

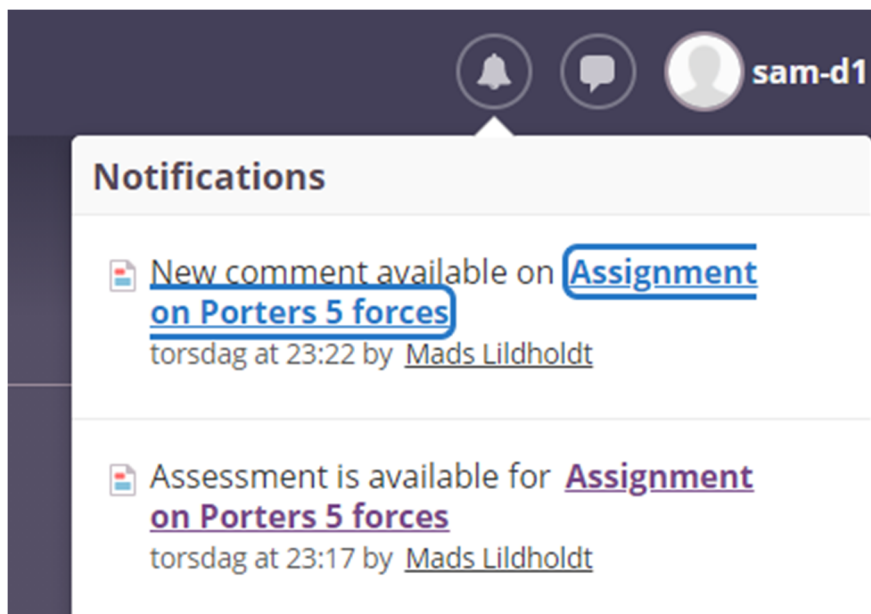
Submit assignment

This tutorial shows you where and how to submit an assignment in *Itslearning*.

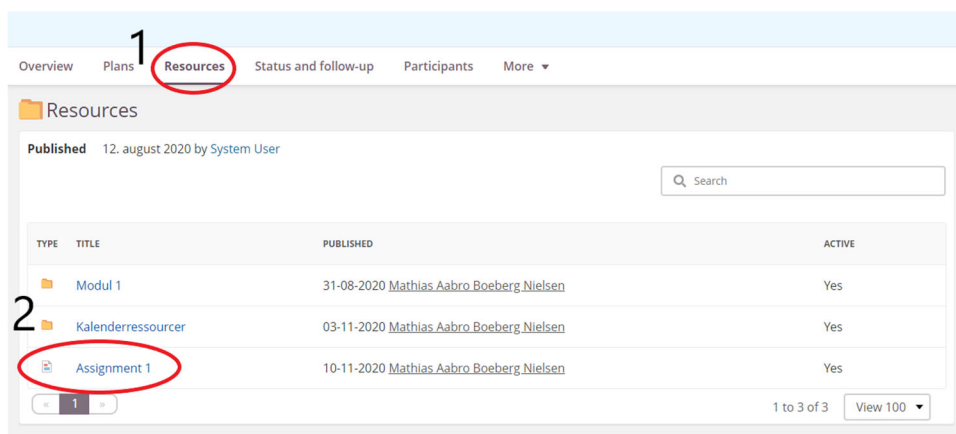
Where do I submit assignments in *Itslearning*?

Assignments are handed in directly via the course rooms in *Itslearning*. If your teacher has created an assignment in his course room, you can access it from two paths:

1. Via your front page, when logging on to *Itslearning*. Click the bell icon in the upper right corner to access *Notifications*. From here, click on the particular assignment (in this example: *Assignment on Porters 5 forces*):



2. You can also access an assignment via the tab *Ressources*, when you have entered the specific course room in *Itslearning*:



1. Click *Ressources*

2. Click on the relevant assignment (in this example: Assignment 1)

How do I hand in assignments in *Itslearning*?

When having clicked on the relevant assignment, you are directed to the main page for the assignment – from which you get the following overview:

The screenshot shows the 'Assignment 1' overview page in Itslearning. At the top, there are navigation tabs: Overview, Plans, Resources (selected), Status and follow-up, Participants, and More. The main content area is divided into three numbered sections: 1. 'Assignment' with a description 'Here you can hand in your assignment.' and '1 file(s)'. 2. A file upload area showing 'test.docx'. 3. A green 'Answer assignment' button. On the right side, there is a sidebar with a '4' icon and four sections: 'STATUS' (Not submitted), 'DEADLINE' (10-11-2020 23:59, Closed after deadline), 'HOMEWORK' (This activity is homework), and 'ASSESSMENT SCALE' (7-trinsskalaen).

1. The teacher's description of the assignment
2. Files available for download – e.g. exam questions
3. Click *Answer assignment*, when ready to submit
4. Here you get a quick overview of relevant information – e.g. hand-in deadline, assessment scale and status for your submission

When having clicked on *Answer assignment*, you are directed to the submission module:

Assignment 1

Immersive Reader

Assignment 1 file(s) Show ▾

1 Your answer

Font Size B I U More options

body p

2 Add files
or simply drop it here

3 Submit Save as draft Cancel

In the submission module you have the following possibilities:

1. Write text – or provide your answer to the assignment here, if the assignment allows for it
2. Add files
3. When ready to submit, click on *Submit*.

You are now directed to your submission receipt, from which you can locate files and text submitted.

Assignment 1

Immersive Reader

Your answer SUBMITTED

Submitted: 10. november 2020 13:53 by [Mathias Aabro Boeberg Nielsen](#)

I hereby hand in my paper.

Assignment 1 file(s) Hide ▾

test.docx

Within a short while, a submission receipt will also be forwarded to your student e-mail.