# Submitting an Online Text Assignment

An online text assignment requires you to enter your text directly into a textbox in the Assignment, rather than uploading a file. Online text assignments are usually shorter than papers and do not require as strict formatting; however, be sure to read your instructor's directions carefully before submitting.

1. Log in to Cougar Courses and navigate to your course.
2. Find the desired Assignment on the course home page, or go to the Activities block or This Course on the navigation, and select Assignments.
3. Click on the title of the Assignment you wish to submit to.
4. Select Add submission.

<div align="center">

Add submission

</div>
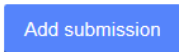
5. Enter your content into the **Online text** area. See our Help Guide on *Using the Text Editor Toolbar* for instructions on how to paste from Word, format text, and enter hyperlinks, images, and tables.
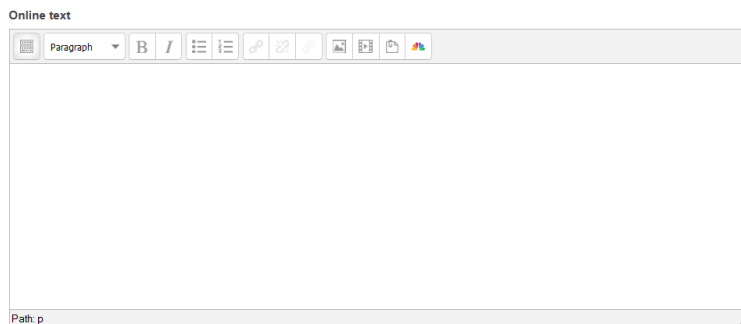
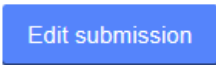
6. Select **Save changes** at the bottom of the page.

<div align="center">

Save changes

</div>
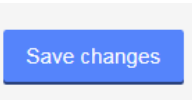
7. If, and only if, your instruction has enabled it, you _must_ select **Submit assignment** at the bottom of the page to officially submit your assignment. You might also have to verify the work is your own by acknowledging a submission statement. Once this step is complete, you will not be able to edit your submission.

8. Your Submission status will then change to "Submitted for grading" and your file will appear next to File submissions, along with the date and time you submitted or last modified your submission. Once your instructor has graded your submission, the grading status will change.
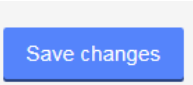

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, September 24, 2015, 12:00 AM
Time remaining	5 days 14 hours
Last modified	Friday, September 18, 2015, 9:47 AM
Submission comments	▶ Comments (0)
Online text	⊞ This is my online text assignment.

Editing an Online Text Submission

1. In most cases, you can edit your submission up until the due date. When viewing the assignment, select **Edit submission**.

2. Make any changes to your content in the **Online text** area. See our Help Guide on *Using the Text Editor Toolbar* for instructions on how to paste from Word, format text, and enter hyperlinks, images, and tables.

3. Select **Save changes** at the bottom of the page.