

# How to submit an assignment


Version 1.0, November 2021



## Assignment Details

From the **Overview** page, you can find all the assignments that are due in the next seven days. You can open the **Exercise Details** window by clicking on the assignment description.

The screenshot shows the 'Directorate for Lifelong Learning' interface. On the left is a navigation menu with options: overview (selected), My Courses, My Files, My Schedule, Graded Exercises, Programmes Available, and Term Reports. The main content area is titled 'Announcements' and shows 'no active announcements'. Below this is a section 'Assignments due within the next 7 days' with a table:

Type	Subject	Due Date	Description
Homework <sup>①</sup>	Asynchronous Training <sup>②</sup>	08/11/2021 <sup>③</sup>	This is a test assignment. <sup>④</sup>  <sup>⑤</sup>

Below the table is a section 'Assignments graded over the last 7 days' with the text 'No exercises were graded during this period'. At the bottom is an 'Attendance' section.

① This is the **Type** section. It shows the type of assignment that is due like classwork, homework and more.

② This is the **Subject** section. It shows the subject (course name) of the assignment.

③ This section shows the due date of the assignment.

④ This is the assignment **Description** section. It shows the title of the assignment.

⑤ Depending on your assignment status, this icon can change to the below forms:

 means unopened assignment       means opened assignment.

 means finished assignment

## Exercise Details

You can open the **Exercise Details** window by clicking on the assignment description.

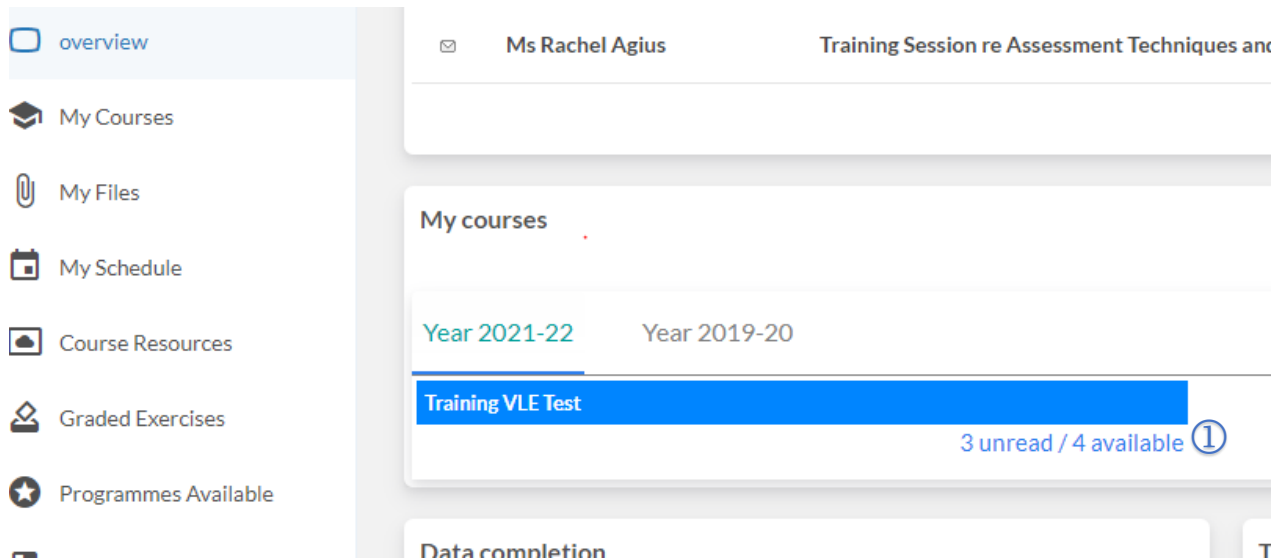
The screenshot shows a window titled "Exercise details" with a close button (x) in the top right corner. The content is organized into several sections:

- Asynchronous Training** (1)
- This is a test assignment label.** (2)
- Homework** (3) and **08/11/2021** (5)
- This is a test assignment description** (4)
- Not yet graded** (6)
- A file attachment: **Test Assignment Excel.xlsx** (7)
- At the bottom, there are three buttons: **Close** (8), **Mark As Unread** (9), and **Mark As Done** (10).

- ① This is the name of the course.
- ② This is the assignment label.
- ③ This is the type of assignment.
- ④ This is the description of the assignment.
- ⑤ This is the due date for the assignment.
- ⑥ This shows if the assignment has been graded or not.
- ⑦ Any files that are attached with the assignment will be listed here.
- ⑧ You can close the exercise details by clicking on the **Close** button.
- ⑨ You can mark this assignment as unread by clicking on the **Unread** button.
- ⑩ You can mark this assignment as done by clicking on the **Mark As Done** button.

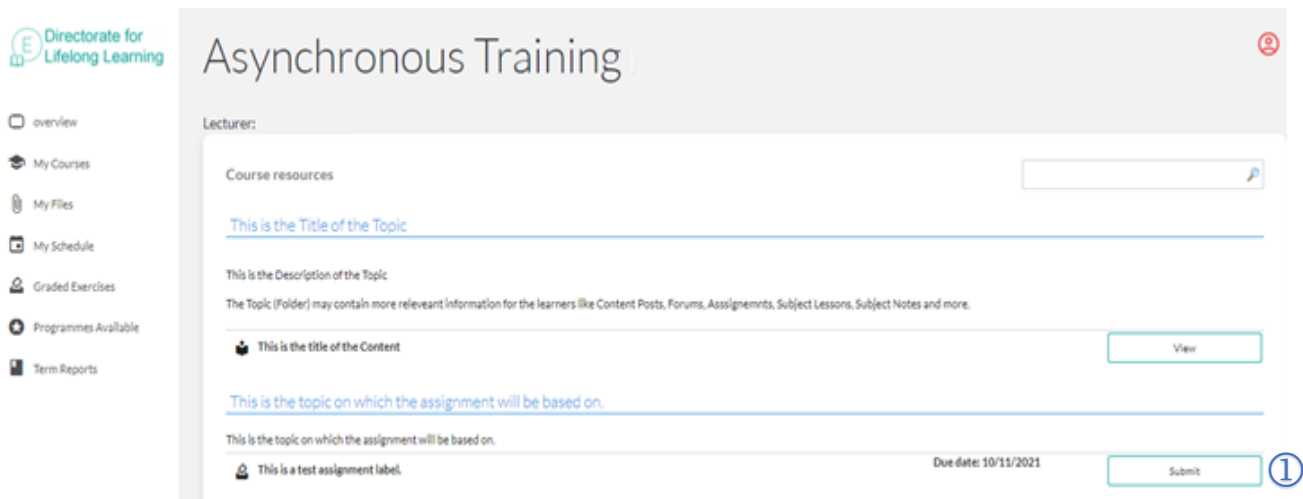
## Submitting the Assignment

From the **Overview** page, access your assignment course resources by clicking on the course name (1).



The screenshot shows the 'overview' page of a Learning Box. On the left is a navigation menu with options: overview (selected), My Courses, My Files, My Schedule, Course Resources, Graded Exercises, and Programmes Available. The main content area shows the user's name 'Ms Rachel Agius' and the course title 'Training Session re Assessment Techniques and...'. Below this is a 'My courses' section with two tabs: 'Year 2021-22' (selected) and 'Year 2019-20'. Under the 'Year 2021-22' tab, there is a blue bar for 'Training VLE Test' with the text '3 unread / 4 available' and a circled '1' icon. Below this is a 'Data completion' section.

From the **Course Resources** page, click on the **Submit** button (1) of the assignment you wish to submit.



The screenshot shows the 'Asynchronous Training' page. On the left is a navigation menu with options: overview, My Courses, My Files, My Schedule, Graded Exercises, Programmes Available, and Term Reports. The main content area has a header 'Asynchronous Training' with a red question mark icon. Below the header is a 'Lecturer:' field. The 'Course resources' section contains a search bar and a list of resources. The first resource is 'This is the Title of the Topic' with a blue underline. Below it is a description: 'This is the Description of the Topic' and 'The Topic (Folder) may contain more relevant information for the learners like Content Posts, Forums, Assignments, Subject Lessons, Subject Notes and more.' The second resource is 'This is the title of the Content' with a blue underline and a 'View' button. Below it is another resource: 'This is the topic on which the assignment will be based on.' with a blue underline. Below this is a description: 'This is the topic on which the assignment will be based on.' and a 'Due date: 10/11/2021'. The final resource is 'This is a test assignment label.' with a blue underline and a 'Submit' button, which is circled with a '1'.

The assignment **Submit** window will open up as below.

- ① This is the assignment label and below it is the description of the assignment.  
The assignment label can also be found under **Assignment Title** and the assignment description under **Instructions**.
- ② This is the due date of the assignment.
- ③ Any attachments with the assignment will be found here.
- ④ Any teacher comments will be written here.
- ⑤ The text submission by the learner for this assignment will be written here. It accepts text, pictures and more.
- ⑥ To attach a file to your assignment submission, click on **Add File**.
- ⑦ Any files that the learner has attached with the assignment will be listed here.
- ⑧ To cancel the assignment submission, click on **Cancel**.
- ⑨ To save the submission as a draft, click on **Save As Draft**.
- ⑩ To submit your assignment, click on **Submit**.