Students will **take two actions** regarding the Introduction Writing Assignment.

#1: Your assignment will be **submitted for grading** by clicking the SUBMIT tab on the Introduction Writing Assignment page.

#2: Your Introduction Writing Assignment will also be **shared with members of your learning community**. Below is the process for uploading your work into your learning community's folder titled (you guessed it!) Introduction Writing Assignment.
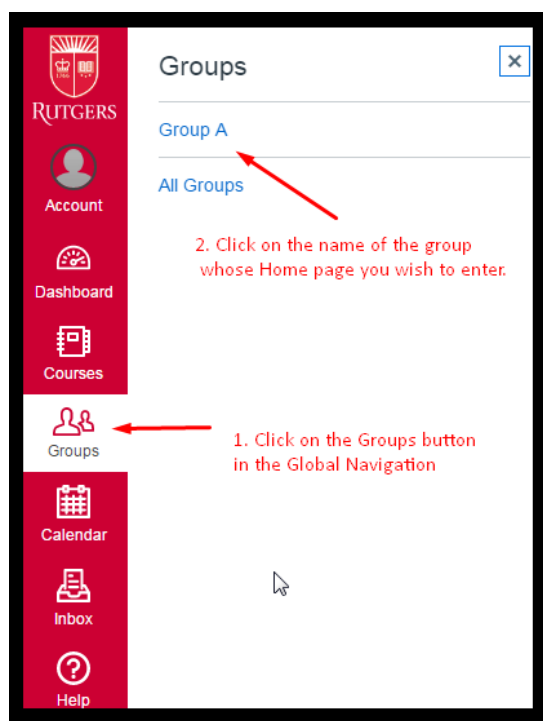
Step 1

Find the Groups tab in the navigation bar.

Click on the Learning Community letter that is at the top of the page (you'll only see one listed – either A – or - B)

Step 2

You have now entered the learning community's homepage.

Click on the files link.

Once the files area is open, you will see a folder titled Introduction Writing Assignment. Click on the folder.

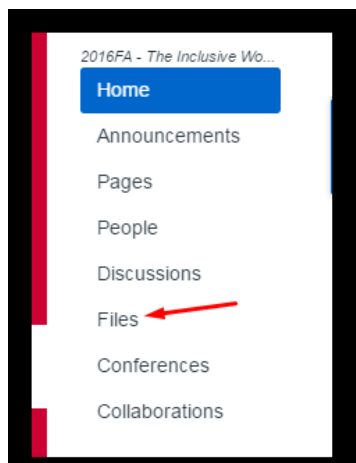Click on the upload tab. The upload tab is to the right of the screen.

If you have a problem uploading your Introduction Writing Assignment into your learning community's shared area Contact the helpdesk. They will assist you! ☺