Submit an Assignment or Form

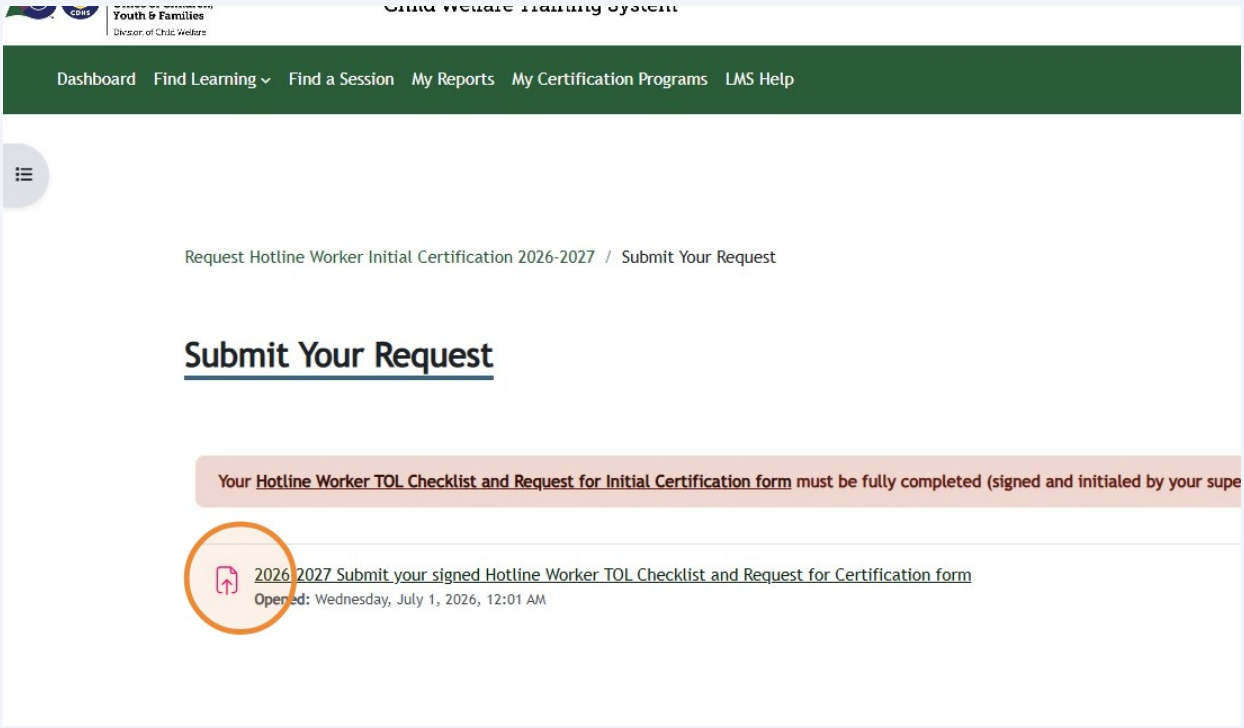
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

Upload a file in the LMS (course assignments, the Non-CWTS Training Log, certification requests).

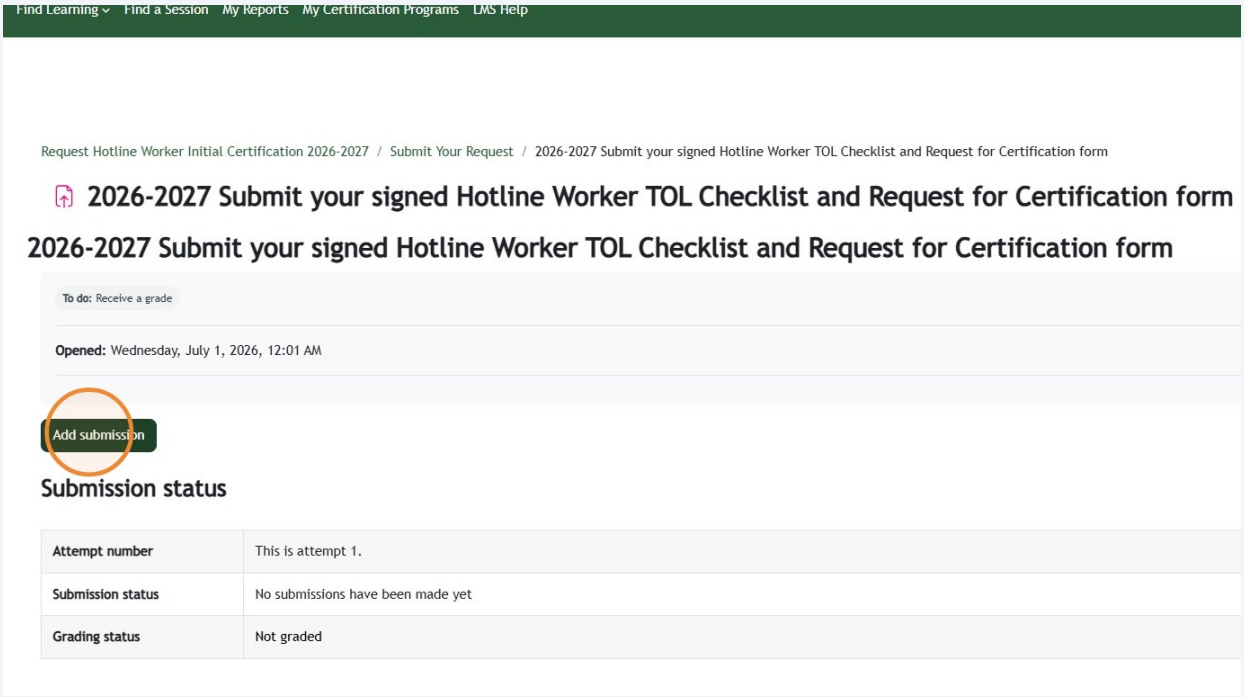
1 Go to the course that has an assignment due or a form to upload.

2 Locate the upload activity. It may be in a tile called **Submit Your Request, Submit Your Work,** or **Prepare for Your Seminar.**

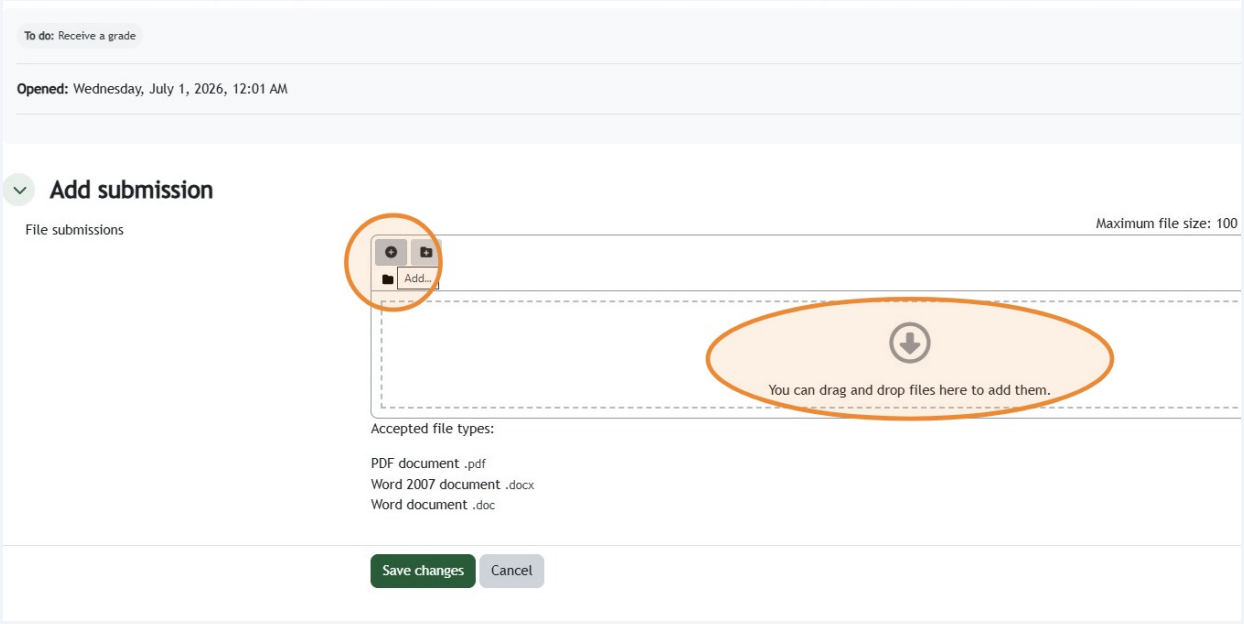
3 Click on the upload activity (indicated by a pink upload icon and usually titled **Submit your form**).



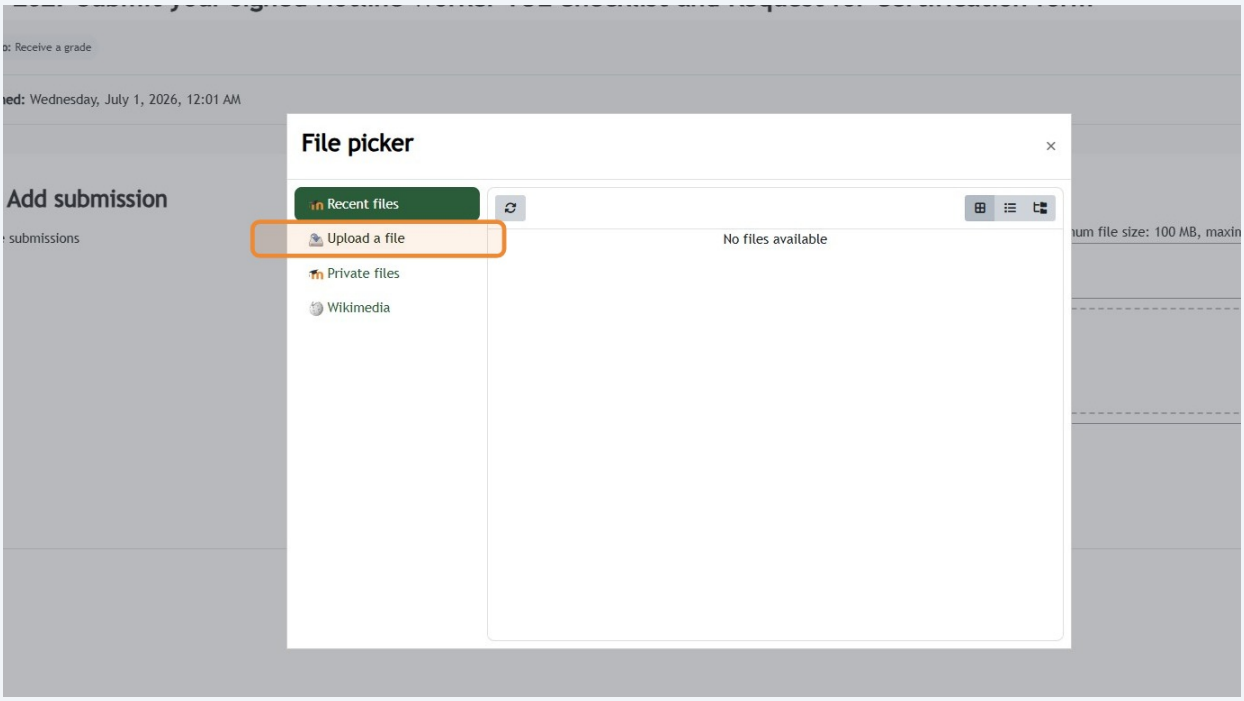
4 Click **Add submission.**



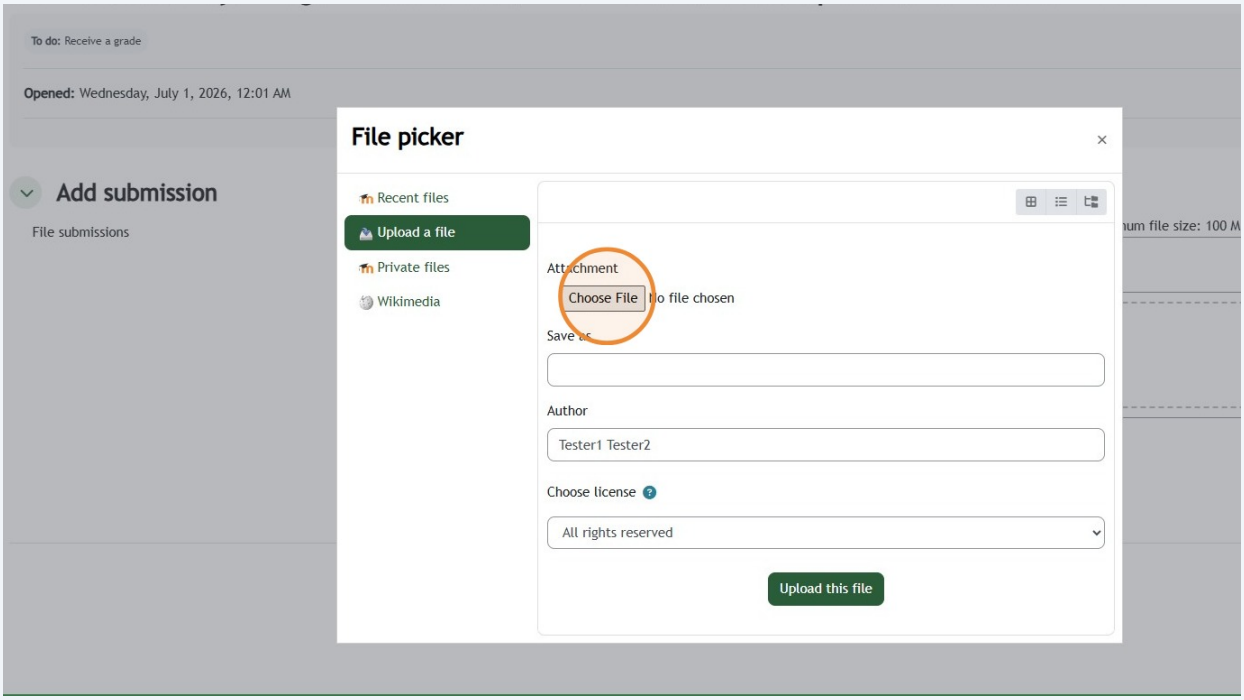
5 Drag and drop your file (then skip to step 9) OR click **Add** to navigate to your file (then continue to the next step).



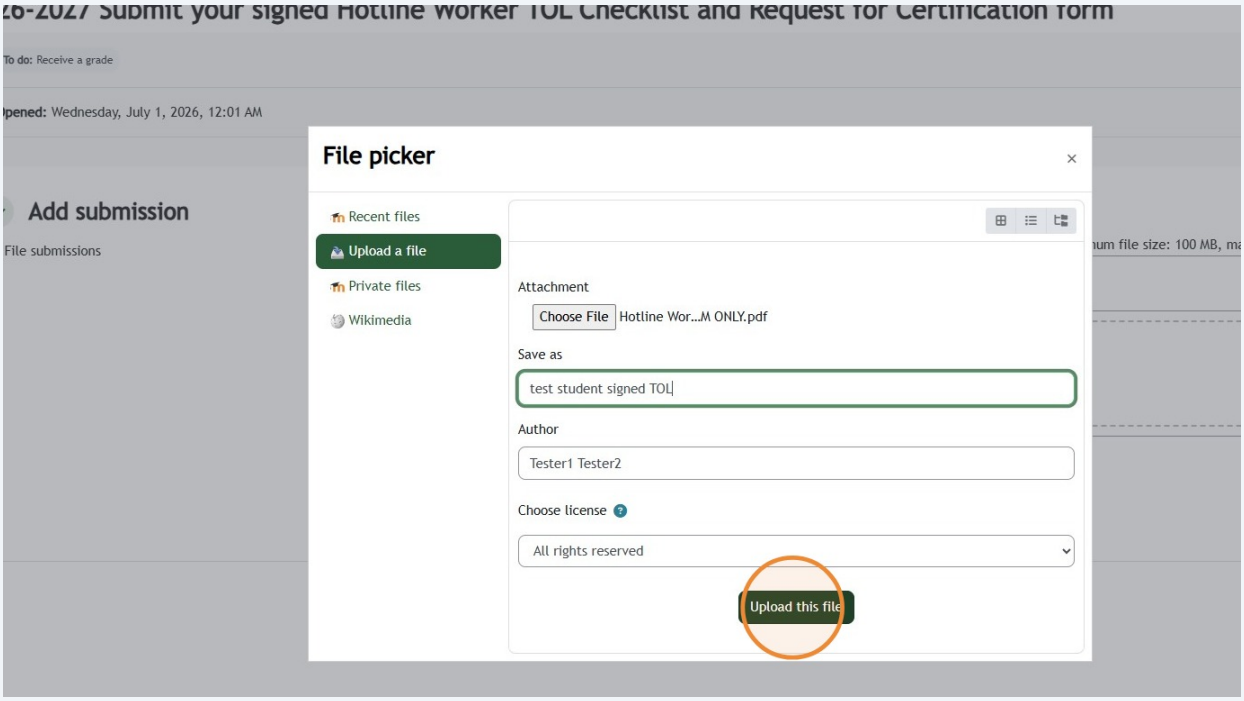
6 Click **Upload a file.**



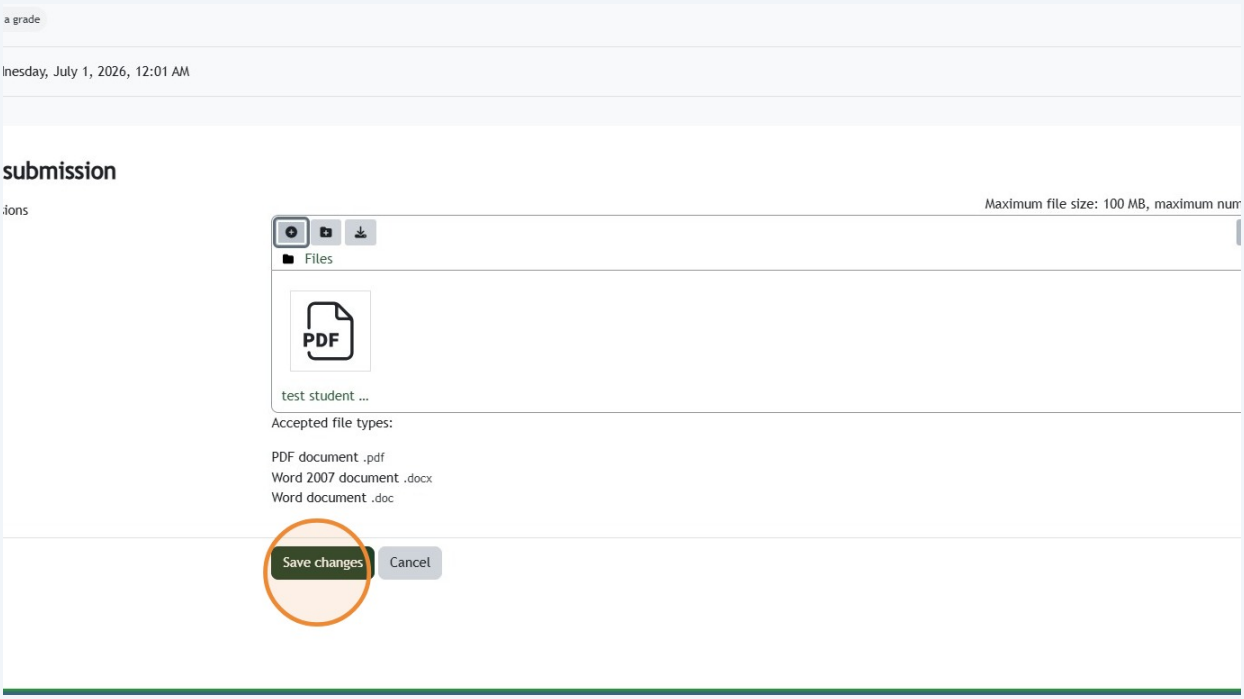
7 Click **Choose File,** navigate to the file on your computer, and select the file.



8 Click **Upload this file.**

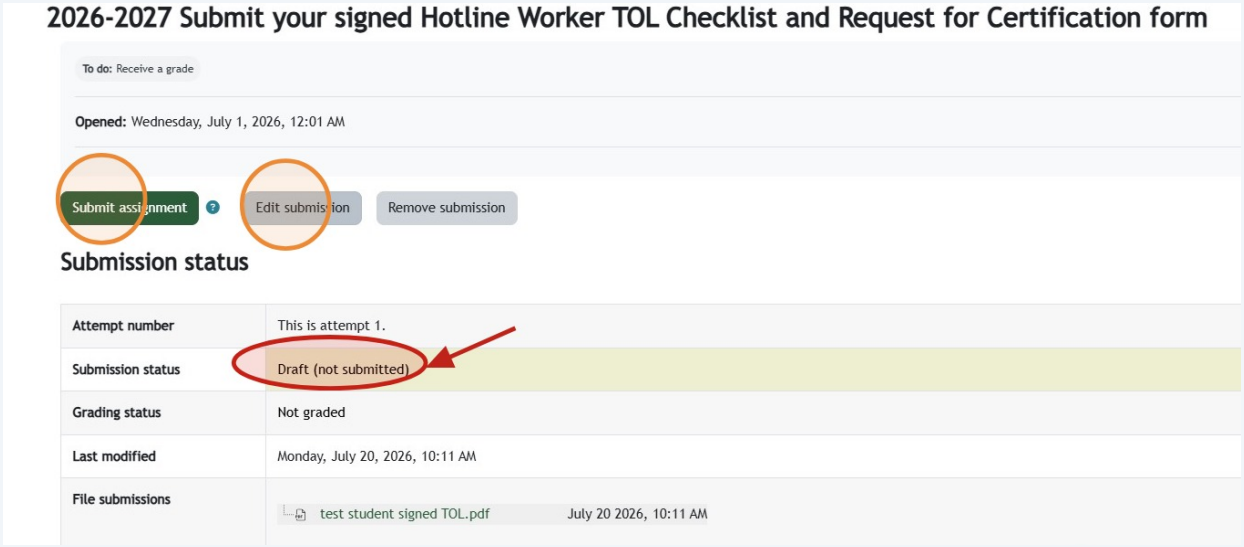


9 Click **Save changes.**



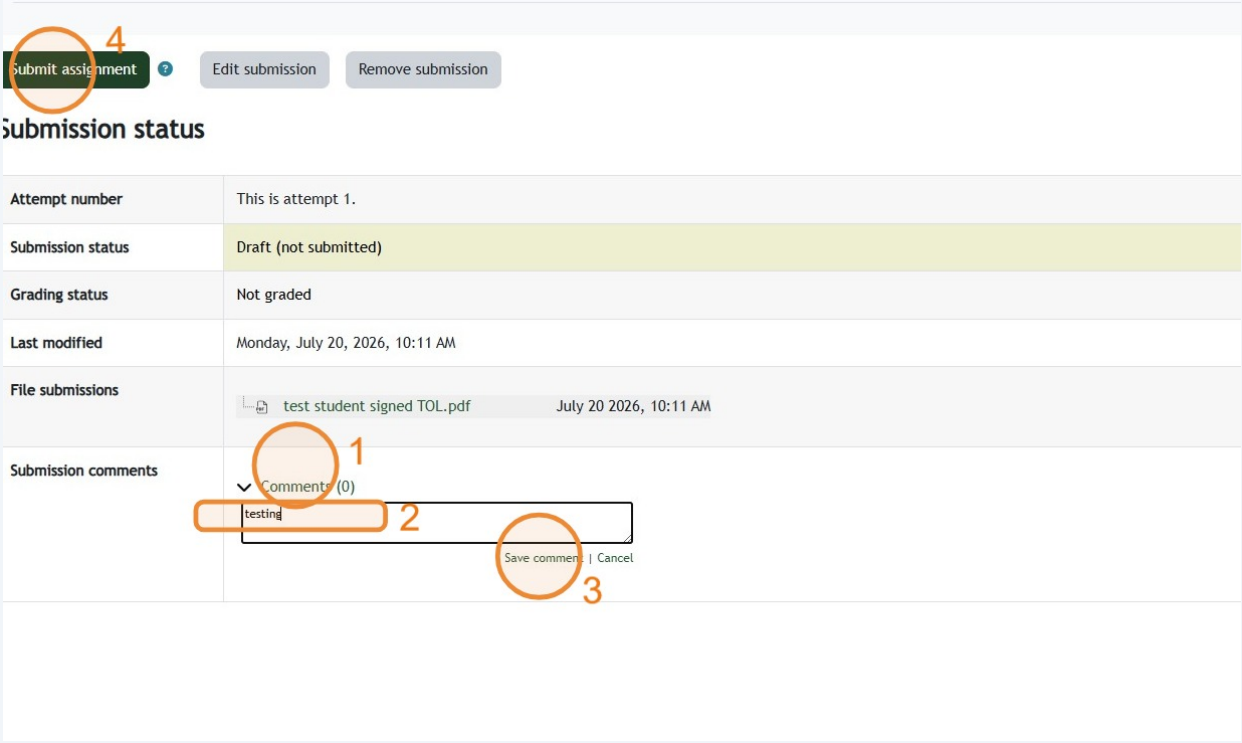
10 Click **Submit assignment** (then skip to step 12) OR click **Edit submission** to add comments or modify files (then continue to the next step).

Note that the submission is still in Draft status until submitted completely.

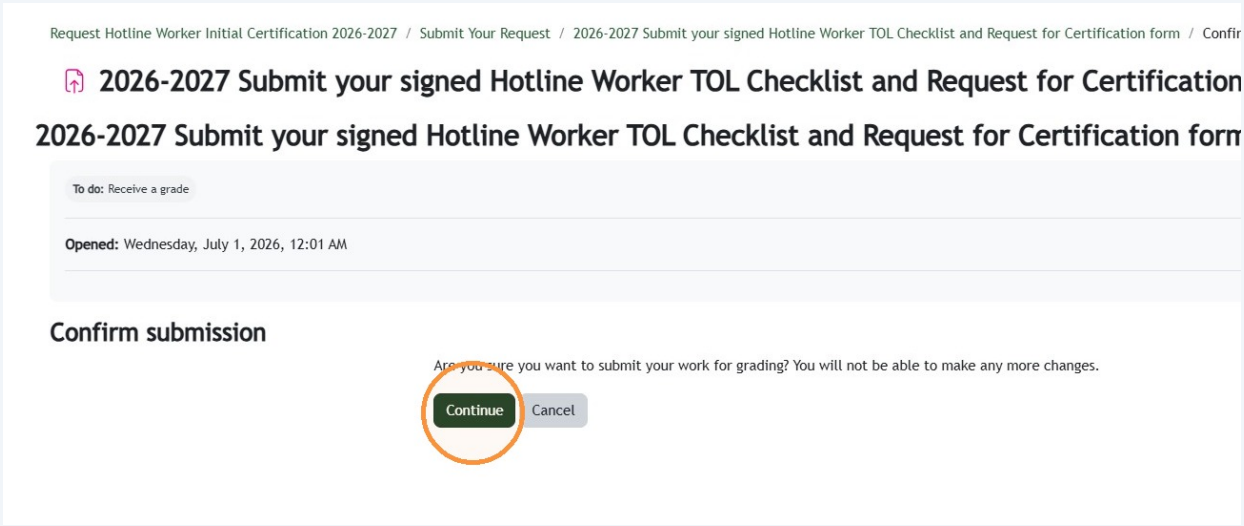


11 To add comments (may not be available on all upload activities):

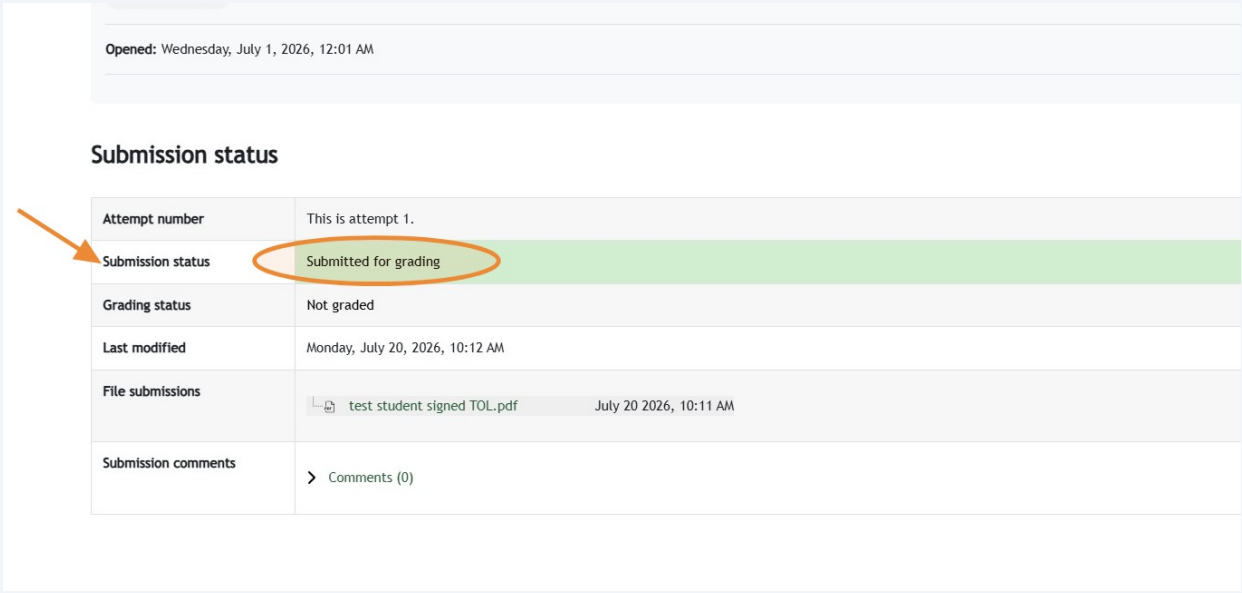
1. Click **Comments.**
2. Add a comment in the box for the reviewer.
3. Click **Save comment.**
4. Click **Submit assignment.**



12 Click **Continue.**



13 Confirm the submission status is **Submitted for grading**, NOT **Draft (not submitted)**.



Tip: Return to this submission page to check the grading status of your assignment.

For help with correcting or replacing a submitted assignment, please contact [support@coloradocwts.com.](mailto:support@coloradocwts.com)