

# How to Continue Work in Canvas from Home

\*This can only be done if the student has worked on the assignment at school and uploaded the unfinished work to Canvas.

## Step One

Go to the page in Canvas where the assignment was originally submitted.

Click the **BLUE** words that give the file name.

## Step Two

When prompted, agree that you want to OPEN the file and click OK.

**Step Three**

Edit and work on the assignment as much as needed. When you are finished working, make sure you **SAVE** it one last time. You must save it or your changes won't be seen.

**Step Four**

The screenshot shows the Canvas LMS interface for a submission. The top navigation bar includes 'Courses', 'Assignments', 'Grades', and 'Calendar'. The breadcrumb trail is '4500-028-000271-07 > 4500-028-000271-07 > Assignments > Webquest- How to Protect Yourself'. The main content area displays the assignment title 'Webquest- How to Protect Yourself' with a 'Due' date of 'No Due Date', 'Points' of '100', and a status of 'Submitting a file upload'. Below this is a graphic for 'How to Protect Your Computer' and instructions: 'Complete the following webquest.', 'Remember to save your work every five minutes.', 'Save it one last time before uploading it.', and 'Attach the completed webquest for a grade.' An attachment link is provided: 'Here is the attachment: [How to Protect Yourself and Your Computer2014.docx](#)'. On the right, a 'Submission' box shows a green checkmark for 'Turned In!' on 'Sep 11 at 12:17pm', with links for 'Submission Details', 'Download', and 'Comments: No Comments'. A 'Re-submit Assignment' button is visible at the bottom of the submission box. A callout box on the right says 'Go back to this page in Canvas.'

**Step Five**

This screenshot is identical to the one in Step Four, but with a blue arrow pointing to the 'Re-submit Assignment' button in the submission box. A callout box on the right says 'Click Re-submit Assignment Follow the usual directions for submitting an assignment.'

\*When you return to school, the new file should be waiting for you in Canvas.