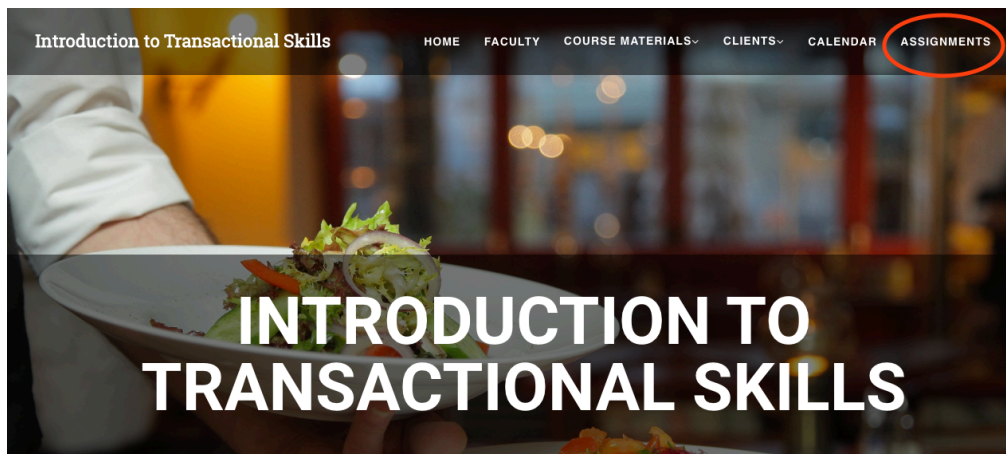
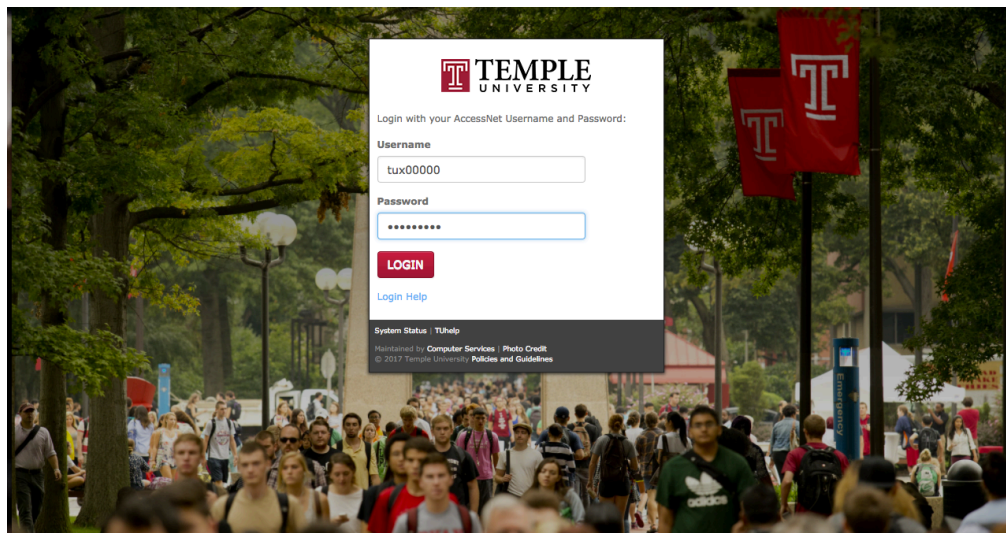


**To edit your assigned documents, please do the following:**

1. Navigate to <https://www2.law.temple.edu/its/> using a supported web browser (ie. Chrome, Firefox).
2. Click the link 'Go To Documents'



3. Type in your AccessNet username (eg. tug12345), and AccessNet password. These are the same username and password that you use to access TUportal and TUmial.



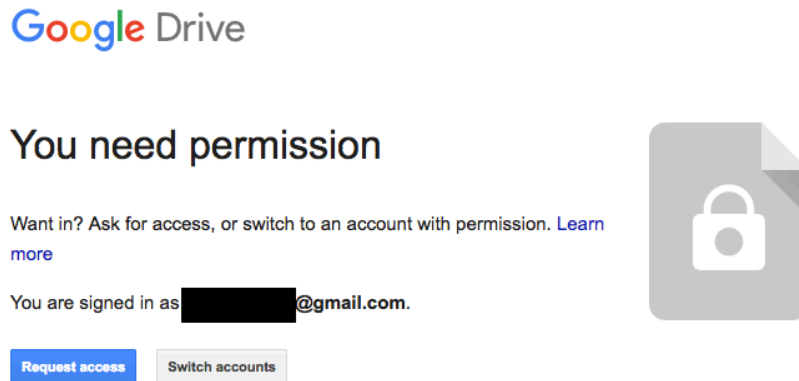
4. In Canvas, click on the contract that you would like to access.

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, and a search icon. The main content area is titled 'tug01995-sandbox > Assignments'. Below this is a search bar and a 'Show by:' dropdown set to 'Date'. The 'Upcoming Assignments' section lists two items: 'GROUP 1 EMPLOYMENT AGREEMENT' (Due Aug 4 at 11:59pm) and 'GROUP 1 TERM SHEET' (Due Aug 4 at 11:59pm). The 'GROUP 1 EMPLOYMENT AGREEMENT' is circled in red. On the right sidebar, there is a 'View Course Stream' button, a 'To Do' section with two items: 'Turn in GROUP 1 EMPLOYMENT AGREEMENT' and 'Turn in GROUP 1 TERM SHEET', both with 0 points and due on Aug 4 at 11:59pm. Below this is a 'Course Groups' section with a link to 'Shyam-John 1', a 'See my grades so far' button, and an 'Upcoming Assignments' section with a 'View Calendar' link and two items: 'GROUP 1 EMPLOYMENT AGREEMENT' and 'GROUP 1 TERM SHEET', both with 0 points and due on Aug 4 at 11:59pm.

5. Click the button for the contract that you want to access.

The screenshot shows the Canvas LMS interface for the 'GROUP 1 EMPLOYMENT AGREEMENT' assignment. The page has a header with 'tug01995-sandbox > Assignments > GROUP 1 EMPLOYMENT AGREEMENT'. Below this is a 'Continuous' section with a red 'Assignments' button and a red 'Submit Assignment' button. The assignment details are: Due Friday by 11:59pm, Points 0, Submitting a file upload, File Types doc and docx, and Available Jul 21 at 12am - Aug 4 at 11:59pm 15 days. Below this is a section titled 'Before proceeding, be sure that you are logged in to TUmial and non-Temple gmail/Google account.' followed by the text 'Below you will find a link to the Employment Agreement for your group:'. A red button labeled 'Employment Agreement' is circled in red. Below this is a section titled 'To Submit your contract, please do the following:' followed by a list of five instructions: 1. Navigate to the contract using the above link. 2. Save your document as a Microsoft Word Document (.docx) under File -> Download as -> Microsoft Word (.docx) 3. Click the 'Submit Assignment' button above 4. Click 'Choose File' 5. Select the file you just downloaded and press enter

**5a. If you see the following screen, you are not connected to your Temple Google account. You will need to log in to your Temple Google account to proceed.** You can do this by clicking the 'Switch accounts' button and completing the login instructions.

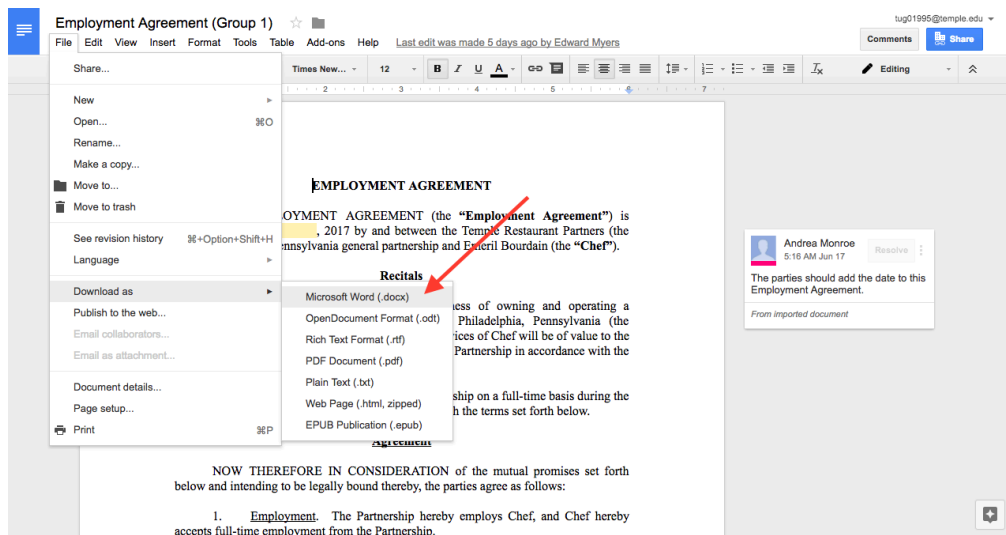


6. Now you can begin editing your group's assigned document. Changes will saved automatically.

## When you are ready to submit your assigned documents, please do the following:

**IMPORTANT: Only submit ONE copy of the assignment. The first submission for your group will be the only document considered.**

1. Navigate to your group's document using the above instructions to access your assignment.
2. Save your document as a Microsoft Word Document (.docx) under File -> Download as -> Microsoft Word(.docx). Take note of where you save your document.



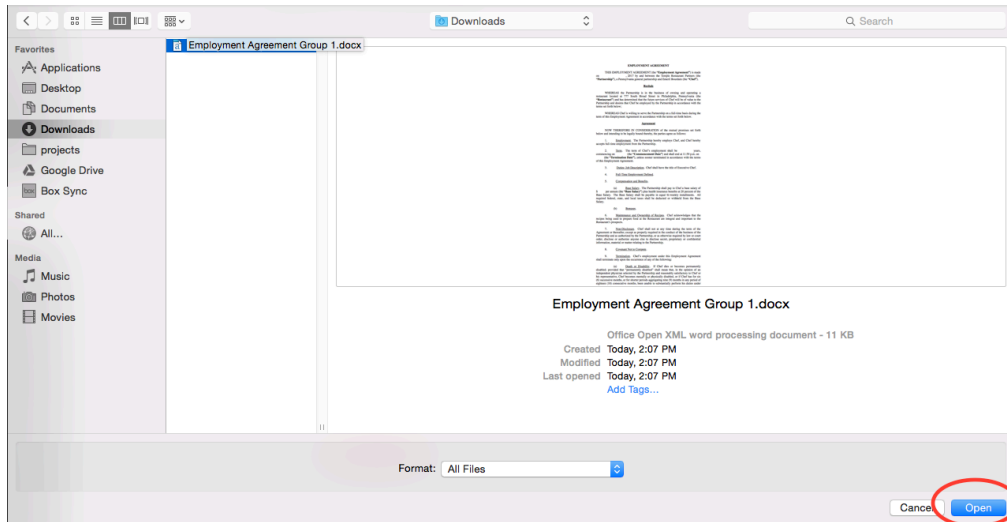
### 3. Return to your assignment page/tab and Click the 'Submit Assignment' button

The screenshot shows the Temple University LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, and a search icon. The main content area has a breadcrumb trail: [tug01995-sandbox](#) > [Assignments](#) > GROUP 1 EMPLOYMENT AGREEMENT. Below this is a red 'Assignments' button. The assignment title 'GROUP 1 EMPLOYMENT AGREEMENT' is displayed. To the right of the title is a red 'Submit Assignment' button, which is circled in red. Below the title, the following details are shown: Due Friday by 11:59pm, Points 0, Submitting a file upload, File Types doc and docx, and Available Jul 21 at 12am - Aug 4 at 11:59pm 15 days. A note states: 'Before proceeding, be sure that you are logged in to TUmial and non-Temple gmail/Google account. Below, you will find a link to the Employment Agreement for your group:'. A red button labeled 'Employment Agreement' is provided. Below this, instructions are given: 'To Submit your contract, please do the following:'. A list of five steps follows: 1. Navigate to the contract using the above link. 2. Save your document as a Microsoft Word Document (.docx) under File -> Download as -> Microsoft Word (.docx). 3. Click the 'Submit Assignment' button above. 4. Click 'Choose File'. 5. Select the file you just downloaded and press enter.

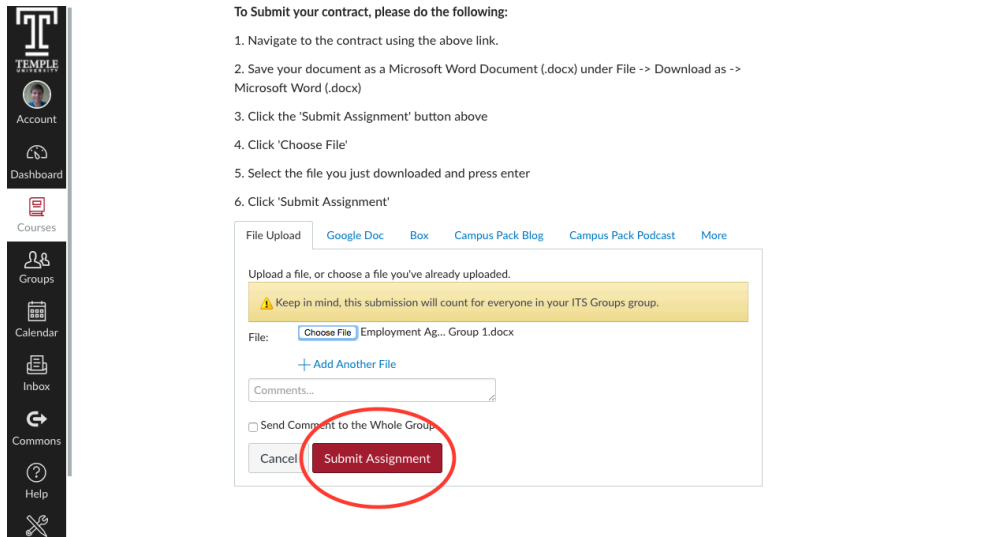
### 4. Click 'Choose File'

This screenshot shows the 'File Upload' dialog box within the LMS. The dialog has tabs for 'File Upload', 'Google Doc', 'Box', 'Campus Pack Blog', 'Campus Pack Podcast', and 'More'. The 'File Upload' tab is active. It contains the text: 'Upload a file, or choose a file you've already uploaded.' Below this is a yellow warning box with a triangle icon and the text: 'Keep in mind, this submission will count for everyone in your ITS Groups group.' Under the 'File:' label, there are two buttons: 'Choose File' and 'No file chosen'. The 'Choose File' button is circled in red. Below these buttons is a '+ Add Another File' link. There is also a 'Comments...' text input field. At the bottom, there is a checkbox labeled 'Send Comment to the Whole Group' which is unchecked. Two buttons, 'Cancel' and 'Submit Assignment', are at the bottom right of the dialog. The browser's address bar at the bottom shows 'https://templeu.instructure.com' and a tab titled 'Employment Agreem...docx'.

5. Select the file you just downloaded and press click 'Open'



6. Click 'Submit Assignment'



7. You can confirm that your assignment has been submitted by checking the right hand sidebar of the assignment page.

The screenshot displays a Blackboard interface for an assignment titled "GROUP 1 EMPLOYMENT AGREEMENT". On the left is a navigation sidebar with links to Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, and a search icon. The main content area shows the assignment details: "Due Friday by 11:59pm", "Points 0", and "Submitting a file upload". A "Re-submit Assignment" button is visible. The submission status is "Turned In!" with a timestamp of "Aug 1 at 2:11pm". Below this, there are links for "Submission Details", "Download Employment Agreement Group 1.docx", and "Comments: No Comments". A red circle highlights the "Submission" section in the right sidebar. Below the submission status, there is a section titled "Employment Agreement" with instructions on how to submit the contract.

tug01995-sandbox > Assignments > GROUP 1 EMPLOYMENT AGREEMENT

Continuous

Assignments

GROUP 1 EMPLOYMENT AGREEMENT

Re-submit Assignment

Due Friday by 11:59pm Points 0 Submitting a file upload

File Types doc and docx

Available Jul 21 at 12am - Aug 4 at 11:59pm 15 days

Before proceeding, be sure that you are logged in to TEmail and non-Temple gmail/Google account.

Below, you will find a link to the Employment Agreement for your group:

Employment Agreement

To Submit your contract, please do the following:

1. Navigate to the contract using the above link.
2. Save your document as a Microsoft Word Document (.docx) under File -> Download as -> Microsoft Word (.docx)
3. Click the 'Submit Assignment' button above
4. Click 'Choose File'
5. Select the file you just downloaded and press enter

Submission

✓ Turned In!

Aug 1 at 2:11pm

[Submission Details](#)

[Download Employment Agreement Group 1.docx](#)

Comments: No Comments

Congratulations! You have successfully completed your assignment.