# Previewing Assignment Folders and Submissions

Last Modified on 05/25/2021 9:23 am CDT

## 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**.
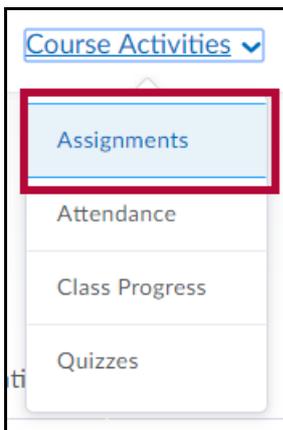
2. Click the **More Actions** button and choose **Preview** on the Assignment Folders page.
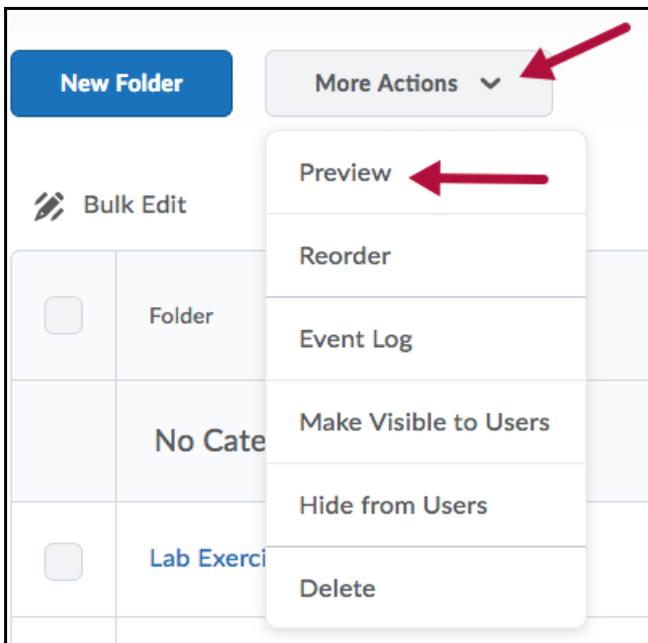
3. Click the assignment folder to submit a file to.
4. Click **Add a File** to browse for the file you want to submit. You can attach files from your local computer or storage device.

5. You can Add a File, Record Video, or Record Audio as feedback. When you finish, click **Add**.
6. Enter any comments 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. From the **Submission History** page, select the Assignment Folder to view from the drop-down list, and then click **Apply**.

11. Click your submission to preview.