

Transcript for Foundational Skills Video: How to take a screenshot of submitting an assignment & send it to my instructor



Chapman Learning Commons

Hi there. My name is Alina and I am a Chapman Learning Common Assistant at UBC. I will be showing you folks how to take a screenshot of an assignment submission on Canvas on both Mac and PC. If you are unsure about submitting a digital assignment, make sure you check out our previous video: "How to submit an Assignment to Canvas."

This video will demonstrate how to take a screenshot of an assignment submission on both Mac and PC, and how to send this screenshot as a proof to the instructor through your Canvas inbox.

Here are a few reasons why you might want to take a screenshot of your assignment submission to Canvas.

1. Once you have successfully submitted an assignment to Canvas, you might want to take a screenshot as a proof.
2. In some cases, the internet might be unstable and it might take a long time to upload my file. You can take a screenshot that shows you submitting the assignment on time, so that you will not be considered as late.
- 3.

Taking a Screenshot

Taking a Screenshot on a Mac:

1. As you can see, I have opened up one of my assignments on Canvas. This is after I logged in. The status of this assignment is "submitted." I want to take a screenshot as proof.
2. To take a screenshot of the entire screen, simply press Command + Shift + 3.
3. To take a screenshot of a portion of the screen, press Command + Shift + 4.
4. You will notice that the cursor has changed, so that you can use it to select only a part of the screen to take a screenshot.

Taking a Screenshot on a PC:

1. To take a screenshot of the entire screen, simply press Windows Logo Key + PrtSc.
2. To take a screenshot of a portion of the screen, press Windows Logo Key + Shift + S.
3. You will notice that the cursor has changed, so that you can use it to select only a part of the screen to take a screenshot.

Next steps:

1. Locate the screenshots and rename them.
2. After that, we will be contacting our instructors regarding the screenshots.



Locating and Renaming Screenshots

If you are working on a MacBook, the screenshots you have taken are usually saved directly onto the desktop itself. Name your screenshot something that makes sense to your instructor.

Example: assignmentXXX_submission_screenshot_proof_Alina.

On a Windows computer, access that screenshot by going to this PC > Pictures > Screenshots. Rename it to something that makes sense to your instructor.

Messaging Your Instructor Using Canvas Inbox

You can contact your instructor either via email or Canvas to share your screenshots with them. In this demonstration, I will be showing you how to message your instructor through Canvas.

1. Log in to Canvas.
2. Head to “Inbox” icon labelled in red.
3. Click “Compose Message” button at the top.
4. “Select Course” > “Favorite Courses” > Select your course.
5. Select the instructor you are trying to contact.
6. Click “Attach File” icon > Desktop (or the folder where you saved your screenshot) > Open
7. Click send.

See sample message below:

Subject Line: COURSE XXX Assignment XXX Submission Proof – [insert your name]

Dear Professor XXX,

This is XXX in your COURSE XXX and I was having trouble submitting this assignment due to poor internet connection OR I have successfully submitted this assignment and am emailing you the proof for your awareness as per your request.

Thank you for your time and please confirm receipt.

Best,

[insert your name] (ID: [Insert your Student ID])

Thanks for watching!

For more information, please visit learningcommons.ubc.ca.

