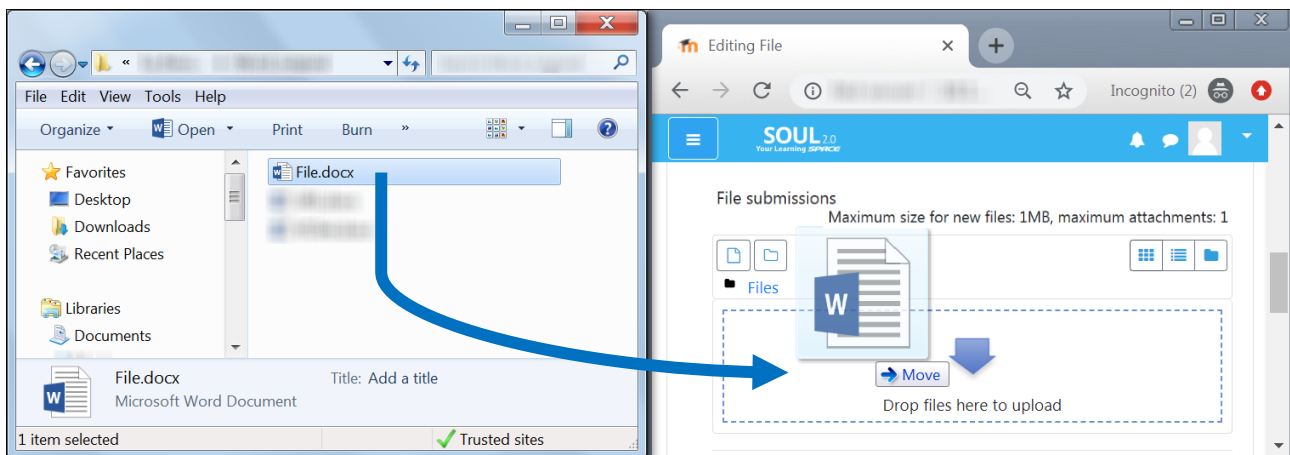


Assignment

Programme administrators / Instructors might use Assignment activity to collect your individual or group work, then provide grades and feedback.

A) Submit a file as your assignment

- 1) In course main page, press the name of the Assignment activity
- 2) In Assignment page, you can see the following information:
 - The Assignment activity's name, description, and additional file(s) (if any)
 - The Assignment activity's due date and time, and the time remaining
 - Your Assignment's submission and grading statuses
- 3) Below the "**Submission status**" table, press **[Add submission]**
- 4) Open your computer's File Explorer that has the file(s) as your work
- 5) Select, drag and drop the file(s) from File Explorer to "**File submissions**" field



- 6) The "**File submission**" field is refreshed with name(s) and format icon(s) of the file(s) you uploaded
- 7) Press **[Save changes]** at the bottom
- 8) The Assignment page is refreshed, and in "**Submission status**" table's "**File submissions**" row, you can find the record(s) of your submitted file(s)

Note:

- 1) You can also check the Assignment activity's due date and time in Timeline and Calendar blocks of Dashboard.
- 2) Whether you can submit more than one files, submit file of any formats, re-submit your work, and need to press [Submit] in Assignment page depend on the Assignment activity's settings modified by the programme administrators / instructors.
- 3) The steps of submitting your group's work to Group Assignment activity are the same as those for submitting your individual work to Assignment activity. Please note that only one of the group members need to submit the group's work as it will be shared among all the group members' File submissions rows after submission.

B) Submit online text as your assignment

- 1) In course main page, press the name of the Assignment activity
- 2) Below the “**Submission status**” table, press **[Add submission]**
- 3) In “**Online text**” field, enter your work in the text editor
- 4) Press **[Save changes]** at the bottom
- 5) The Assignment page is refreshed, and in “**Submission status**” table’s “**Online text**” row, you can find the text you entered as your submission

C) Delete your file submission

- 1) In course main page, press the name of the Assignment activity
- 2) Below the “**Submission status**” table, press **[Remove submission]**
- 3) In the confirmation page, press **[Continue]**
- 4) Press **[Save changes]** at the bottom

Note:

- 1) You can delete your file submission only before programme administrator(s) / instructor(s) have given its grade.
- 2) The last modified (submission) time of your submitted assignment will remain even after you have deleted such submission.

D) View your assignment’s grade and feedback

- 1) In course main page, press the name of the Assignment activity
- 2) In “**Feedback**” table at the bottom of Assignment page, you can see your submitted work’s grade and feedback given by the programme administrator / instructor