

# ***The Spirit of Learning***<sup>®</sup>

## How to Format and Submit Written Assignments

---

Your written assignments may appear in one or more Topics in each Lesson.

This work must be submitted either as a **Microsoft Word** document, with a [.doc] or [.docx] at the end of the file name, or a **PDF** document [.pdf]. There is a maximum file size of 5 MB.

If you compose in another word processing application, such as *Apple Pages* or *Google Docs*, you'll have to convert the file to MS Word or PDF before uploading. Photographs of your written pages cannot be uploaded.

If there are multiple assignments within a given Lesson, **combine all your work in a single document**. Refer to the Example Assignment on the next page.

### **How to name your file:**

**SectionNumber–LessonNumber–lastname.doc** (.docx or .pdf)

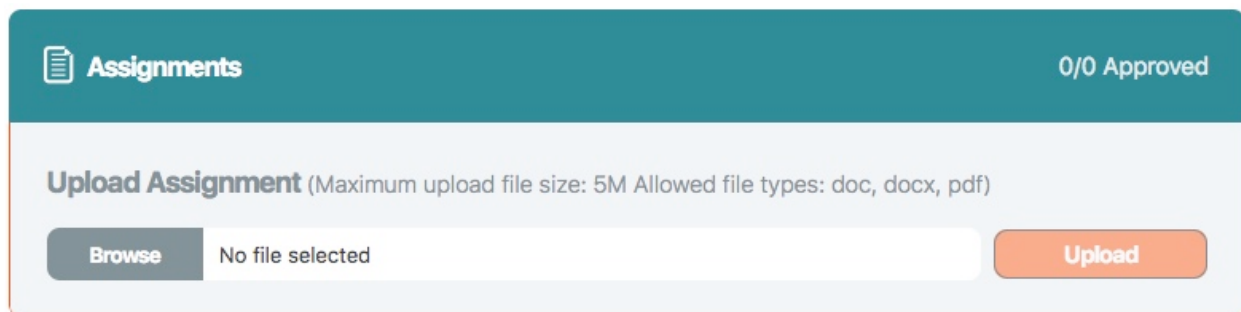
example: **S3-L4-williams.doc** (.docx or .pdf)

Then, upload this file using the **Assignments** window located at the bottom of **Preparation and Assignments for Zoom Class** (found in the last Topic in each Lesson).

### **How to upload your file:**

1. Click the “Browse” button in the window and navigate on your computer desktop to the correct Word or PDF file
2. Click on the file name
3. Then click the “Upload” button once the file name displays in the window.
4. *This step cannot be reversed.* If you need to submit a revised version of an assignment, you'll need to email directly it to Carey Smith <carey@bti.edu>.

Your assignment will be designated “Approved” when uploaded; it will then be reviewed by faculty.



The screenshot shows a user interface for uploading assignments. At the top, there is a teal header bar with a document icon and the text "Assignments" on the left, and "0/0 Approved" on the right. Below the header is a light gray area with the text "Upload Assignment (Maximum upload file size: 5M Allowed file types: doc, docx, pdf)". At the bottom of this area, there is a "Browse" button on the left, a text input field containing "No file selected", and an "Upload" button on the right.

## Example Assignment Format

---

Ariel Williams

The Spirit of Learning®

Assignments for Section 3, Lesson 4

### **1) Lesson Plan assignment:**

*Your response goes here.* Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

### **2) Educator Skill Set assignment**

*Your response goes here.* Mi eget mauris pharetra et. Eleifend donec pretium vulputate sapien nec sagittis aliquam. Non sodales neque sodales ut. Auctor eu augue ut lectus arcu bibendum. Odio ut enim blandit volutpat maecenas. Gravida dictum fusce ut placerat orci nulla pellentesque dignissim enim. Commodo quis imperdiet massa tincidunt nunc pulvinar.