

HOW TO USE

1. Identifying Files You Want to Download

You can tell if a file is available for you to download because it will be underlined and in blue text. Next to the file name UTC Online reports how large the file is in bytes. The example screenshot above shows 3 files that may be downloaded. Clicking on the file will display it (usually within your web browser).



Assignments



Best Practices for Using Assignments and Submitting Assignments

[Best Practices for Submitting Assignments.pdf](#) (721.928 Kb)
Click on the link to the pdf file above to read and/or print out.



Best Practices for Submitting SafeAssignments

[sBestPracticesSubmittingSafeAssigns.pdf](#) (157.203 Kb)
Click on the link to the pdf file above to read and/or print out.



Viewing SafeAssignment Reports

[sUnderstandingSafeAssignReports.pdf](#) (179.813 Kb)
Click on the link to the pdf file above to read and/or print out.

2. Download files from UTC Online to your computer

- Use your mouse to **right-click** on the file required
- You should see a **context menu** that looks like the one shown above. Select **Save Target/Link As...**



Assignments



Best Practices for Using Assignments and Submitting Assignments

[Best Practices for Submitting Assignments.pdf](#) (721.928 Kb)
Click on the link to the pdf file ab



Best Practices for Submitting

[sBestPracticesSubmittingSafeAs](#)
Click on the link to the pdf file ab

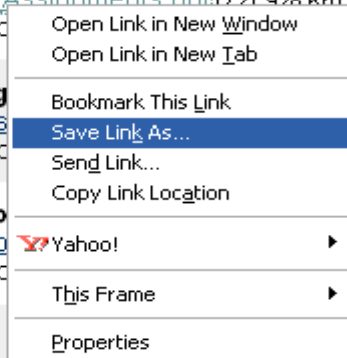


Viewing SafeAssignment Rep

[sUnderstandingSafeAssignRepo](#)
Click on the link to the pdf file ab

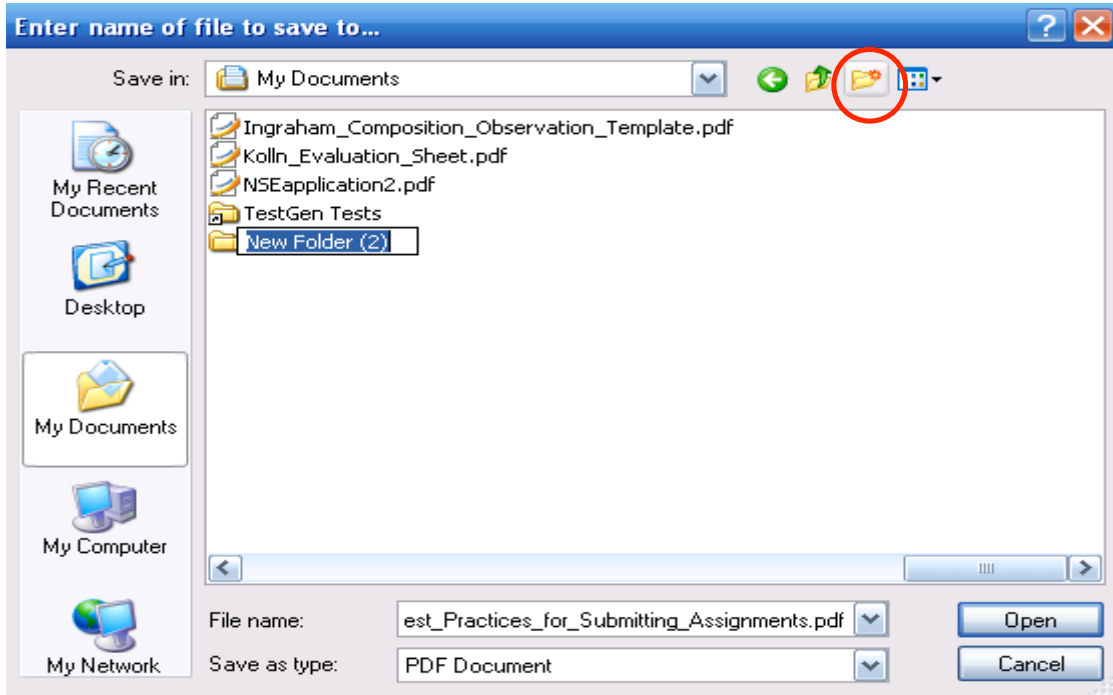


Submitting SafeAssignments

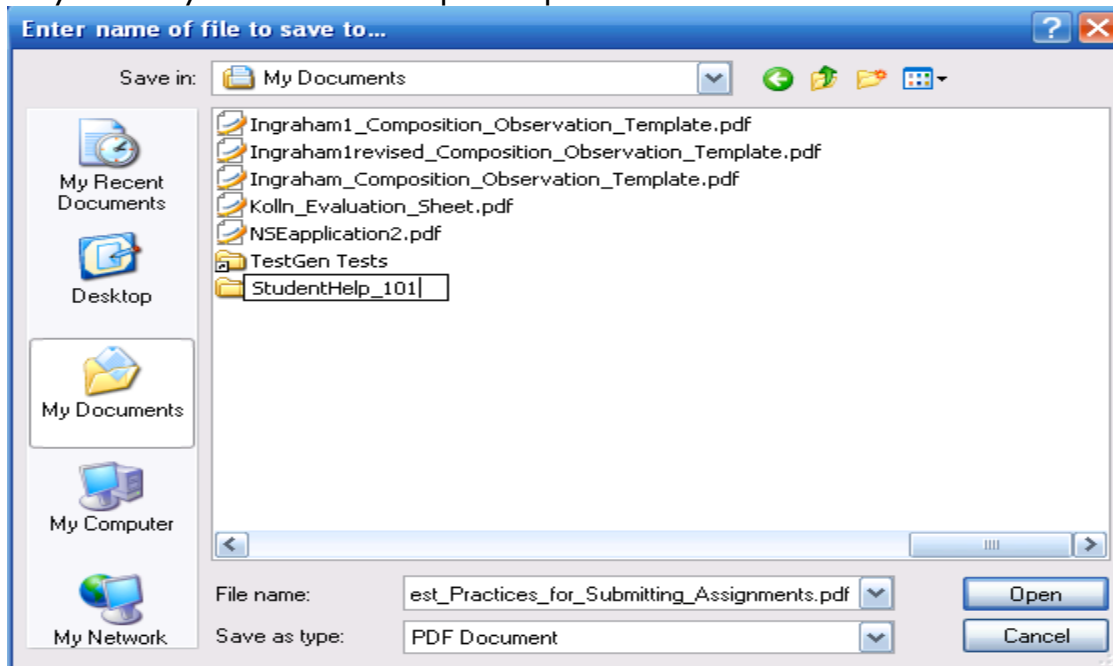


3. Suggestions on Saving

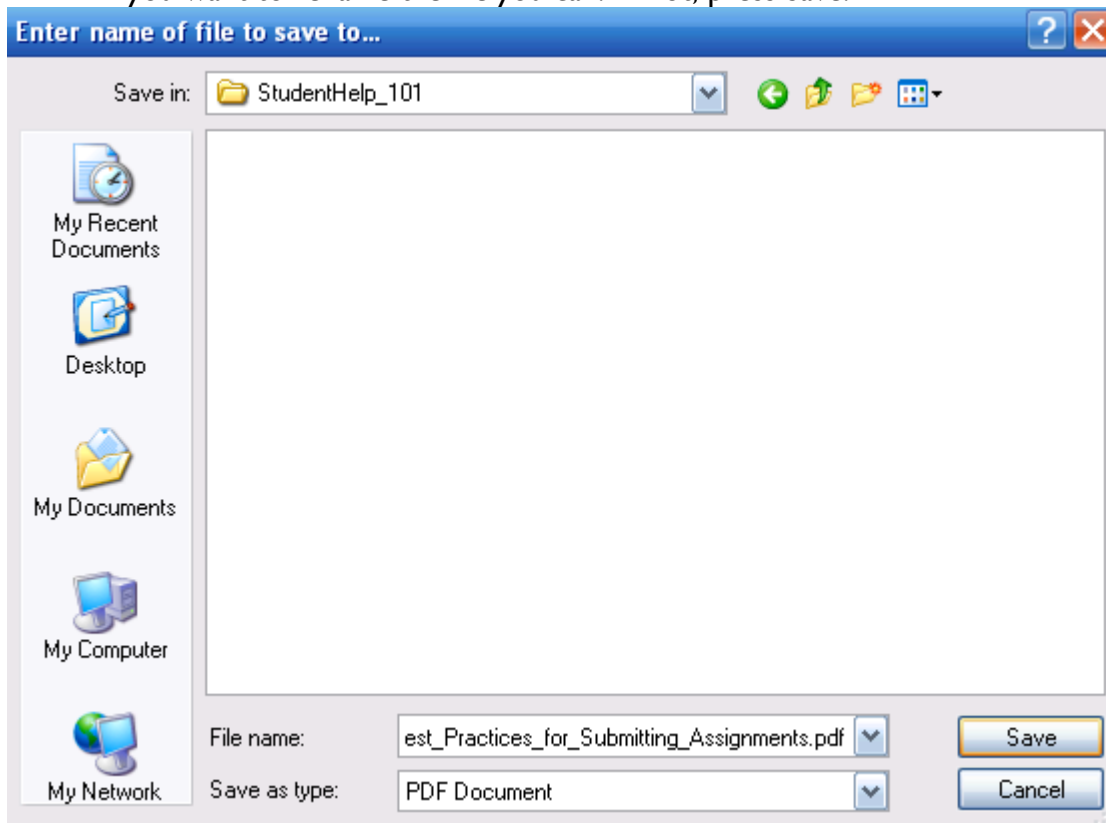
- Create a folder for your class in your My Documents or some other location that you would like to save all of the files for this course.



- Name the folder an appropriate name that corresponds to the course. Double click on your newly created folder or press Open.



- If you want to rename the file you can. If not, press Save.



- Save any other items/assignments you download from UTC Online in this folder to help you stay organized. Feel free to create additional folders within the main folder to improve your file organizations (e.g. Assignments, Lectures, Resources, etc.). Make sure you save any assignments that you submit via UTC Online in this folder in the event your instructor needs you to resubmit your file(s).

