

# How To Upload Assignments

1) Click on the **Assignments** tab for our class on Populi.



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2) Click on the Assignment that you are submitting. **Example CW 1**

American Institute of Alternative Medicine

Home My Profile My Courses Contacts Academics Campus Life Communications Advising Admissions

MAT 101: College Math 2020-2021: Fall 2020

Edit groups and assignments | Add an assignment group | Add an assignment

Assignment Groups							
Name	Weight	Extra Credit	Drop Lowest	Mean	Median	Assignments	Delete
Classwork Assignments	10%			100.0% (A)	100.0% (A)	8	🗑️
Final Exam	25%			0.0% (-)	0.0% (-)	1	🗑️
Homework Assignments	10%			100.0% (A)	100.0% (A)	9	🗑️
Midterm & Final Worksheets	5%			0.0% (-)	0.0% (-)	2	🗑️
Midterm Exam	25%			0.0% (-)	0.0% (-)	1	🗑️
Quizzes	25%			0.0% (-)	0.0% (-)	10	🗑️

Assignments								
Group	Type	Name	Points	Extra Credit	Due	Availability	% of Course	Delete
Quizzes	Test	Quiz 1 Add, Subt, Mult, & Div	20	--	--	Oct 9, 2020 12:45pm to Oct 9, 2020 1:30pm	2.78%	🗑️
Quizzes	Test	Quiz 2 Order of Operations/Factorization	20	--	--	Oct 16, 2020 12:45pm to Oct 16, 2020 1:45pm	2.78%	🗑️
Quizzes	Test	Quiz 3 Simplify, Mult, & Div Fractions	20	--	--	Oct 23, 2020 12:45pm to Oct 23, 2020 1:45pm	2.78%	🗑️
Classwork Assignments	Grade-only	CW 1 Add, Subt, Mult, & Div	10	--	--	Oct 2, 2020 12:00am to Dec 4, 2020 11:59pm	1.25%	🗑️
Classwork Assignments	Grade-only	CW 2 Order of Operations	10	--	--	Oct 2, 2020 12:00am to Dec 4, 2020 11:59pm	1.25%	🗑️

<https://aiam.populiweb.com/router/courseofferings/10388510/assignments/index>

- 3) Over to the right you will see **Comments**. In the grey area it states **“Drop and attachment here or click to choose”**. Once you click on that, it will bring up your files and you can choose your completed assignment. Once you click on the assignment, click **Open** and then click **Post**. The assignment will then upload.

The screenshot shows the user interface for the American Institute of Alternative Medicine. The top navigation bar includes links for Home, My Profile, My Courses, Contacts, Academics, Campus Life, Communications, Advising, and Admissions. The course page is for MAT 101: College Math, with a dropdown menu for the semester (2020-2021: Fall 2020). The main content area displays the assignment title "CW 1 Add, Subt, Mult, & Div" and a "Comments" section. The comments section contains a text input field with the placeholder "Add a comment", a prompt "Drop an attachment here or click to choose" with a paperclip icon, and an "Internal comment" checkbox. A "Post" button is located at the bottom right of the comments form. Two red arrows are overlaid on the image: one points to the attachment prompt, and the other points to the "Post" button. Below the comments form, a message states "There are no comments about this assignment".