

# Previewing Assignments

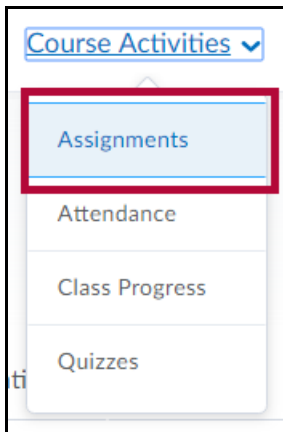
Last Modified on 03/10/2022 8:53 am CST

## Previewing Assignment Folders and Submissions

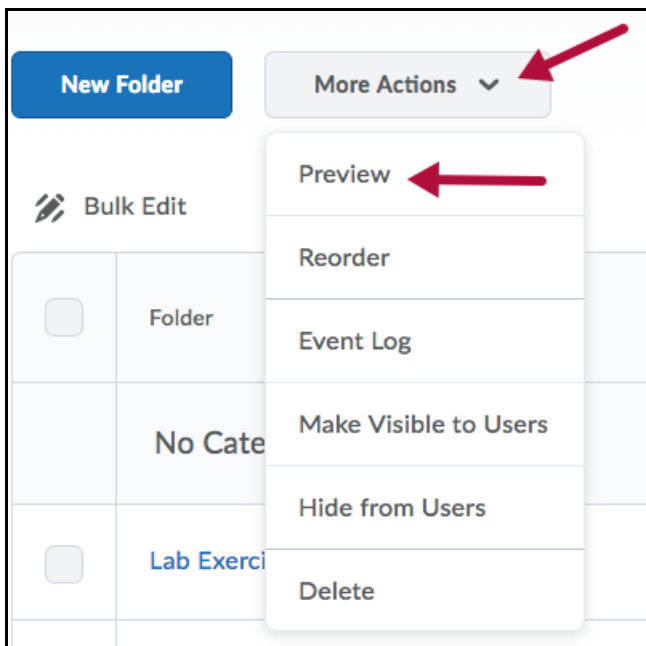
The preview option enables you to navigate the steps that students go through to submit files, review their submissions, and view submission history. You can make a preview submission visible on the Submissions page.

### Preview file submission and submission history

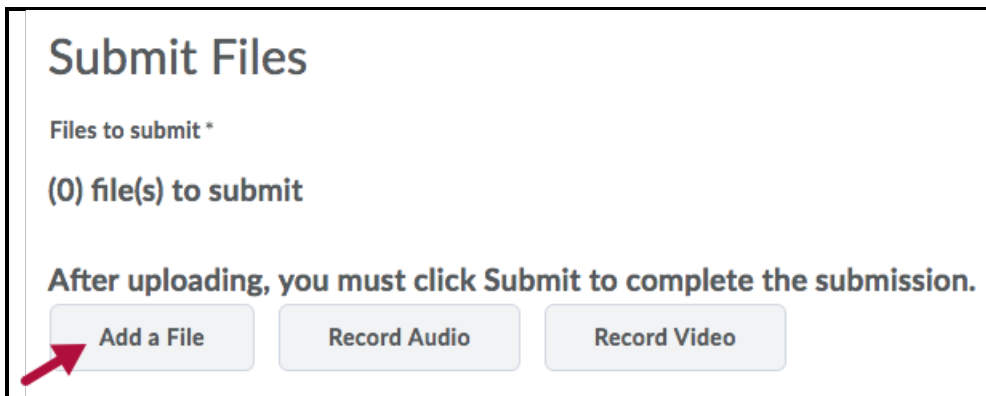
1. In your course, go to **Course Activities>Assignments**.



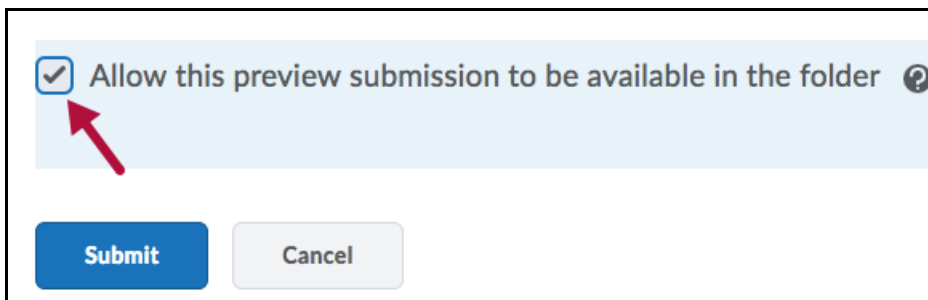
2. Click the **More Actions** button and choose **Preview** on the Assignment Folders page.



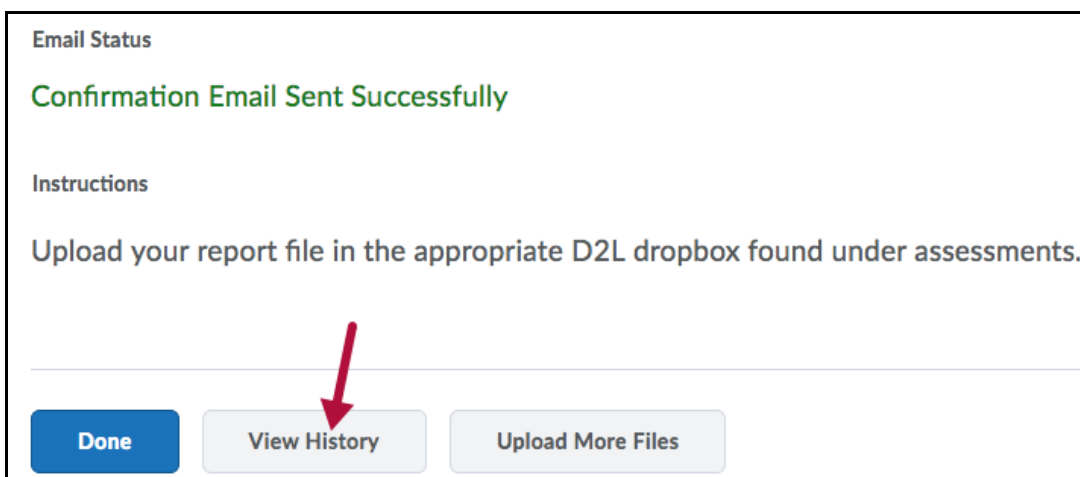
3. Click on the assignment folder you want to submit a file to.
4. Click **Add a File** to browse for the file you want to submit. You can attach files from your local computer or storage device.



5. You can Add a File, Record Video, or Record Audio as feedback. When you finish a recording, click **Add**.
6. Enter any Comments you want to submit with the file.
7. Select the **Allow this preview submission to be available** in the assignment folder option if you want to search for and view the file on the Folder Submissions page after you leave the Preview area.



8. Click **Submit**.
9. At the bottom of the **File Upload Results** page, click the **View History** button.



10. On the **Submission History** page, select the Assignment Folder you want to view from the drop-down list then click **Apply**.


Folder

Lab Exercise 1 Report

Folder Type

Individual submission folder

Apply



11. Click on your submission to preview.