

# PAWS Hand-In Folders- A Guide for Students

<http://focus.usask.ca/courses>



Information  
Technology  
Services  
Division

# Table of Contents

|  |   |
|--|---|
| Hand-In Folders in PAWS .....                        | 3 |
| Introduction.....                                    | 3 |
| Accessing Hand-In Folders.....                       | 3 |
| Locate Correct Hand-In Folder and Submit a File..... | 4 |
| Additional Information .....                         | 6 |
| Additional Information .....                         | 6 |

# Hand-In Folders in PAWS

## Introduction

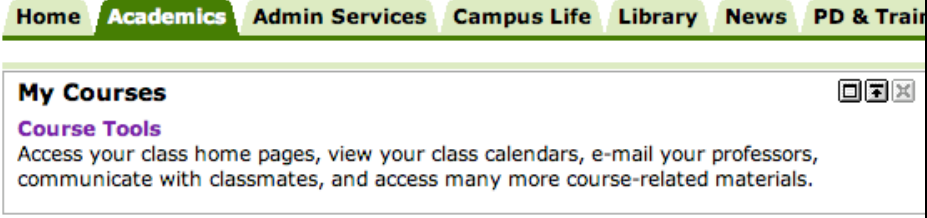
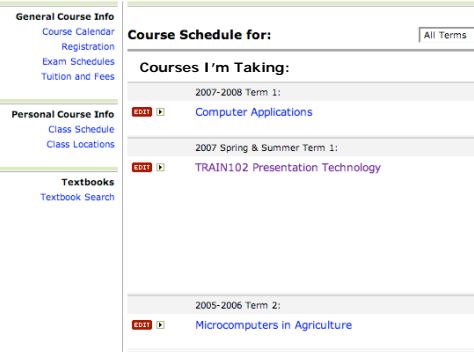
Within PAWS My Courses, instructors are able to specify folders for electronic assignment submission. Folders may be created at any time by the instructor and are available for an amount of time, as specified by the instructor. Files that are submitted within the given timeframe may be uploaded from a specified location on the user's computer into the file folder on PAWS.

This document will walk you through the steps of submission of assignments using the Hand-In folders.

## Accessing Hand-In Folders

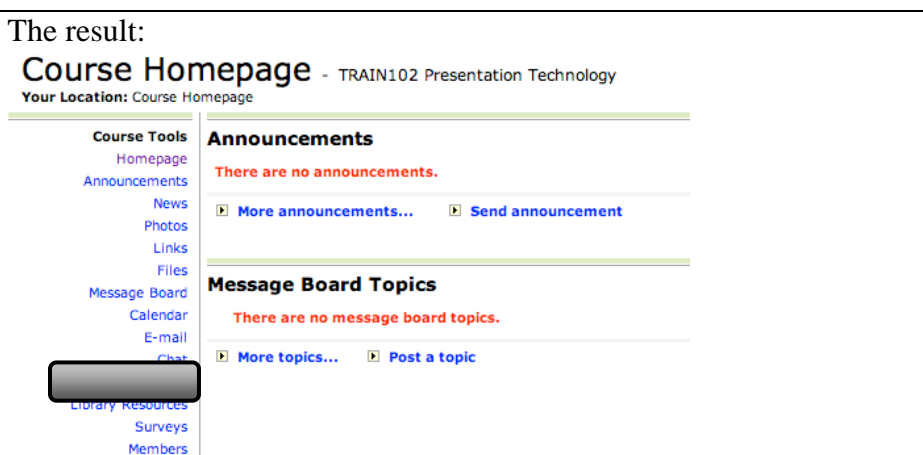
The Hand-In folders link is found on the left hand side of the Courses Homepage within the My Courses channel.

In order to access the Hand-In folders link, select the Academics Tab within PAWS and then access your classes from the Course Tools link of My Courses within PAWS.

| Step | Action  |
|------|---|
| 1    | Login to PAWS.  |
| 2    | Select the Academics tab<br>  |
| 3    | Click on Course Tools within the My Courses channel   |
| 4    | Click on the class name for which you are required to submit a file.<br> |

*Continued on the next page*

## Hand-In Folders in PAWS; continued

|   |   |
|---|---|
| 5 | <p>The result:</p>  |
|---|---|

## How to Hand-In a File

### Locate Correct Hand-In Folder and Submit a File

Your instructor must build the hand-in folders and make them available before you will be able to see the folders and submit assignments. Access the Hand-In folders, locate the correct available folder from the dropdown list, browse for your file and submit your electronic file.

**Please note:** *Save the file you are required to submit in a location on your computer (ex. desktop), and quit the program (ex. MS Word, Excel etc) in which you were working on the file before submitting the file.*

| Step   | Action   |             |                     |      |                     |  |  |  |  |
|--|--|-------------|---------------------|------|---------------------|--|--|--|--|
| 1  | Click the words “Hand-In Folders” from the left side of Course Homepage.   |             |                     |      |                     |  |  |  |  |
| 2  | <p>A new page or tabbed page should open within the browser:</p> <div style="text-align: center; background-color: #4F81BD; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Hand-in Folders for TRNG 102 (01)</div> <div style="text-align: center; margin-top: 20px;"> <div style="background-color: #4F81BD; color: white; padding: 2px 10px; display: inline-block; margin-bottom: 10px;">Hand in a File</div> <p>Files You Have Handed In</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Folder Name</th> <th style="text-align: left;">Filename</th> <th style="text-align: left;">Size</th> <th style="text-align: left;">Date/Time Handed In</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;"><i>No previously handed-in files were found.</i></td> </tr> </tbody> </table> </div> | Folder Name | Filename            | Size | Date/Time Handed In | <i>No previously handed-in files were found.</i> |  |  |  |
| Folder Name                                      | Filename   | Size        | Date/Time Handed In |      |                     |  |  |  |  |
| <i>No previously handed-in files were found.</i> |  |             |                     |      |                     |  |  |  |  |

*Continued on the next page*

## How to Hand-In a File; continued

|    |   |
|----|---|
| 4  | <p>The result:</p> <div style="text-align: center; background-color: #4F81BD; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Hand in a File</div> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>The <b>maximum size</b> of files to be handed in is <b>25MB</b>.</li> <li>Large files may take a few minutes to upload. Please be patient.</li> <li>This system allows you to overwrite existing files by uploading a file with the same name. It will not warn you that you are doing so. Please ensure that you are uploading the file you want.</li> <li>You are not able to delete files once they are uploaded. Again, please ensure you only upload files you wish to hand in.</li> </ul> </div> <div style="text-align: center; margin: 10px 0;"> <p>Class Hand-in Folder: <input type="text" value="Please choose..."/></p> <p>File to Upload: <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Hand in this File"/> <input type="button" value="Cancel"/></p> </div>   |
| 5. | <p>Choose a folder from the Class Hand-in Folder drop down list. The due date for the folder is listed.</p> <div style="text-align: center; background-color: #4F81BD; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Hand in a File</div> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>The <b>maximum size</b> of files to be handed in is <b>25MB</b>.</li> <li>Large files may take a few minutes to upload. Please be patient.</li> <li>This system allows you to overwrite existing files by uploading a file with the same name. It will not warn you that you are doing so. Please ensure that you are uploading the file you want.</li> <li>You are not able to delete files once they are uploaded. Again, please ensure you only upload files you wish to hand in.</li> </ul> </div> <div style="text-align: center; margin: 10px 0;"> <p>Class Hand-in Folder: <input type="text" value="Assignment 1 . . . (deadline Jan 17, 2008 - 12:00 AM)"/></p> <p>File to Upload: <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Hand in this File"/> <input type="button" value="Cancel"/></p> </div> |
| 6. | <p>Select the Browse button and navigate to your saved file. <i>(Please remember to QUIT the program that you were using to create the file before Browsing for the file.)</i></p>  |
| 7. | <p>Select Hand in this File.</p> <p>Note: If you have inadvertently selected the incorrect file, you may select Cancel. Cancelling will take you back to the Hand-In folders screen and you will be required to start at step 3 again.</p>  |

*Continued on the next page*

## How to Hand-In a File; continued

8. Once you have submitted a file, you will see the Hand-In folders screen. You may hand in a file again at this time.



| Folder Name  | Filename                  | Size    | Date/Time Handed In   |
|--------------|---------------------------|---------|-----------------------|
| Assignment 1 | Class ListArcGISJan14.pdf | 40.0 KB | Jan 14, 2008 06:01 pm |

9. To go back to the Course Homepage, select the PAWS tab in the browser window. You may also close the PAWS Tools: Hand-in Folders by clicking the X in the right corner of that tab.



## Additional Information

### Additional Information

Additional information on PAWS Course Tools, file management and working with operating systems may be obtained from ITS Training Services.

Contact us at [its.training@usask.ca](mailto:its.training@usask.ca), or call 966-4866.

Visit <http://focus.usask.ca/training> for a list of our training offerings.

