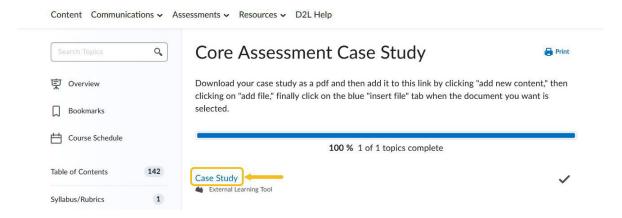


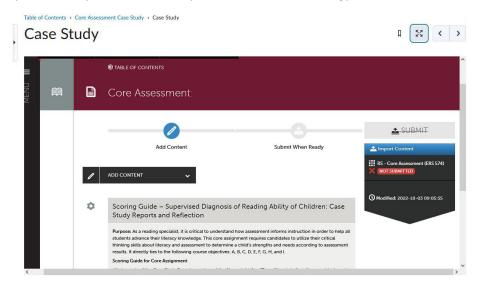
Kutztown University | College of Education COE Support Center

Submit an Assignment to Anthology through D2L

1. In your class's D2L page, go to **Content**, or wherever your instructor directs you to find the assignment. Click on the name of the assessment in blue text above **External Learning Tool** to open the Anthology submission link. (In the example below, you would click on the blue Case Study text to be taken to Anthology.)

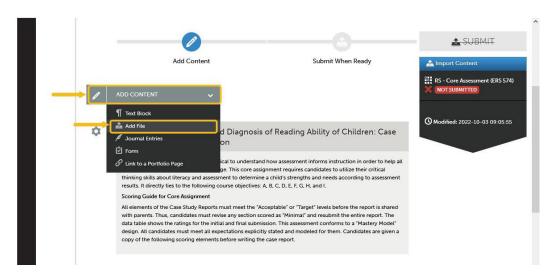


Here is an example of what you will see once you are taken to Anthology:

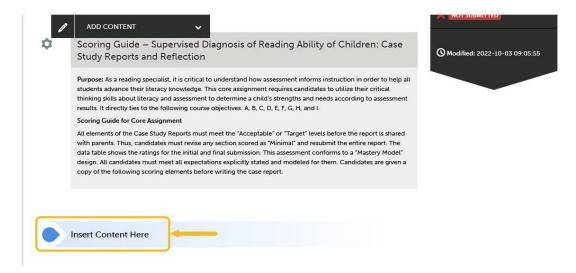


If you do not see this screen or if you do not have an Anthology account, please contact the COE Support Center at coesupport@kutztown.edu | 484-646-5900.

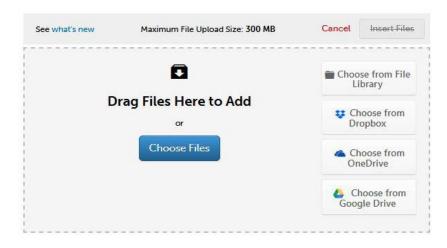
2. Click **Add Content** and then select **Add File** from the dropdown.



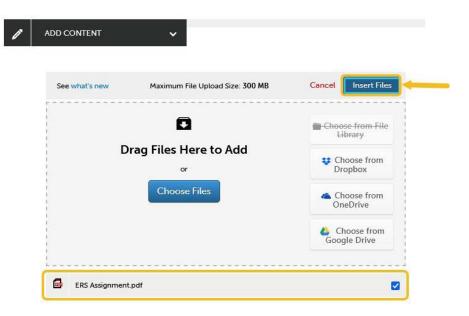
3. Click the **Insert Content Here** button to bring up the file explorer window.



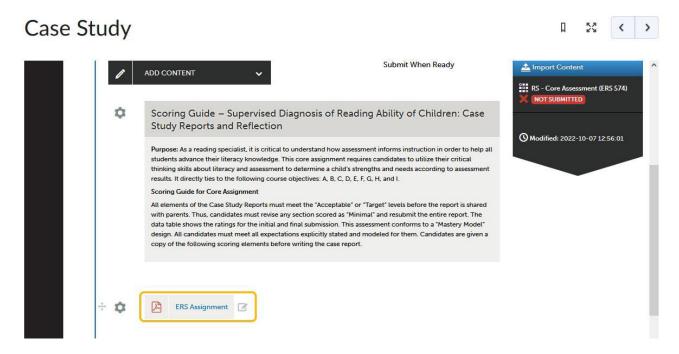
4. You can drag and drop files to the window below or click the **Choose Files** to upload files from your computer.



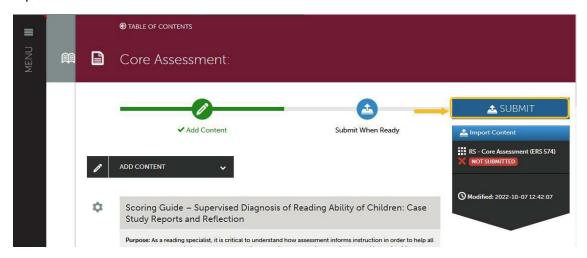
5. Click the Insert Files button to upload the files to the page.



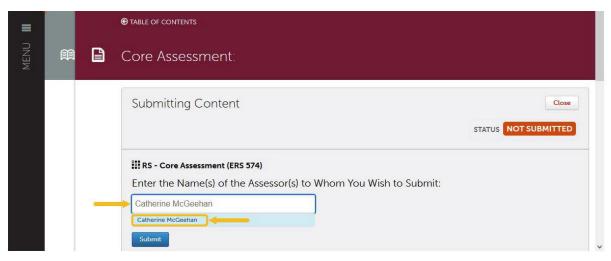
Confirm that the correct file has been uploaded (see below). The assignment's status should still be **Not Submitted** in red.



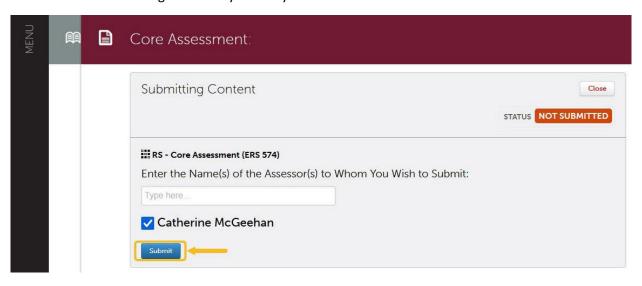
6. Scroll up and click the **Submit** button.



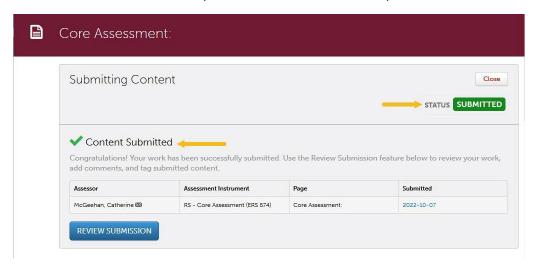
7. After you see this dialog box, enter the name of your instructor in the text field and click on their name from the dropdown.



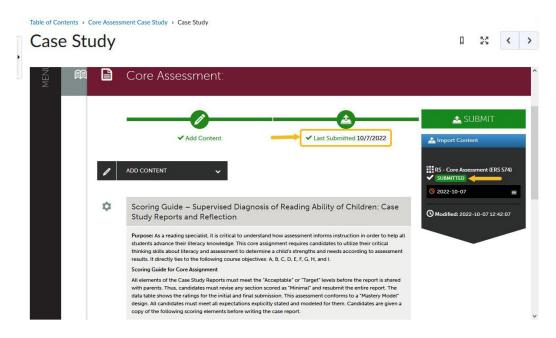
8. Click the **Submit** button again to finally submit your work.



9. You will see the confirmation below after your work has been successfully submitted.



10. Click on the **Close** button to close the confirmation message. Once the assignment has been successfully submitted, the next time you click the link in D2L you should see confirmation of the submission.



COE Support Center | Beekey 129 | Monday-Friday: 8am-12pm, 1pm-4:30pm COEsupport@kutztown.edu | 484-646-5900