Instructions for Submitting Posts in MYWARREN

1. Go to **MY COURSES**
2. Choose the appropriate course number (e.g., "ENG 140")
3. On the left hand side of the screen there is a menu in **blue**
   a. Choose **DISCUSSION BOARD**
4. Once the new screen loads, scroll down to the assignment (**ex.** Course Introductions)
   a. Click on the **folder** labeled Student Introductions
      i. This folder is GREEN for the introduction assignment, *but could also be* BLUE
5. The new screen will load a table of posts (i.e., submissions)
   a. Look for the **BLUE BUTTON** labelled **ADD POST**
6. The new screen will load a submission text box labelled **"YOUR POST"**
   a. In the subject box, type your name and the assignment title
   b. In the box labelled **"YOUR POST"**:
      i. Copy and paste your response **OR** type directly into the box
7. **When you're finished** typing or pasting:
   a. Scroll to the bottom of the page and click the **SUBMIT** button

PREVIEWING YOUR ANSWER:

1. **When you're finished** typing or pasting:
   a. Scroll to the bottom of the page and click the **PREVIEW** button

ATTACHING A DOCUMENT:

1. On the *SAME SCREEN* labelled **YOUR POST**:
   a. Instead of typing in the textbox, scroll to the bottom of the page and click the **BLUE "CHOOSE FILE"** button

NOTE: There is a **WORD COUNTER** in the bottom right hand corner of the **TEXT BOX**. This feature is especially useful if the Professor has indicated that your response should be a specific number of words.

1. At the top of each page, **DIRECTLY BENEATH** the **menu bar**:
   a. There is a **blue highlighted** string of **links** labelled ***You are here:***
2. By clicking one of these links, you will **AUTOMATICALLY** be redirected to the page associated with that link
   a. **EXAMPLE:** clicking the link "ENG 140 - English Composition I" redirects you to the "Announcements" page for that class

COURSE NAVIGATOR:

1. This link in the menu on the left directs you to a page which organizes the **ENTIRE COURSE** by **Unit** in dropdown boxes
   a. Each assignment is underlined and **highlighted in GOLD** because they act as **LINKS.**
   b. By clicking on these links, you will be redirected to the **submission page**.

USEFUL COMPUTER SHORTCUTS:

- **COPY** = Ctrl C
- **PASTE** = Ctrl V
- **HIGHLIGHT ALL TEXT** = Ctrl A