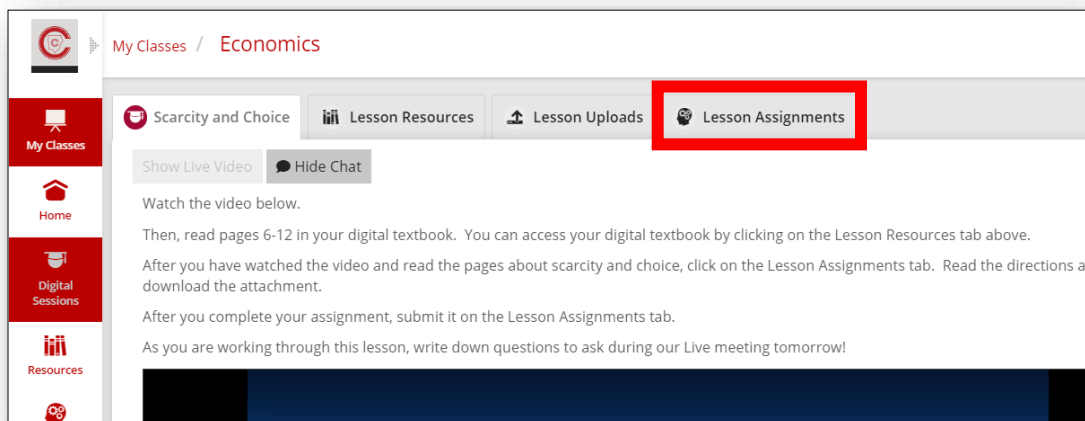


Viewing and Submitting/Turning in Lesson Assignments

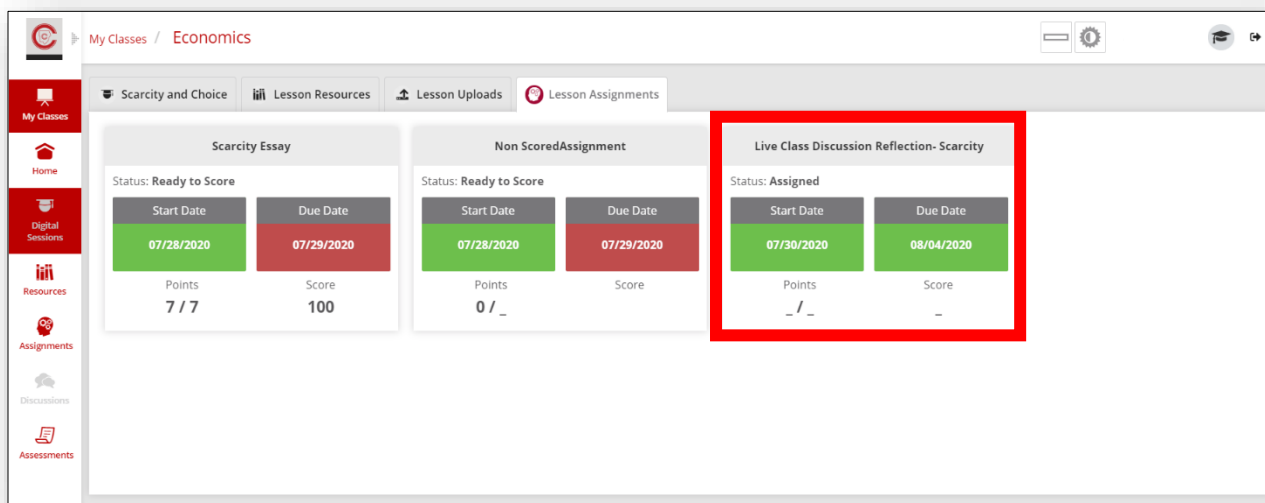
These directions explain how students can view and submit/turn in assignments from their teacher(s) in CTL Digital Sessions.

1. After opening a Digital Session, click the Lesson Assignments tab at the top of the Digital Session.



2. Click an **assignment tile**.

Note: Green means that the assignment has been assigned. Red means that the Due Date has passed.



3. Read the instructions and view attachments, if provided, from your teacher(s) in the **Instructions/Attachments** section.

My Classes / Economics

Scarcity and Choice Lesson Resources Lesson Uploads Lesson Assignments

Class Discussion Reflection- Scarcity

Teacher: . Status: Assigned

Start Date	Due Date
07/30/2020	08/04/2020

Points / Score

▼ Instructions / Attachments

Refer back to your notes from the video, the text, and our live class discussion about scarcity. What did we discuss about scarcity that most applies to your day to day life? Do you think that is unique to you or the same for most people your age? Type your essay on a new Word document. Save your work and submit it by clicking "add attachment" and then "submit response."

▼ My Response / Attachments

[Add/Edit Response](#)

[Add Attachment](#)

[Submit Response](#)

You have not entered a response yet, click Add/Edit Response to add a response.

4. Enter your Response by clicking on the **Add/Edit Response** button in the **My Response/Attachments** section.

My Classes / Economics

Scarcity and Choice Lesson Resources Lesson Uploads Lesson Assignments

Class Discussion Reflection- Scarcity

Teacher: . Status: Assigned

Start Date	Due Date
07/30/2020	08/04/2020

Points / Score

▼ Instructions / Attachments

Refer back to your notes from the video, the text, and our live class discussion about scarcity. What did we discuss about scarcity that most applies to your day to day life? Do you think that is unique to you or the same for most people your age? Type your essay on a new Word document. Save your work and submit it by clicking "add attachment" and then "submit response."

▼ My Response / Attachments

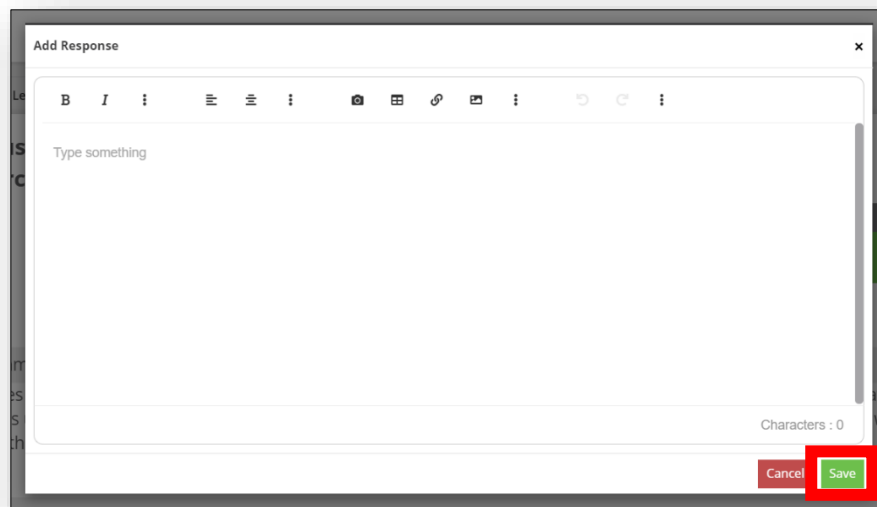
[Add/Edit Response](#)

[Add Attachment](#)

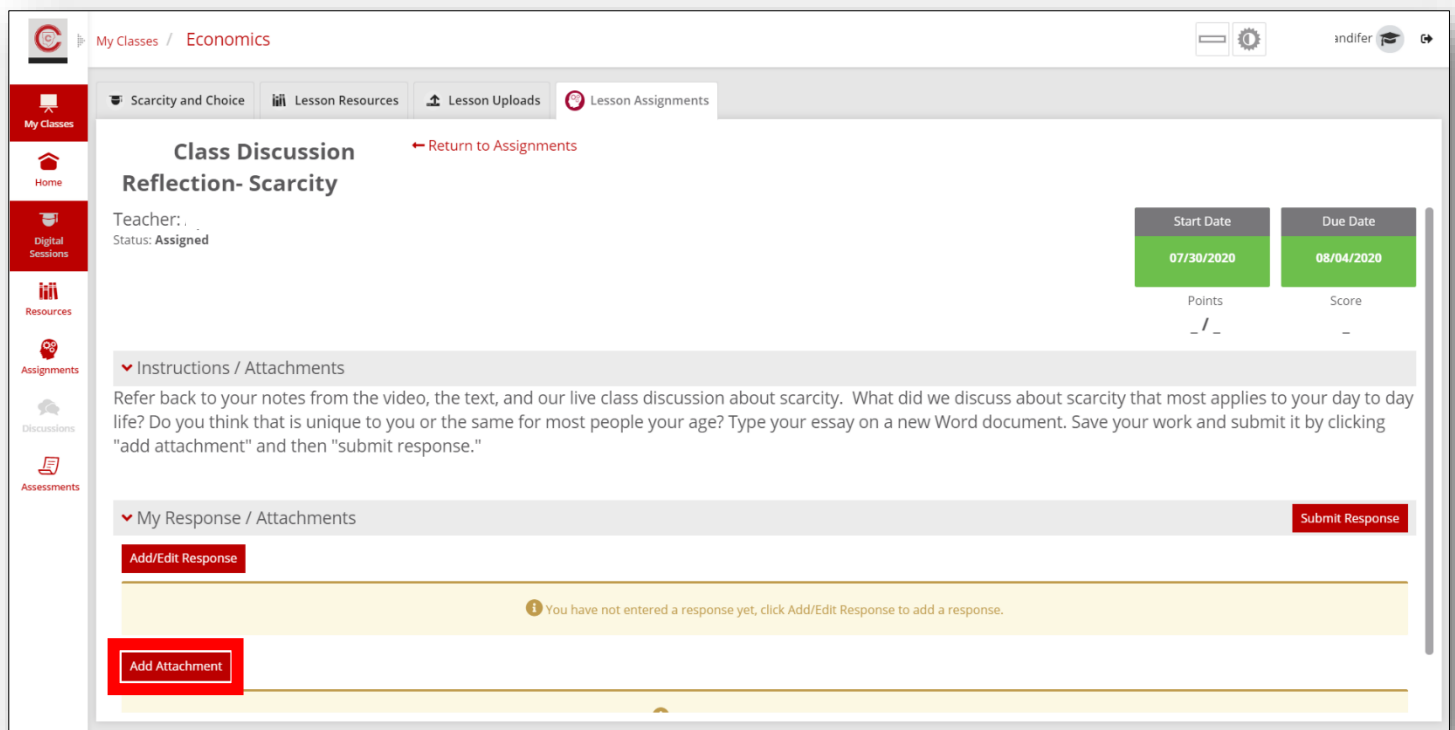
[Submit Response](#)

You have not entered a response yet, click Add/Edit Response to add a response.

5. Enter your response in the **Add Response box**. Click **Save** when finished.



6. If required, click the **Add Attachment button**, to add attachments to this assignment.



My Classes / Economics

Scarcity and Choice Lesson Resources Lesson Uploads Lesson Assignments

Class Discussion Reflection- Scarcity [Return to Assignments](#)

Teacher: .
Status: Assigned

Start Date	Due Date
07/30/2020	08/04/2020

Points	Score
_ / _	-

▼ Instructions / Attachments

Refer back to your notes from the video, the text, and our live class discussion about scarcity. What did we discuss about scarcity that most applies to your day to day life? Do you think that is unique to you or the same for most people your age? Type your essay on a new Word document. Save your work and submit it by clicking "add attachment" and then "submit response."

▼ My Response / Attachments [Submit Response](#)

[Add/Edit Response](#)

You have not entered a response yet, click Add/Edit Response to add a response.

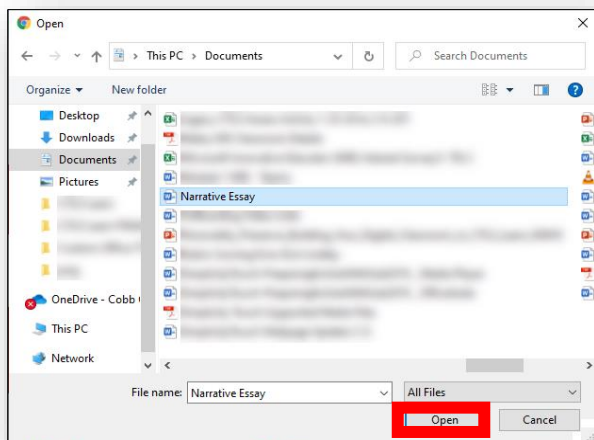
[Add Attachment](#)

7. Click the **File** box.



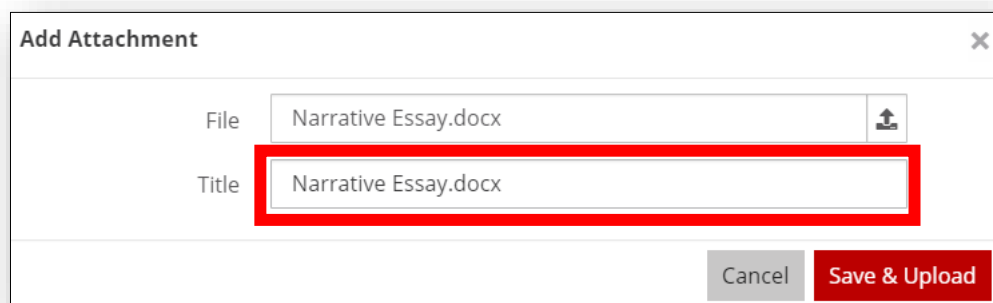
The 'Add Attachment' dialog box is shown. It has a title bar with a close button. Below the title bar, there are two input fields: 'File' and 'Title'. The 'File' field is currently empty and is highlighted with a red rectangle. To the right of the 'File' field is an upload icon. Below the 'File' field is the 'Title' field, which is also empty. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save & Upload'.

8. Navigate to the file that you want to upload.



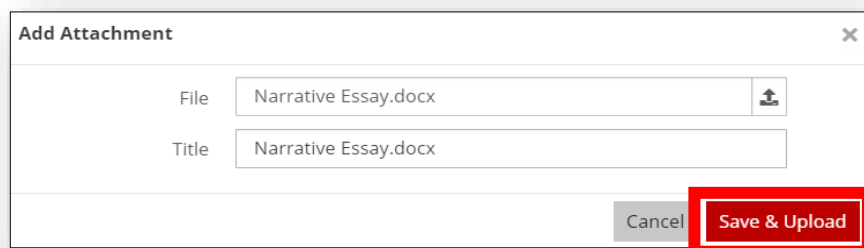
9. Click **Open**.

10. After your file appears in the file field box, edit the title of the file or provide a title that your teacher(s) will see.



The 'Add Attachment' dialog box is shown again. The 'File' field now contains the text 'Narrative Essay.docx'. The 'Title' field also contains the text 'Narrative Essay.docx' and is highlighted with a red rectangle. The 'Cancel' and 'Save & Upload' buttons are still at the bottom right.

11. Click the **Save & Upload button**.

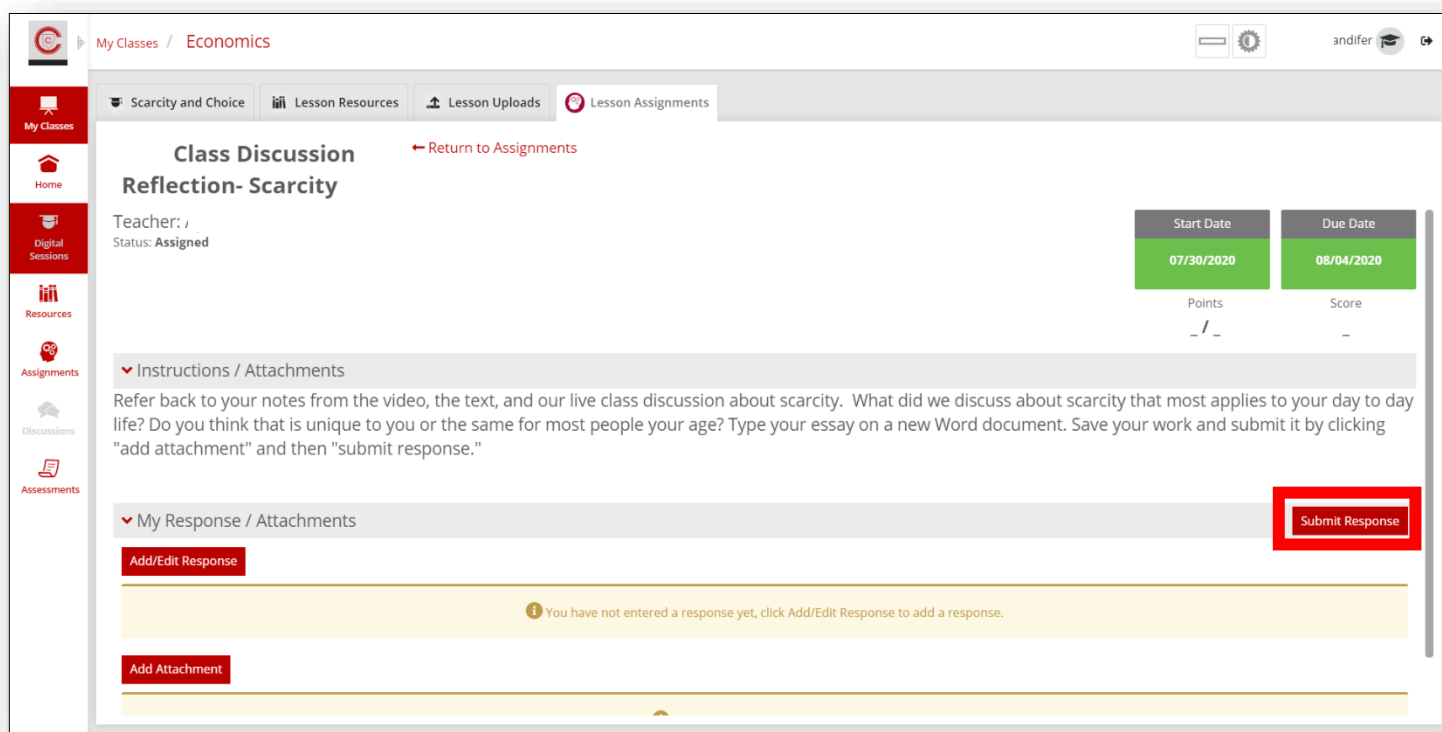


The 'Add Attachment' dialog box contains two input fields. The 'File' field has 'Narrative Essay.docx' and an upload icon. The 'Title' field also has 'Narrative Essay.docx'. At the bottom right, there are two buttons: 'Cancel' and 'Save & Upload', with the latter highlighted by a red rectangle.

File	Title
Narrative Essay.docx	Narrative Essay.docx

Buttons: Cancel, **Save & Upload**

12. Click the **Submit Response button** to submit/turn in your assignment.



The page shows a class discussion titled 'Reflection- Scarcity' assigned by a teacher. It includes start and due dates (07/30/2020 and 08/04/2020) and a table for points and score. The 'Instructions / Attachments' section contains a paragraph about scarcity. The 'My Response / Attachments' section has a red 'Submit Response' button highlighted with a red rectangle, an 'Add/Edit Response' button, and an 'Add Attachment' button. A yellow message box states: 'You have not entered a response yet, click Add/Edit Response to add a response.'

My Classes / Economics

Scarcity and Choice Lesson Resources Lesson Uploads Lesson Assignments

Class Discussion

Reflection- Scarcity

Teacher: /
Status: Assigned

Start Date	Due Date
07/30/2020	08/04/2020

Points	Score
- / -	-

Instructions / Attachments

Refer back to your notes from the video, the text, and our live class discussion about scarcity. What did we discuss about scarcity that most applies to your day to day life? Do you think that is unique to you or the same for most people your age? Type your essay on a new Word document. Save your work and submit it by clicking "add attachment" and then "submit response."

My Response / Attachments

Submit Response

Add/Edit Response

You have not entered a response yet, click Add/Edit Response to add a response.

Add Attachment