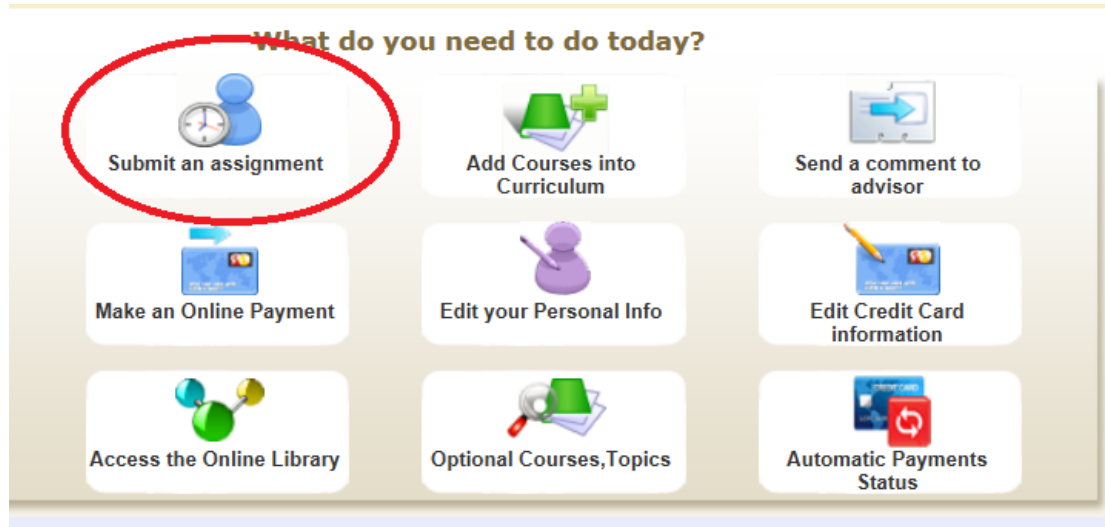
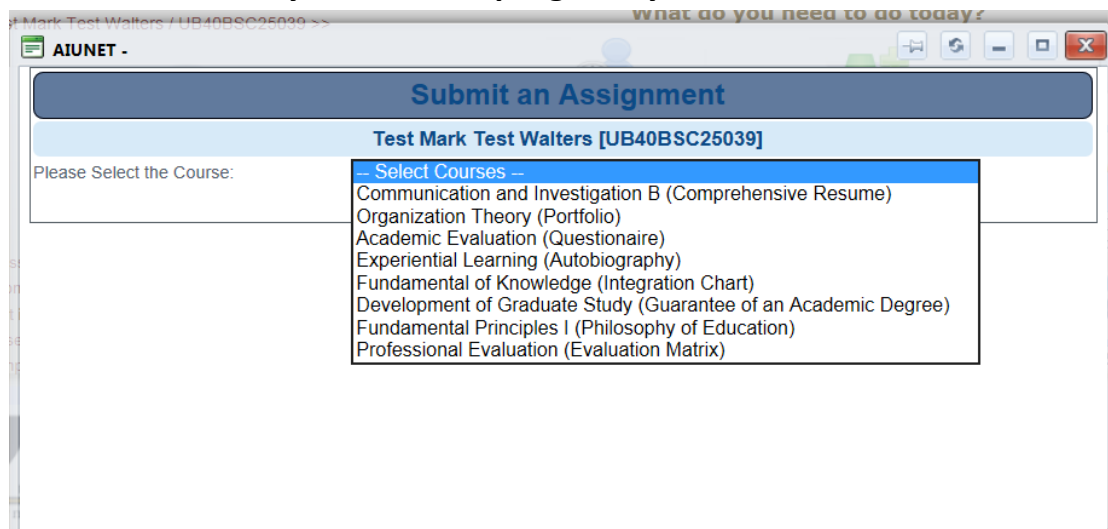


Procedure to Submit Assignments

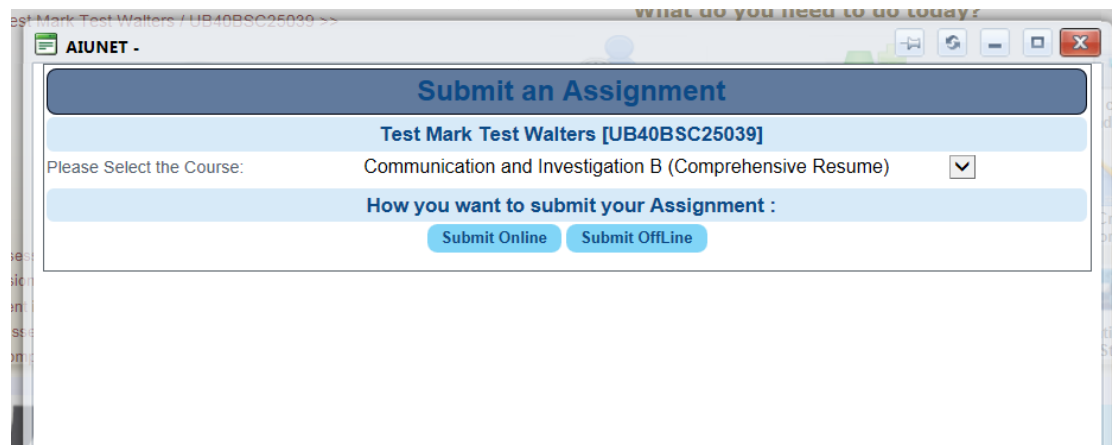
1. On your homepage click on the icon that says **SUBMIT AN ASSIGNMENT**



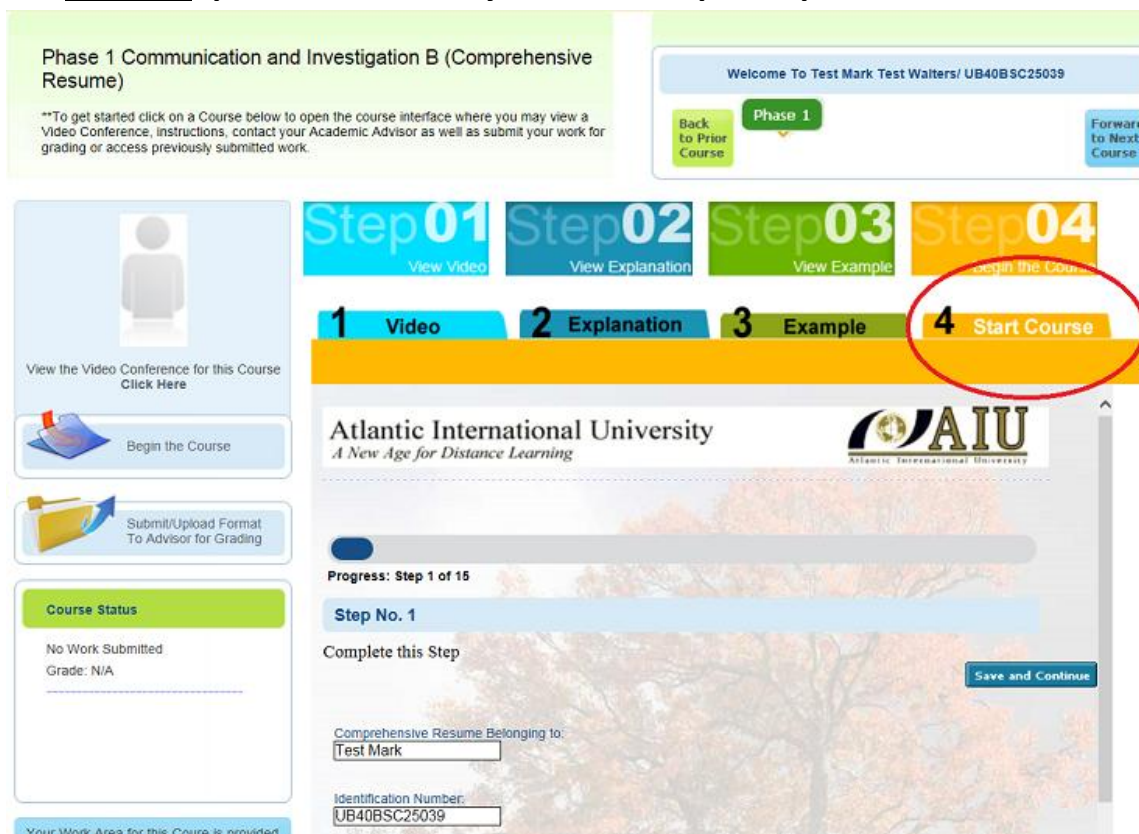
2. Select the Course you which to program, you will find all available courses here:



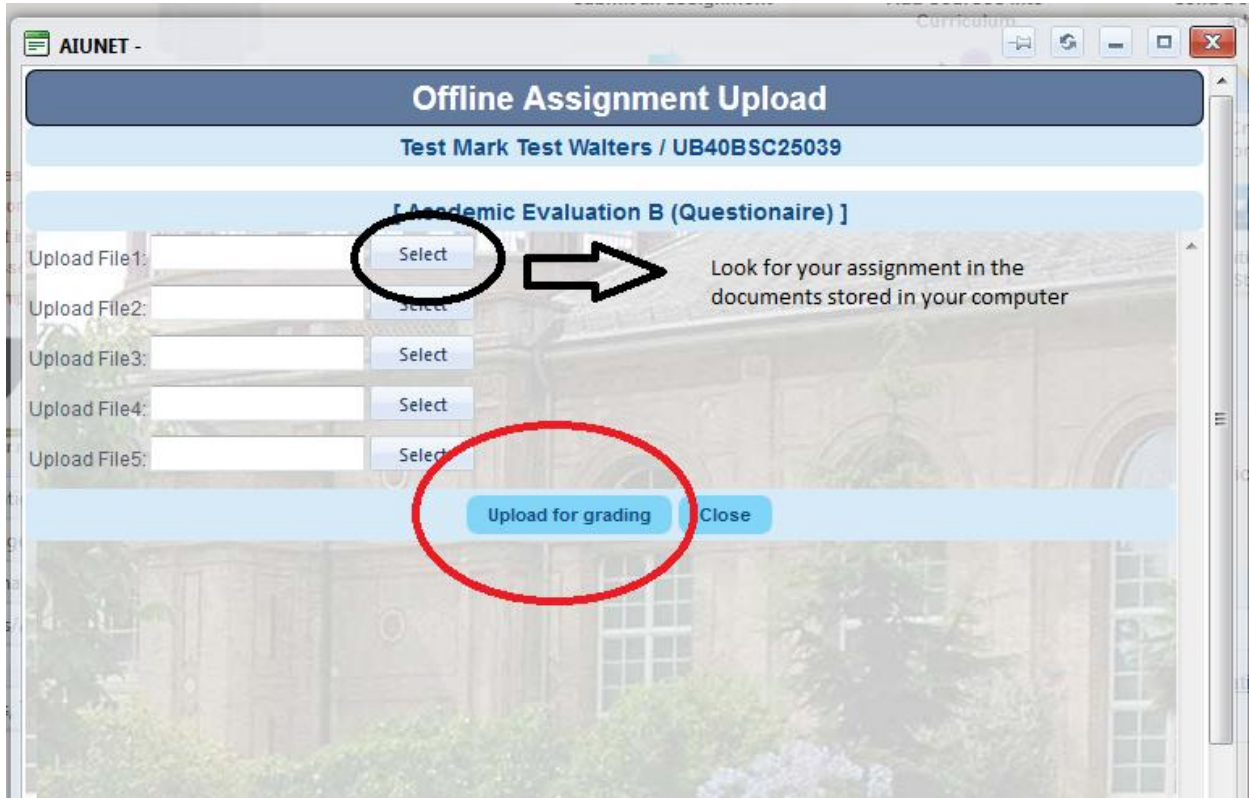
3. Select if you want to submit assignment ONLINE or OFFLINE



4. For ONLINE option, it will take you to the steps, Step 4 is to start course:



5. For **OFFLINE** option, upload the file from the documents on your computer:



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Offline Assignment Upload

Test Mark Test Walters / UB40BSC25039

[Academic Evaluation B (Questionnaire)]

Upload File1: → Look for your assignment in the documents stored in your computer

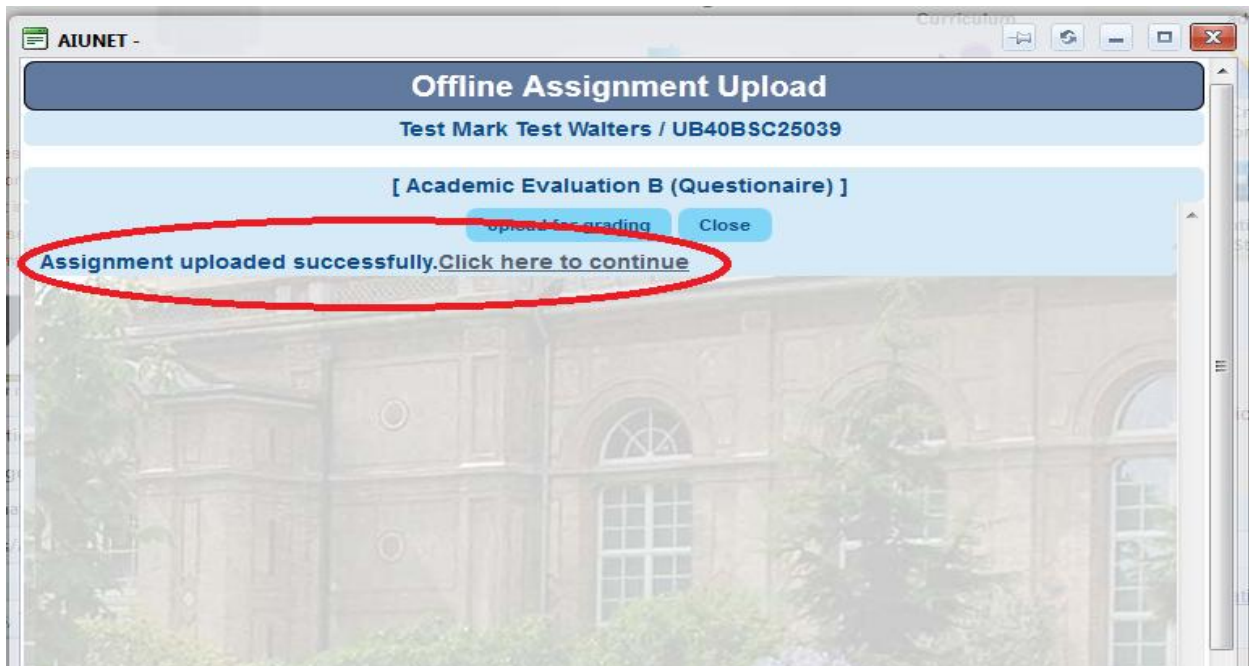
Upload File2:

Upload File3:

Upload File4:

Upload File5:

6. The system will let you know when your assignment was successfully received:



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Offline Assignment Upload

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[Academic Evaluation B (Questionnaire)]

Assignment uploaded successfully. Click here to continue

7. You will also see confirmation that your assignment was received on your homepage under Recent Messages:

My Recent Messages				
	Date	From	Subject	
  	9/6/2013 2:29:00 PM	Academic Department Introductory Courses	New Assignment Received for the Academic Evaluation (Questionnaire)	
  	8/16/2013 3:44:00 PM	Academic Department Introductory Courses	New Assignment Received for the Communication and Investigation B (Comprehensive Resume)	

8. Remember that it takes 24-48 hours for your assignment to be graded