

# Submit assignment

- *students*



February 2024

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



# 1. Where do I submit assignments in itslearning?

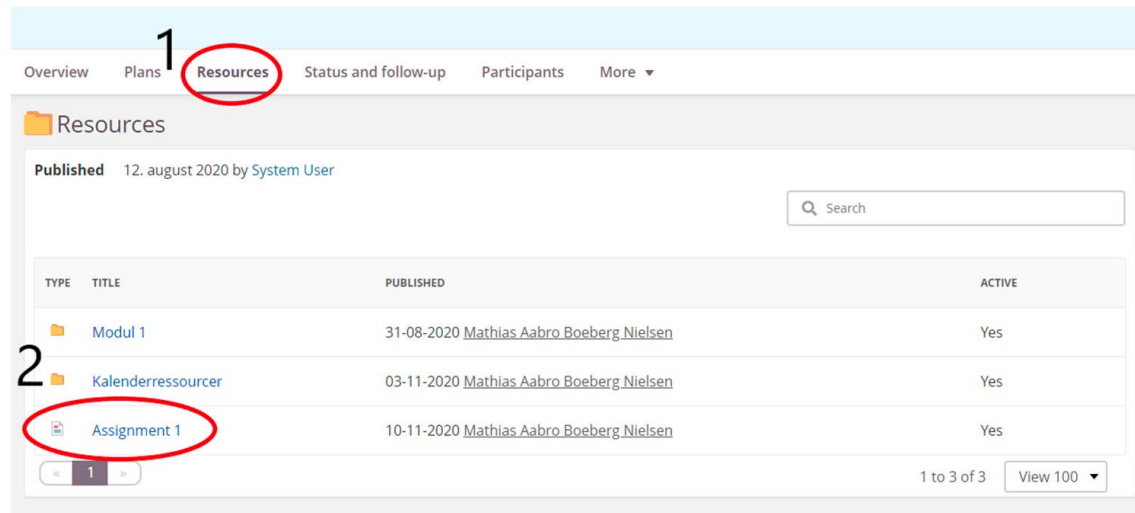
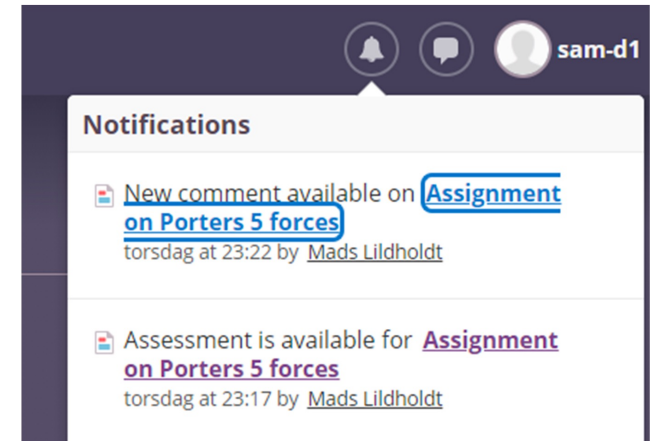
Assignments are handed in directly via the course rooms in itslearning. If your teacher has created an assignment in the course room, you can access it from two paths

1.

By 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 by the tab 'Ressources' (1). When you have entered the specific course room in itslearning, click on 'Ressources' and then click on the relevant assignment (2).



## 2. 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 is a navigation bar with tabs: Overview, Plans, Resources (selected), Status and follow-up, Participants, and More. Below the navigation bar, the page title is 'Assignment 1' with an 'Immersive Reader' button and a menu icon. The main content area is divided into four numbered steps:

- 1 Assignment** 1 file(s)  
Here you can hand in your assignment.
- 2** test.docx
- 3** Answer assignment
- 4** STATUS  
Not submitted

Below the main content area, there is a sidebar with additional information:

- DEADLINE**  
10-11-2020 23:59  
Closed after deadline
- HOMEWORK**  
This activity is homework
- 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

The screenshot shows a user interface for an assignment titled "Assignment 1". At the top, there are navigation tabs: "Overview", "Plans", "Resources" (which is selected), "Status and follow-up", "Participants", and "More". Below the tabs, the assignment title "Assignment 1" is displayed with an "Immersive Reader" button and a menu icon. The main content area is divided into four numbered steps:

- 1 Assignment** 1 file(s)  
Here you can hand in your assignment.
- 2** test.docx
- 3** Answer assignment
- 4** STATUS  
Not submitted

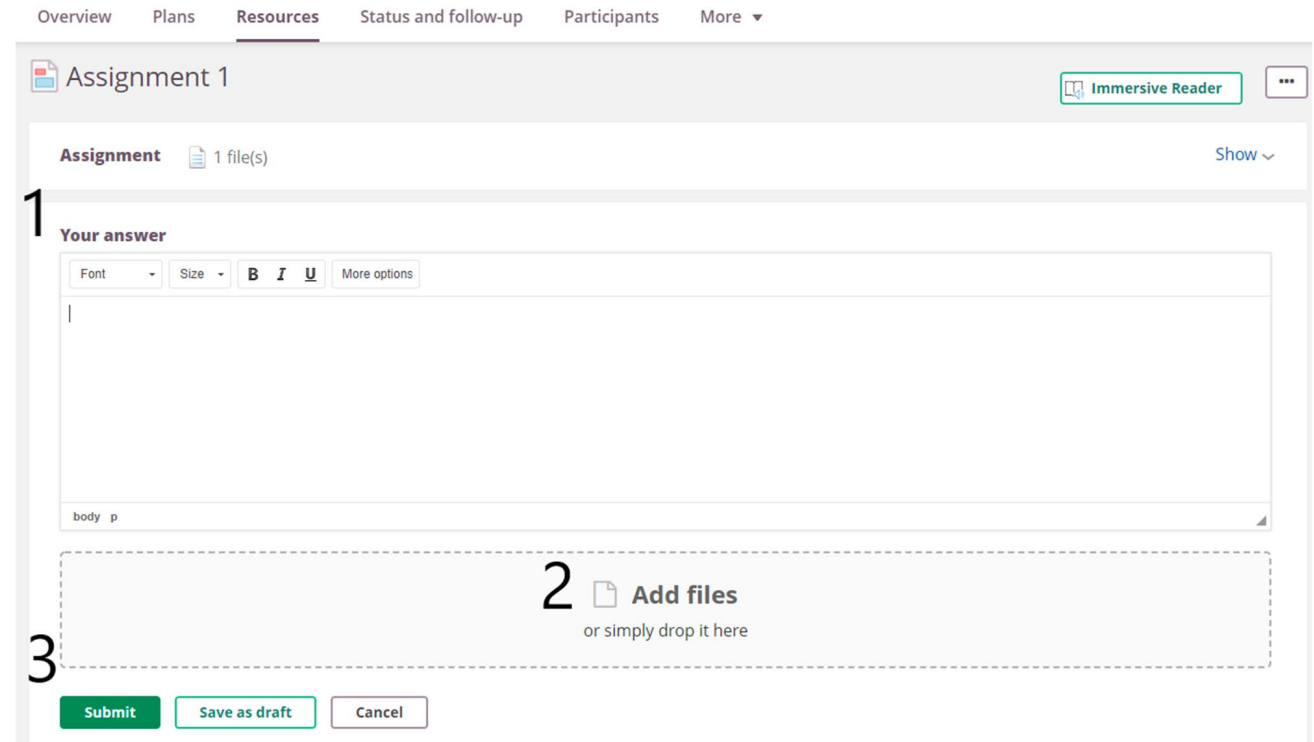
Below the main content area, there are three sections of information:

- DEADLINE**  
10-11-2020 23:59  
Closed after deadline
- HOMEWORK**  
This activity is homework
- ASSESSMENT SCALE**  
7-trinsskalaen

# 3. Submission module

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

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



4.

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

The screenshot displays a user interface for a submission receipt. At the top, there is a navigation bar with tabs: Overview, Plans, Resources (which is highlighted), Status and follow-up, Participants, and More. Below the navigation bar, the title 'Assignment 1' is shown with a document icon. To the right of the title are two buttons: 'Immersive Reader' and a three-dot menu icon. The main content area is divided into two sections. The first section, titled 'Your answer', shows a blue 'SUBMITTED' status. Below this, it states 'Submitted: 10. november 2020 13:53 by Mathias Aabro Boeberg Nielsen' with a profile icon. The text of the submission is 'I hereby hand in my paper.' The second section, titled 'Assignment', shows '1 file(s)' and a 'Hide' button. Below this, a file named 'test.docx' is listed with a Word document icon and a three-dot menu icon.

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