

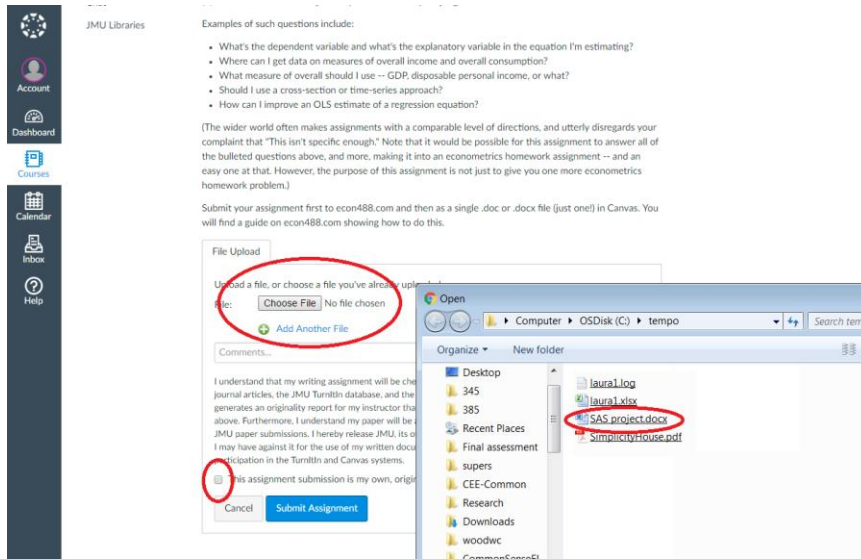
There are two parts to this process: First, turning in your file in Canvas; and second, posting to WordPress.

Part 1: Submitting in Canvas

1. Make sure to hang onto all the text and files you want to submit in an easily findable location.
2. Prepare your assignment in the word processor of your choice, **putting everything – including tables and graphics – into a single .doc or .docx file.** (In this class and in the wider world, you're expected to put everything in proper order, as opposed to just turning in a bunch of text and graphics files and letting the recipient sort it out. Valuable grants and contracts have been lost through the failure to do this one small thing.)
3. **Put your name at the top of your .doc or .docx file.**
4. Log in to Canvas and, choose the Assignment you're turning in, and choose "Submit Assignment."

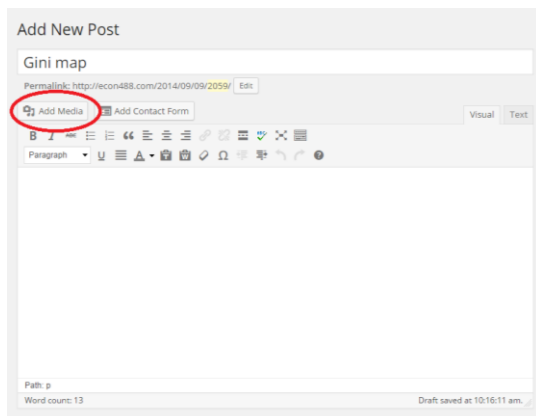
The screenshot shows the Canvas LMS interface for a course titled 'ECON488_0001_SP17'. The page is titled 'SAS assignment' and shows a 'Submit Assignment' button circled in red. The page content includes the assignment title, due date (Feb 15 by 5pm), points (15), and file types (.doc and .docx). The assignment description is titled 'SAS assignment (individual, your work alone)' and describes an 'Aggregate Engel Curve assignment'. It asks students to gather data and use SAS to estimate an aggregate Engel Curve for the U.S. economy. The assignment includes a list of questions and examples of such questions.

5. Select "Choose File," then navigate to the file for your project ("SASproject.docx in this example) and select it; check the Turnitin box and then choose "Submit Assignment." You will get a confirmation screen that your assignment has been submitted. (If you want to communicate about your assignment, email to woodwc@jmu.edu is better than the Canvas comment interface.)

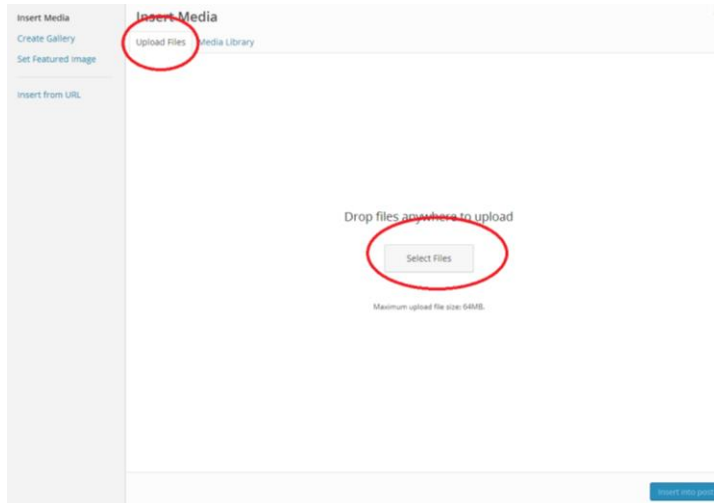


Part 2: Adding your assignment as a post to econ488.com

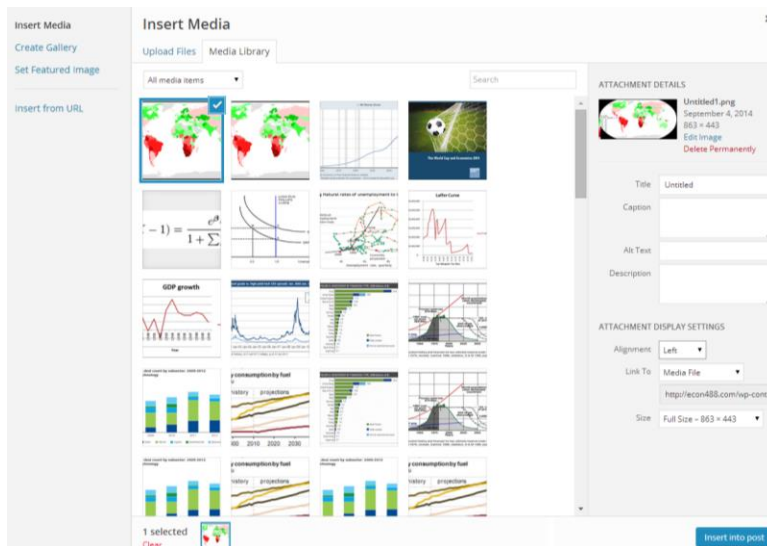
- Go to <http://econ488.com> and, under "META," choose the "Log in" link. Then log in using your assigned user name and password.
- From the menu on the left, choose Posts | Add New.
- Type in a headline for your post and then put in the text from your .doc or .docx file using the editor box. (There are a few people on the planet who don't know the Copy and Paste function – if you're one of them, either learn about that function or retype your text into the editor box.)
- Do not include your real name.**
- This is the only tricky part of posting in WordPress: add your graphics. To begin, click the Add Media button:



- Choose Upload Files and then Select Files



12. Navigate around until you find your saved image file on your own computer, and select it.
13. Make any changes you want – I like “Alignment Left” the best – and choose “Insert into Post.”



14. Where it says “Publish immediately,” click that and change it to a date in the future, after this assignment is due. Then click on “Schedule” to save everything.

