

# HOW TO SUBMIT...

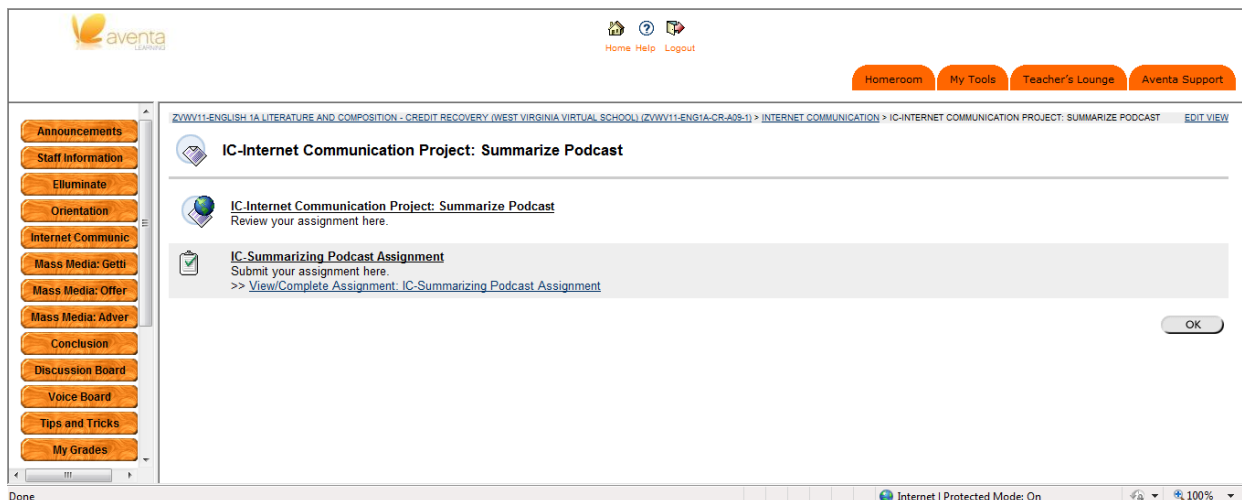
## IC: SUMMARIZE PODCAST

ENG1ACR has several different types of assignments (some are trickier than others); most of your assignments should be submitted as a **document**, so that's a good place for us to start. These are step-by-step instructions:

Let's say you want to submit the podcast summary in the Internet Communications unit. First, listen to the podcast and, while you are listening, write down a few notes about what the speaker is telling you. Keep in mind that it is a **50-point assignment** so you will want to include several pieces of information in your summary to show that you understood the speaker's message. When you are ready to write your summary:

1. Open up a new **Word, Works, or OpenOffice** document.
2. Type the information you want to turn in (be sure to include your name).
3. Run spell-check and grammar-check to catch any errors that might cost you points.
4. Save it to your computer. You will want to click on "Save as", give the document a name, such as "Internet Podcast Summary", and change the file type to "Rich Text Format." I know that you might be working at a different school computer every day, so you will want to submit your assignments just as soon as you finish them. Don't wait! Another student could use the same computer and copy your work.

In the **Internet Communications** section of our course you see the link to **IC-Internet Communication Project: Summarize Podcast**; when you click on that link you see this:



The screenshot shows the Aventa Learning interface. At the top, there is a navigation bar with "Home", "Help", and "Logout" links. Below this, there are tabs for "Homeroom", "My Tools", "Teacher's Lounge", and "Aventa Support". The main content area displays the assignment page for "IC-Internet Communication Project: Summarize Podcast". The page includes a breadcrumb trail: "ZVVV11-ENGLISH 1A LITERATURE AND COMPOSITION - CREDIT RECOVERY (WEST VIRGINIA VIRTUAL SCHOOL) / ZVVV11-ENG1A-CR-A09-11 > INTERNET COMMUNICATION > IC-INTERNET COMMUNICATION PROJECT: SUMMARIZE PODCAST". The page title is "IC-Internet Communication Project: Summarize Podcast". There are two main sections: "IC-Internet Communication Project: Summarize Podcast" with the instruction "Review your assignment here." and "IC-Summarizing Podcast Assignment" with the instruction "Submit your assignment here." and a link to "View/Complete Assignment: IC-Summarizing Podcast Assignment". An "OK" button is visible at the bottom right of the assignment section. The browser's address bar shows "Internet | Protected Mode: On" and the zoom level is set to 100%.

If you click on the first link (**Summarize Podcast**) you find the instructions for the assignment. If you click on the second link (**submit your assignment here**) it opens to the dropbox where you will attach the document you have saved to your computer. Here is a screen shot of that link:

The screenshot shows a web interface for Aventa Learning. At the top left is the Aventa Learning logo. In the top center are icons for Home, Help, and Logout. On the top right are navigation buttons for Home room, My Tools, Teacher's Lounge, and Aventa Support. On the left side is a vertical menu with buttons for Announcements, Staff Information, Eliminate, Orientation, Internet Communic, Mass Media: Getti, Mass Media: Offer, Mass Media: Adver, Conclusion, Discussion Board, Voice Board, Tips and Tricks, and My Grades. The main content area is titled "Upload Assignment: IC-Summarizing Podcast Assignment". It contains two sections: "1 Assignment Information" with fields for Name (IC-Summarizing Podcast Assignment) and Instructions (Submit your assignment here.); and "2 Assignment Materials" with a large empty text box labeled "Comments" and a "Attach local file" button with a "Browse..." link. The browser's address bar shows "http://finance.yahoo.com/" and the status bar shows "Internet | Protected Mode: On" and "100%".

**Do not type anything in the Comments box;** right underneath the box you see "attach local file"; click on the *browse* button and find the assignment you have just saved to your computer; when you find the file and click on it, it will automatically upload to this dropbox; then you just click "submit" and you're done!