# Submit your PDF Homework Assignment to Gradescope

1. Log into Brightspace and click Content from the top menu.
2. Click on Gradescope in the left sidebar. This will open Gradescope dashboard within the Brightspace interface.

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Description automatically generated

1. In Gradescope, click on the appropriate assignment.
2. If the assignment is set in Gradescope as a Homework Assignment, then a “**Submit Assignment**” dialog window will open:

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1. Select the appropriate file type for your assignment (read the assignment instructions if you are unsure).
   1. Most assignments in this category will be a single PDF, so these instructions show that method of submission.
2. If you click “Submit PDF”, the dialog box changes and now gives you a place to submit a file:

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1. Click **Select PDF**, browse your computer and select the appropriate file.

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1. Gradescope will display your submission, by page, along with the “Questions” for the submission. This could be problem numbers, parts of a document, etc.

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Gradescope may send you an email confirming your submission at this point, even though no message appears on your screen.

1. Select the first item in the Question Outline. It becomes highlighted. Then select the page (or pages) that contain your work for that item.

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Notice how P1 appears underneath “Problem Statement” in the Question Outline. This means that the submitter has told Gradescope that page 1 of the PDF contains the problem statement.

1. Repeat this until you match all parts of the outline with the pages that contain your work. Note: You can have multiple problems on the same page and/or you can have one problem that spans several pages.

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1. Click Submit in the action bar at the bottom right.
   1. If you have assigned each item in the question outline to a page, then you will get a dialog window that confirms your submission:

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* 1. If you have not assigned all items in the question outline to a page, then you will get a warning:

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* + 1. Click **Continue Matching** to be returned to the outline and pages. Repeat Steps 6 and 7 of this document until all your work is assigned to questions in the outline. Click Submit and you should see the confirmation in Step 8a (above).
    2. **If your assignment is incomplete and is missing questions/components**, then you will not be able to match the questions that you do not have in your PDF. Match everything that you do have work for and then click “Submit Assignment” from the Unmatched Pages and Questions dialog.

1. Check your Question Assignment by selecting the Question from the right sidebar and confirming that the work for that question is displayed by Gradescope:

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In this example, Question 3 (Figure 3) was clicked and Figure 3 is shown in Gradescope.

1. You can reselect pages, download your submission, view your submission history, or resubmit your work using the action toolbar at the bottom of the window.

