

# Step-Wise Guidelines for Students



LMS USERGUIDE

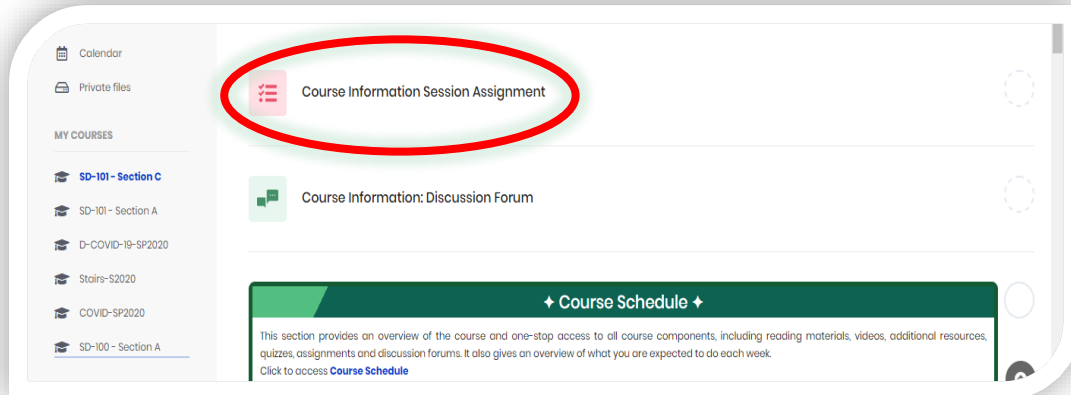
**How to Submit Assignments**



# How to Submit an Assignment

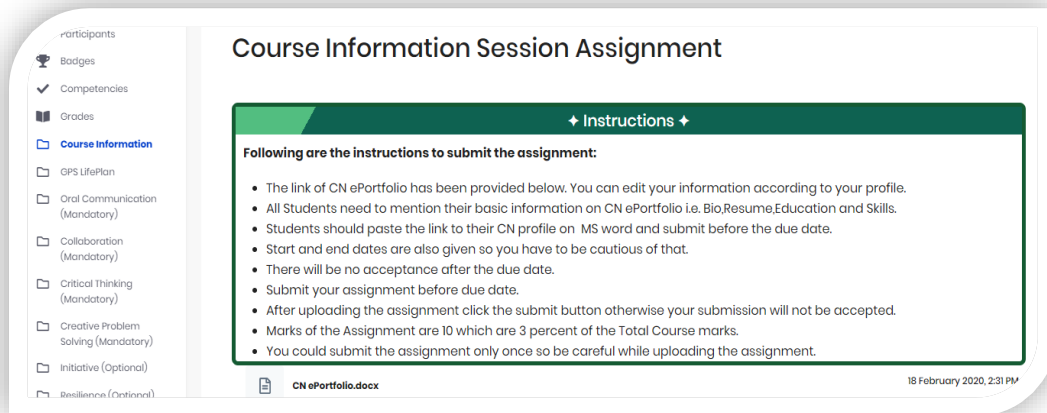
## Step 1:

Click on “Course Information Assignment” on the main course page.



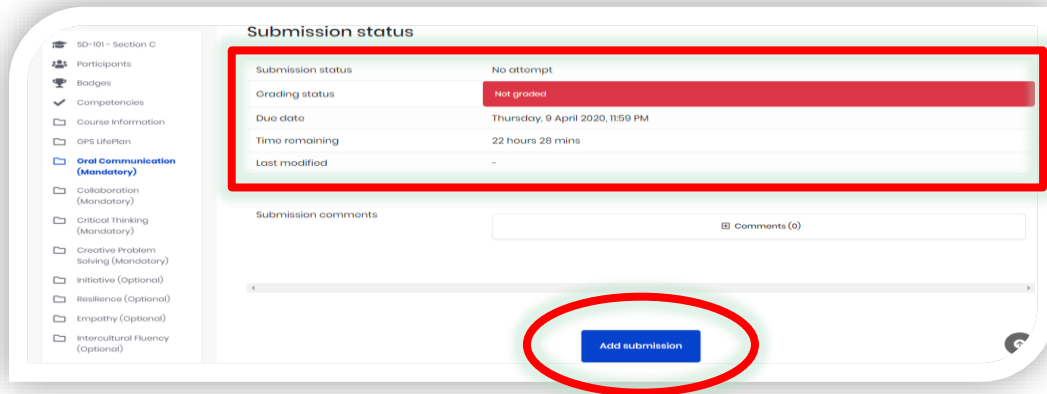
## Step 2:

Read the instructions carefully prior submitting your assignment.



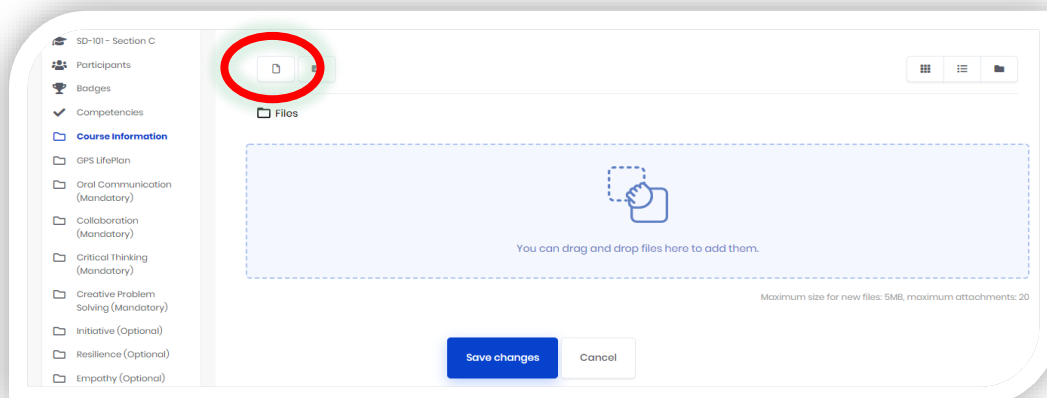
### Step 3:

Click on “Add submission” to submit the assignment before the due date.



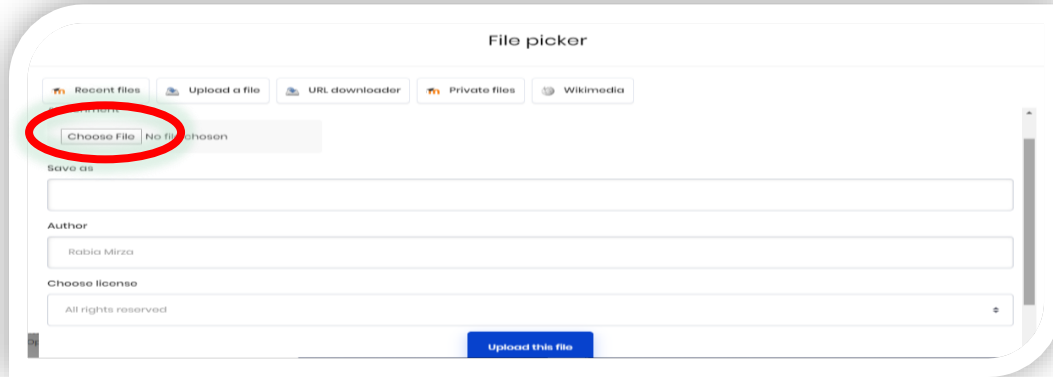
### Step 4:

To upload files, click on the icon as highlighted or simply drag and drop the file in the blue area. Afterwards, click on “Save changes” to submit the assignment.



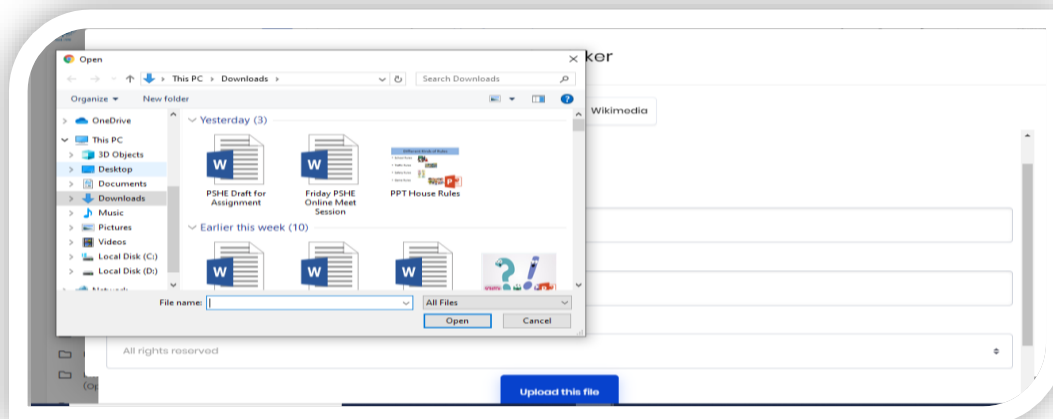
## Step 5:

Click on “Choose file”



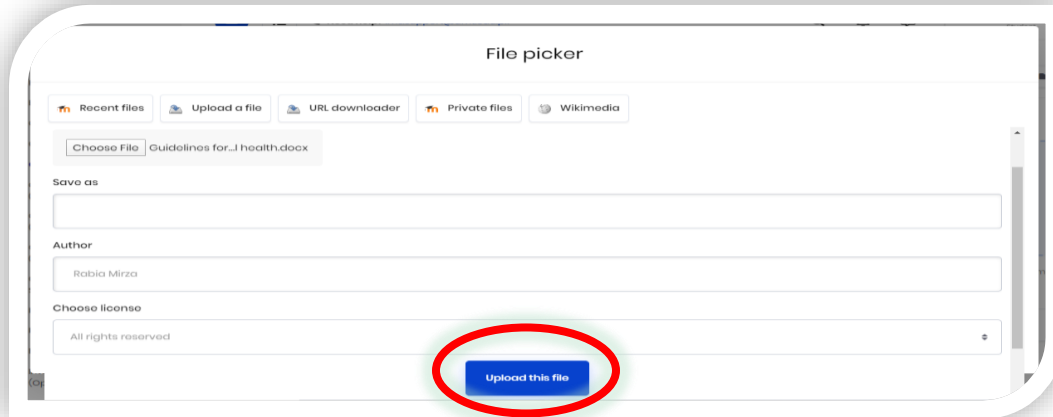
## Step 6:

Choose the particular file that you want to upload



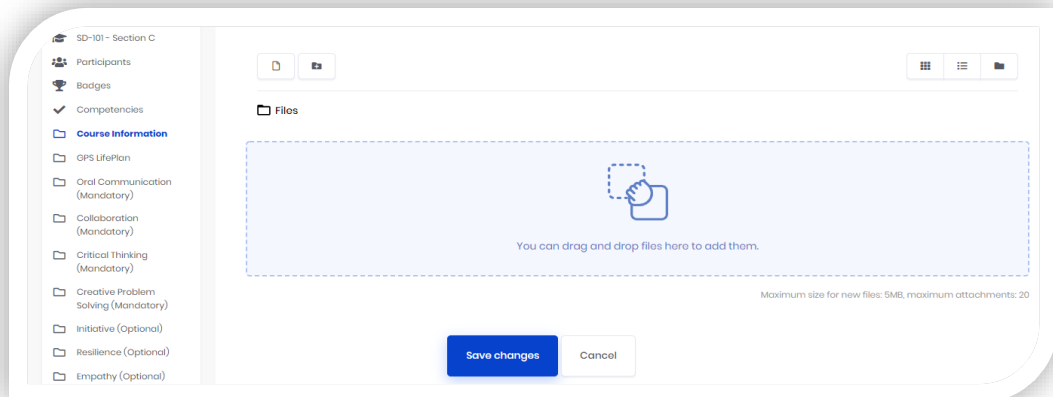
## Step 7:

Click on “Upload this file”



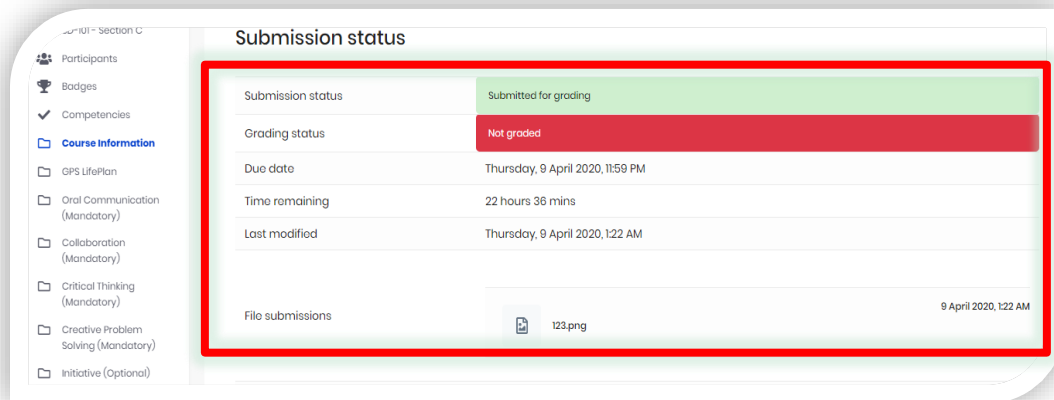
## Step 8:

Click on “Save changes”



## Step 9:

You can view your submission status after the submission.



## Step 10:

You will be able to review the grades, as soon as your instructor has graded your assignment. If you do not see your grades within 5 days of your assignment submission, then send an email to your instructor about it.

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**Feel free to visit the office**

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