the Attach button.
5. Select a Label (e.g. My Work, Inbox, or a custom label) where the document is listed.
6. Select the checkbox located to the left of each assessment document to be added.
7. Click the Attach button.
8. Click the **Save Assignment** button to confirm.