Submit assignment

This tutorial shows you where and how to submit an assignment in *Itslearning*.
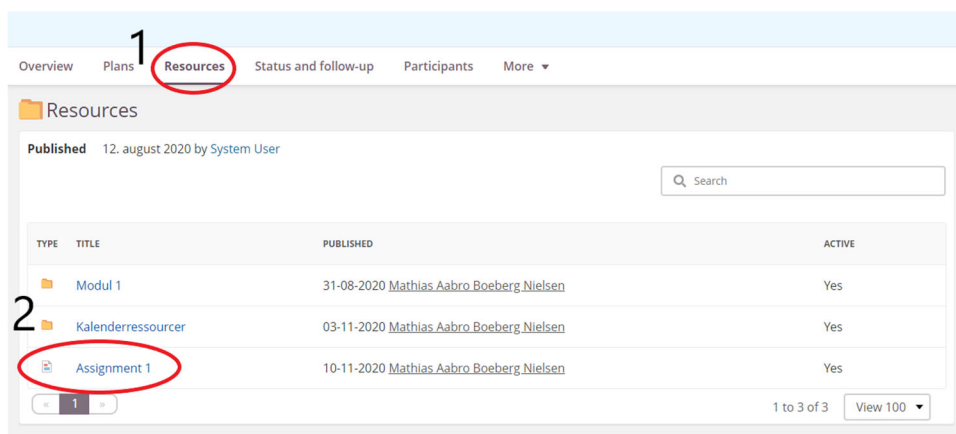
Where do I submit assignments in *Itslearning*?

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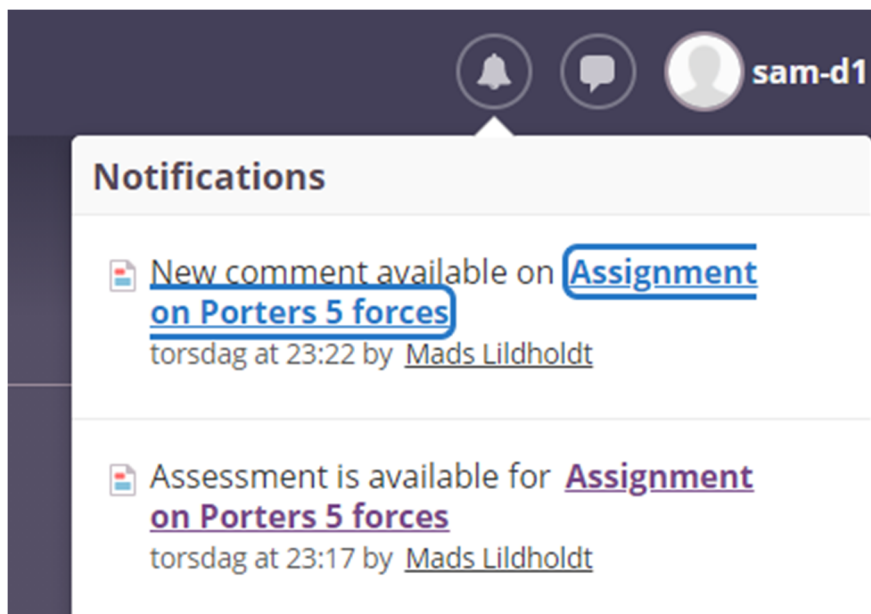
2. You can also access an assignment via the tab Ressources, when you have entered the specific course room in *Itslearning*:

   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:

1. The teacher's description of the assignment
2. Files available for donwload – 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:

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.

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