

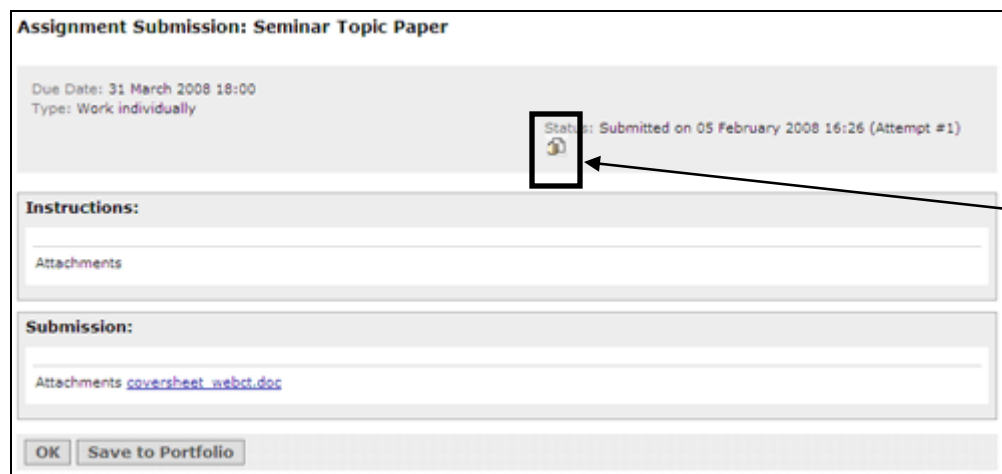
What to do if you forget to submit your cover sheet with the rest of the assignment

What do you do if you've submitted your assignment/report/essay but you forgot to include the cover sheet when it was submitted?

The dropbox has been set up to allow you to take your assignment back, add your cover sheet and then resubmit. **Please remember – you have to resubmit once you've taken the assignment back, or staff won't be able to view your submission!**

To do this, go back into the *Assignment Dropbox* for the course you've submitted for. Go back into the actual dropbox, so you can see the details of what you actually submitted.

The page displayed should look something like the image in Figure 1.



This button takes the submission back so you can add to it before resubmitting

Figure 1. The record of your submission and how to take it back so you can add to the submission

Click on the button to take back your work (please see Figure 1 above). The button is a small icon with a hand holding a sheet of paper. WebCT will inform you (in a yellow bar along the top of the page) that you've taken the submission back.

At this point, click on the *Add Attachments* button and add your coversheet as you did with your actual submission. **Don't forget to Submit your assignment again!**