Submitting a Take Home Exam in Quercus

Centre for Teaching and Learning
UNIVERSITY OF TORONTO
S C A R B O R O U G H

a Open the course. In Course Navigation, click the "**Assignments**" link.

Discussions

Assignments

b If the Exam is not yet available you will see it under **Upcoming Assignments**. You will not be able to view or submit the exam except on the date and time specified.

▼ Upcoming Assignments

Take Home Final Exam
Not available until Apr 2 | Due Apr 2 at 6pm | -/100 pts

Click the exam to see the exact time it will be open for submission.

Take Home Final Exam
This assignment is locked until Apr 2 at 3pm.

c Once the exam becomes available you will see the
- Exam Due date
- Accepted file types
- Exam availability and duration

Take Home Final Exam   Submit Assignment

Due Thursday by 6pm   **Points** 100   **Submitting** a file upload
File Types doc and docx
Available Apr 2 at 3pm - Apr 2 at 6pm about 3 hours

You will also be able to see the exam instructions. Click the **Submit Assignment** button when you are ready to submit the exam.

d The File Upload box should appear.

Click **Choose File** to upload a file from your computer.

If you need to upload another file, click the **Add Another File** link.

Enter any comments if needed.

Click the **Submit Assignment** button to submit your file(s).

File Upload

Upload a file, or choose a file you've already uploaded.
File: Choose File   no file selected

+ Add Another File

Click here to find a file you've already uploaded

Comments...

Cancel   Submit Assignment

e You should see the confirmation of your exam submission.

Submission
✓ Submitted!
Apr 2 at 5:31pm
Submission Details
Download Worksheet2.docx