

How to Submit a Recording on D2L:

Step 1:

Log onto D2L and click on our class page.

The screenshot shows the D2L homepage for the course 'Our Gr 6 VLE w. Mr Jones'. The browser address bar shows the URL 'alcdsb.elearningontario.ca/d2l/home17297252'. The course name 'Our Gr 6 VLE w. Mr Jones' is circled in red in the top navigation bar. Below the navigation bar, there are several icons for 'Content', 'Assignments', 'Classlist', 'Microsoft Teams', 'OneNote Digita...', 'Freckle', and 'Sora Online Lib...'. A large banner image of a waterfall is visible, with the course name 'Our Gr 6 VLE w. Mr Jones' overlaid on it. Below the banner, there are sections for 'Activity Feed' and 'Content Browser'.

Step 2:

Click on Assignments.

The screenshot shows the D2L Assignments page for the course 'Our Gr 6 VLE w. Mr Jones'. The browser address bar shows the URL 'alcdsb.elearningontario.ca/d2l/lms/dropbox/user/folders_list.d2l?ou=17297252&isprv=0'. The course name 'Our Gr 6 VLE w. Mr Jones' is visible in the top navigation bar. The 'Assignments' icon in the navigation bar is circled in red. Below the navigation bar, the page title is 'Assignments'. There is a 'View History' button. Below that, there is a table with the following columns: 'Assignment', 'Completion Status', 'Score', 'Evaluation Status', and 'Due Date'. The table contains two rows of assignments, both with a 'Not Submitted' status. The first row is 'Show and Share Digital Capture' and the second row is 'Pour demain!'. Below the table, there is an 'Attachments' section with a link to 'TF for remote.docx (13.3 KB)'. A 'Help' button is visible in the top right corner.

Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Show and Share Digital Capture	Not Submitted			
Pour demain!	Not Submitted			

Step 3:

Scroll down to the assignment you are wanting to submit and click on it.

The screenshot shows a web browser window displaying a list of assignments in a course management system. The browser's address bar shows the URL: https://alcdsb.elearningontario.ca/d2l/lms/dropbox/user/folders_list.d2l?ou=17297252&isprv=0. The page lists several assignments, each with a title, a status, and a submission date. The assignment 'Predict-Observe-Explain - Flight Demos' is circled in red. Below it, there are sections for 'Science', 'Social Studies/History&Geography', and 'Physical Education and Healthy Active Living'. The 'Science' section includes 'Flight - Vocabulary' and 'Flight - Forces Of Flight'. The 'Social Studies/History&Geography' section includes 'As Long As The River Flows'. The 'Physical Education and Healthy Active Living' section is currently empty.

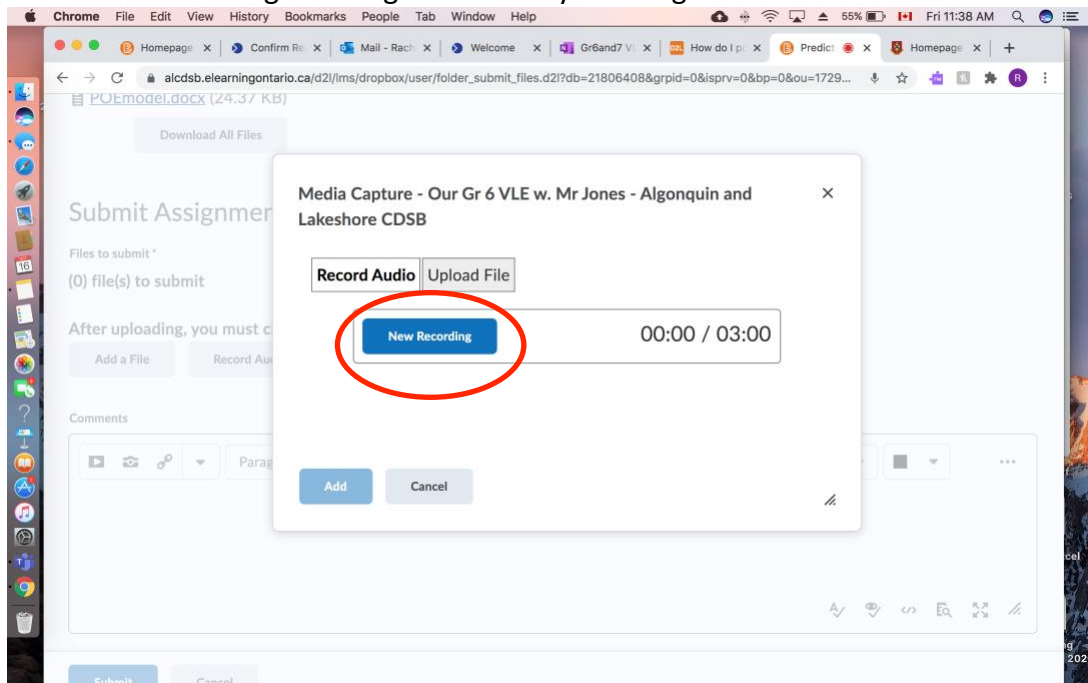
Assignment Title	Status	Submission Date
Choose Your Future	Not Submitted	Oct 16, 2020 11:59 PM
Attachments		
6MonthTracker.docx (21.36 KB)		
Science		
Flight - Vocabulary	Not Submitted	
Flight - Forces Of Flight	Not Submitted	
Predict-Observe-Explain - Flight Demos	Not Submitted	
Attachments		
POEmodel.docx (2.187 KB)		
Social Studies/History&Geography		
As Long As The River Flows	Not Submitted	
Physical Education and Healthy Active Living		

Step 4:

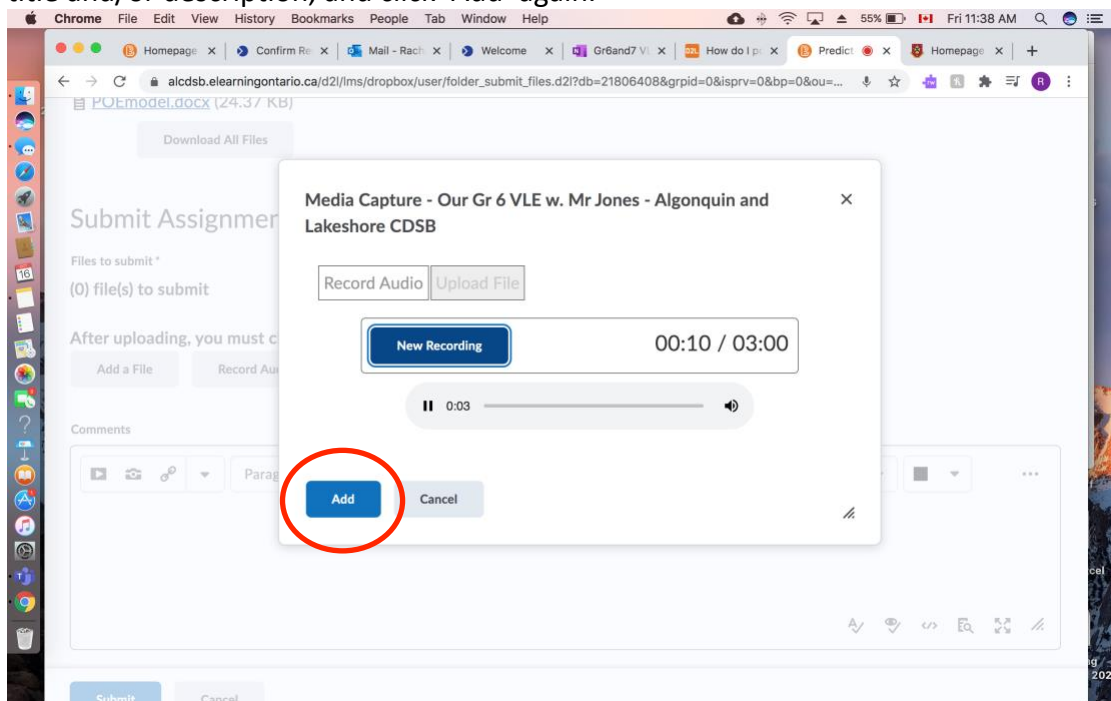
Scroll down on the page and click on 'Record Audio.'

The screenshot shows the 'Submit Assignment' page in the same course management system. The browser's address bar shows the URL: https://alcdsb.elearningontario.ca/d2l/lms/dropbox/user/folder_submit_files.d2l?db=21806408&grpid=0&isprv=0&bp=0&ou=17297252. The page shows the assignment 'POEmodel.docx (24.3 / KB)' and a 'Download All Files' button. Below this, the 'Submit Assignment' section is visible. It includes a 'Files to submit*' section with '(0) file(s) to submit'. A message states: 'After uploading, you must click Submit to complete the submission.' Below this message are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. The 'Record Audio' button is circled in red. At the bottom of the page, there is a 'Comments' section with a rich text editor and a 'Submit' button.

Step 5:
Click 'New Recording' and begin to record your assignment.



Step 6:
Once you are finished recording press 'Stop Recording,' then click 'Add.' Give your submission a title and/or description, and click 'Add' again.



Step 7:

Finally, once you see that your file has successfully loaded, click 'Submit.'

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Assignment, Confirm Re, Mail - Rach, Welcome, Gr6and7, How do I p, Predict-Ob, Homepage.
- Address Bar:** alcdsb.elearningontario.ca/d2i/lms/dropbox/user/folder_submit_files.d2i?db=21806408&grpId=0&isprv=0&bp=0&ou=1729...
- File List:** [POEmodel.docx](#) (24.3 / KB) with a [Download All Files](#) button.
- Section Header:**

Submit Assignment
- Files to submit:** (1) file(s) to submit
- Instructions:** After uploading, you must click Submit to complete the submission.
- Upload Buttons:** Add a File, Record Audio, Record Video.
- Uploaded File:** [Predict-Observe-Explain - Flight Demos.html](#) (434 Bytes) with a close button (X). Source: Audio Capture.
- Comments:** A rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color.
- Submission Buttons:** **Submit** (circled in red) and Cancel.