

## **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

Mark Test Walters / UB40BSC25039 >>	what do you need to do today?		
AIUNET -			
	Submit an Assignment		
	Test Mark Test Walters [UB40BSC25039]		
Please Select the Course:	Communication and Investigation B (Comprehensive Resume)	$\checkmark$	
	How you want to submit your Assignment :		
	Submit Online Submit OffLine		

## 4. For <u>ONLINE</u> option, it will take you to the steps, Step 4 is to start course:





## 5. For <u>OFFLINE</u> option, upload the file from the documents on your computer:

AIUNET -		
	Offline Ass	signment Upload
	Test Mark Test \	Nalters / UB40BSC25039
	L Andemic Eval	uation B (Questionaire) ]
Upload File1:	Select	Look for your assignment in the
Upload File2:	June	documents stored in your computer
Upload File3:	Select	
Upload File4:	Select	
Upload File5:	Select	
	Upload for	rgrading Close
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6. The system will let you know when your assignment was successfully received:

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	Test Mark Te	est Walters / UB40BSC25039	
	[ Academic E	valuation B (Questionaire) ]	
Assignment uploaded su	uccessfully. <u>Click her</u>	re to continue	1
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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 (Questionaire)	0		
	8/16/2013 3:44:00 PM	Academic Department Introductory Courses	<u>New Assignment Received for the Communication</u> and Investigation B (Comprehensive Resume)	0		

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