Canvas Class- Save An Assignment
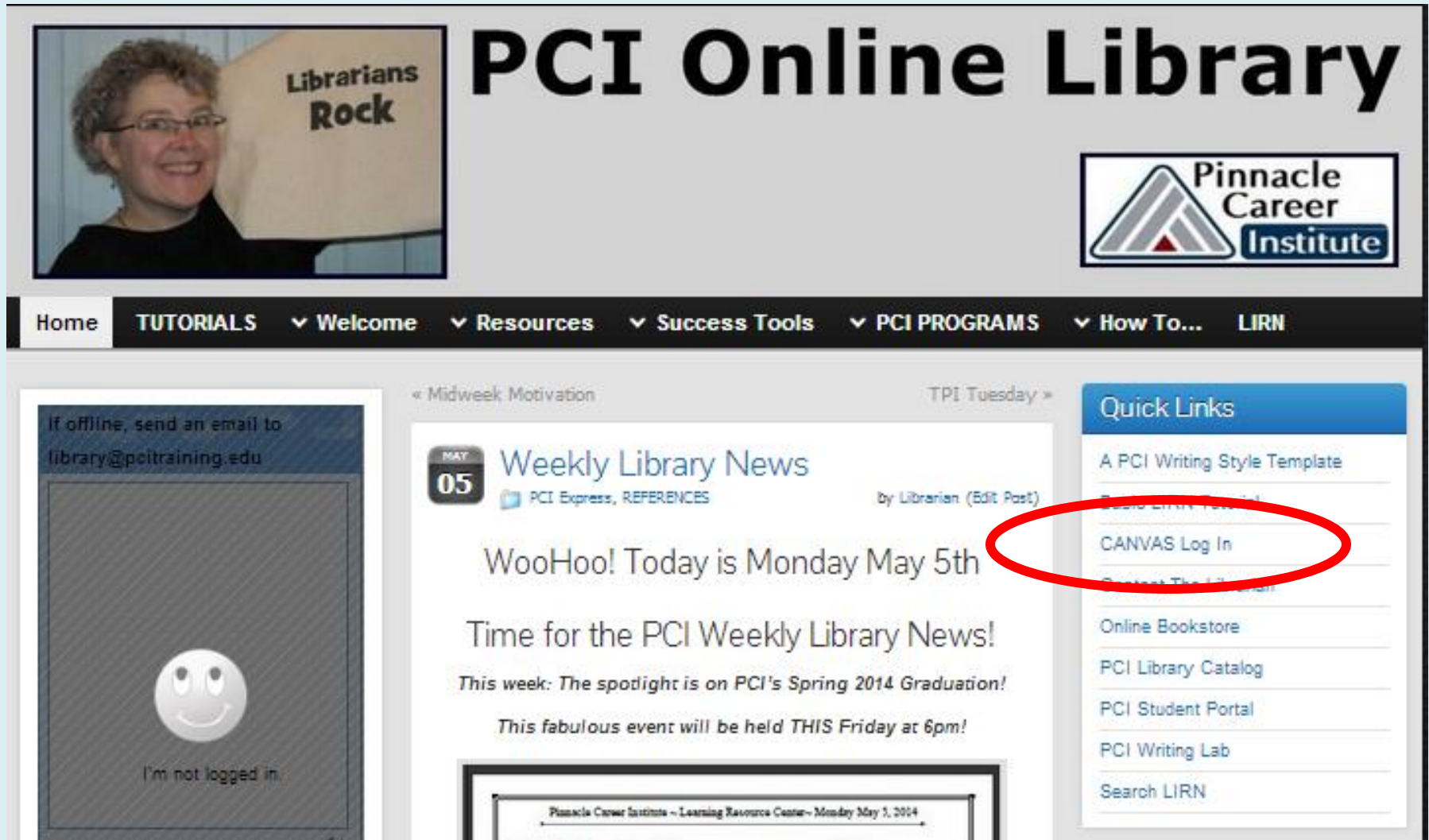
Spring 2014

By- PCI Librarian

Log in to Canvas from Library website:
www.pinnacleapps.com/library

Use your email & password

Open up your assignment

⊕ **Submit Assignment**

Assignment 1.3 - Time Management (Online)

Due Apr 13 by 11:55pm **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload

Time Management

Please answer the following questions. Your response should reflect the PCI ASSIGNMENT SUBMISSION guidelines and must be submitted as a Word document.

Description: In this activity, you will track the amount of time you spend weekly on various activities, and then evaluate your use of time by completing the Assignment 1.3 Activity.

Points Possible: 100

Required Materials or Reading:

Internet Sites: Time Management

- Why Is Time Management Important?
- Overview of Time Management Systems
- "Zen to Done"
- Time Management Tune Up

Student Instructions:

1. Read the assigned internet articles.
2. Open and complete the following template according to its directions.
   a. Time Management Activity
3. Once you have completed your Assignment 1.3 activity, upload your answers to the online classroom for your instructor to review. Remember to use a standard file name - Example: jbrown_GS100_W1A3.docx

Click on the link to start

A download box pops up

- Check the lower left corner of your browser for the word doc.

- Click the box and the document should open up in Microsoft word.

The word doc opens in protected view
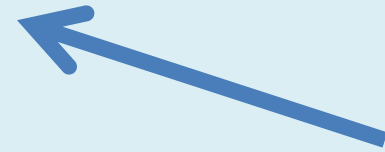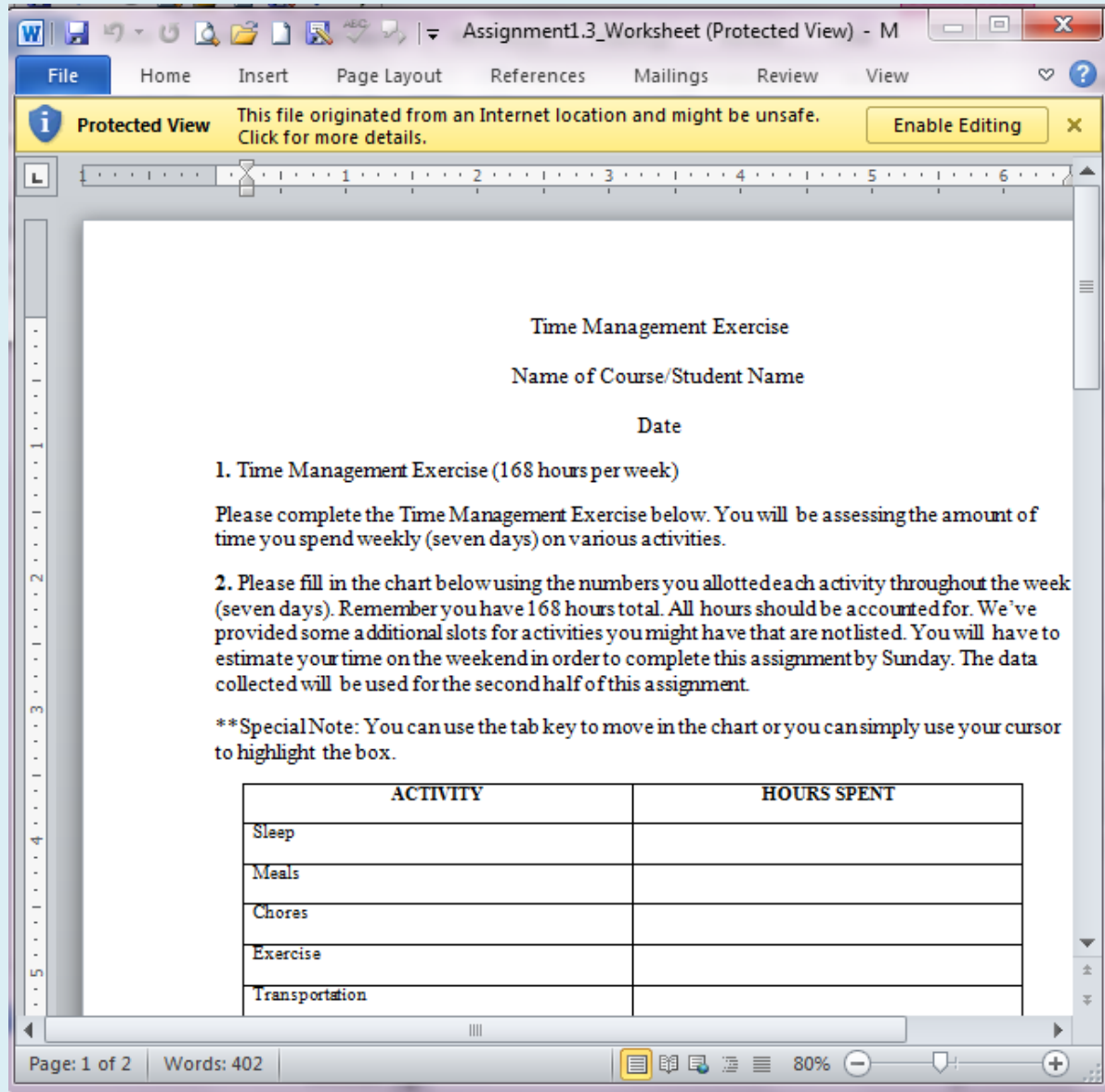
- Click the **Enable Editing** box so that you can save or print the document.

Now we can save this document
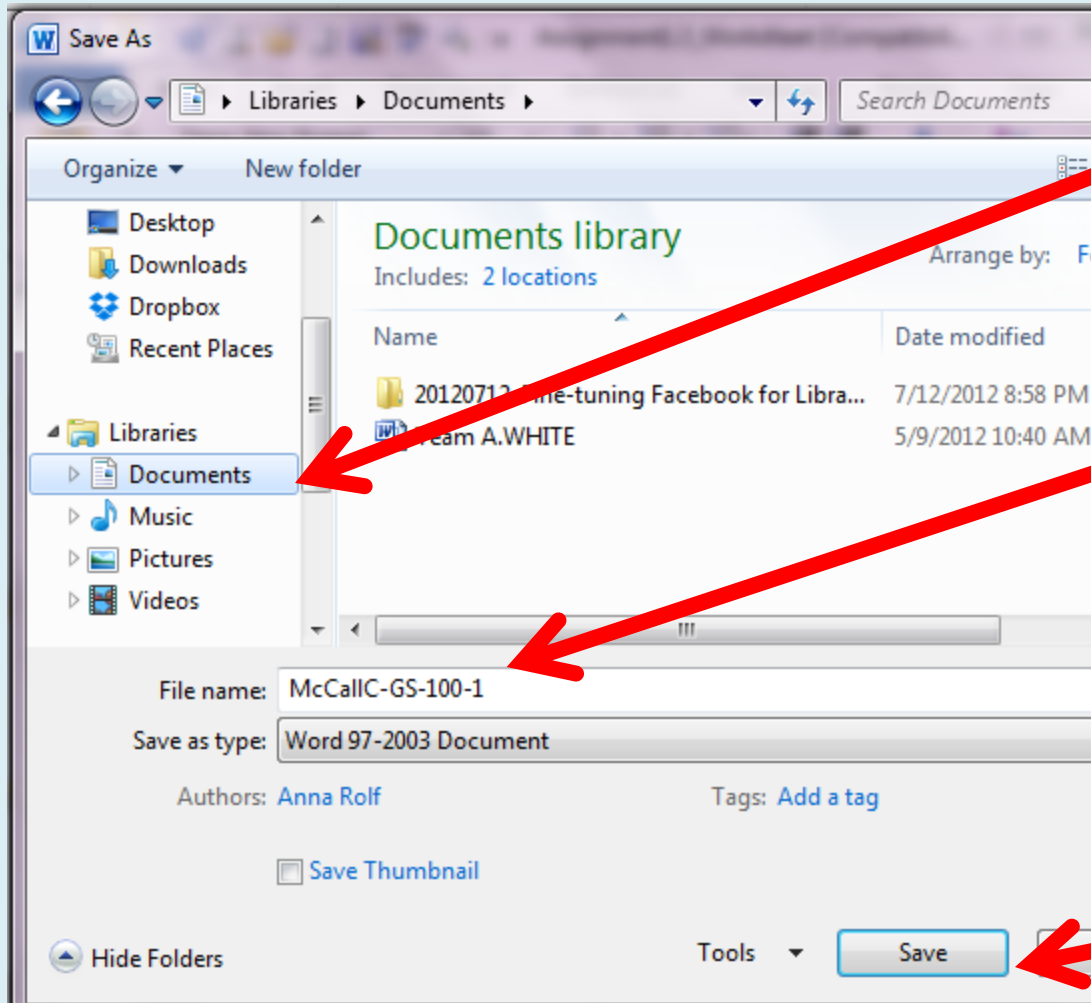
Save in your Documents
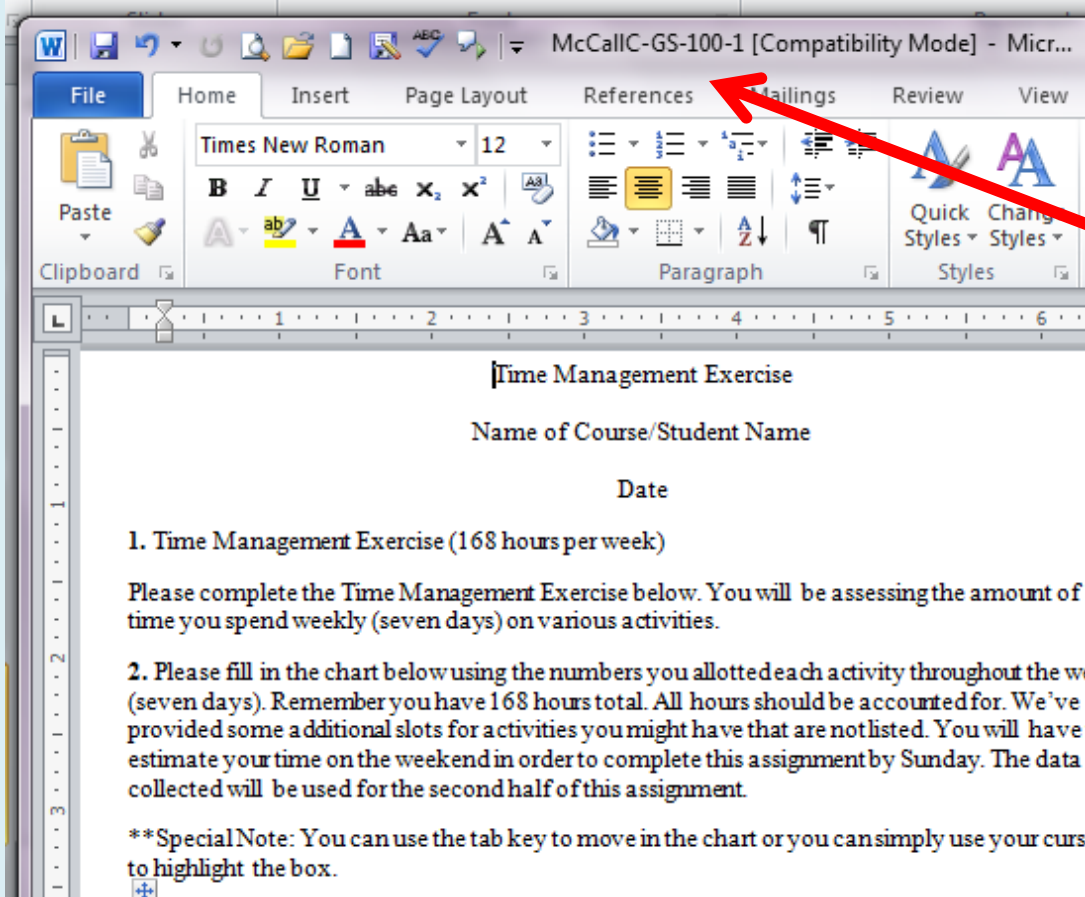

- Go to
- FILE
- SAVE AS

The **SAVE AS** box opens up

- Now use the bar to select **Documents**

- Next- **Name your document** –last name, first initial, class and assignment number

- Now click **SAVE**

Check it out

- Check the top of the document and you should see the change.

- Make sure to **SAVE** your work every 10 minutes or so (Ctrl + S).

Thanks!

- Questions? You can get help from:

- A classmate in the Student Lounge
- Your Instructor
- Your Student Success Coordinator
- The Librarian