Nexus Assignments

Submitting Assignments
There are three primary types of assignments you can submit in Nexus.

Online Text Assignments:
1. Click on the assignment link.
2. Read the directions given by your instructor.
3. Click the Add Submission button.
4. In the Submission textbox, type the text requested by the directions. You are strongly encouraged to type all Online Text Assignments in a word processor and then copy and paste your response into Nexus.
5. Finally, click the Save Changes button at the bottom of the Submission page.

Submitting a file:
1. Click on the assignment link.
2. Read the directions given by your instructor. Be sure to pay attention to instructions for what type of file the instructor is requesting and what the file should be named.
3. Click the “Upload a file” button and locate the file you wish to upload for the assignment.
4. Click on the “Choose a file” button and Select the file you wish to upload in the File Picker window.
5. Click on “Upload this file”
6. Click on the “Save changes” button.

Note: you may also replace the file by clicking on the “Update this file” button.

Offline Assignments: – An offline assignment looks similar to the other types but you will not need to submit a file or type text into Nexus. An offline assignment is just a set of directions given by your instructor for you to complete outside of Nexus.

1. Click on the assignment link using one of the methods described above.
2. Read the directions given by your instructor.
3. Complete the assignment as given.