Step-Wise Guidelines for Students

LMS USERGUIDE

How to Submit Assignments



STAIRS

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.

Badges	eourse information session Assignment
Competencies	
Grades	+ Instructions +
Course Information	Following are the instructions to submit the assignment:
GPS LifePlan	
] Oral Communication (Mandatory)	 The link of CN ePortfolio has been provided below. You can edit your information according to your profile. All Students need to mention their basic information on CN ePortfolio i.e. Bio,Resume,Education and Skills.
Collaboration (Mandatory)	 Students should paste the link to their CN profile on MS word and submit before the due date. Start and end dates are also given so you have to be cautious of that.
Critical Thinking (Mandatory)	 Inere will be no acceptance arter the due date. Submit your assignment before due date. After unlerging the generatorial before due date.
Creative Problem Solving (Mandatory)	Arter uploading the assignment and the sadmit back of other was plan submitted by decepted. Marks of the Assignment are 10 which are 3 percent of the Total Course marks. You could submit the assignment any once so be careful while unloading the assignment
Initiative (Optional)	

Step 3:

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

	Submission status	No attempt
🖤 Badges		
 Competencies 	Grading status	Not graded
Course Information	Due date	Thursday, 9 April 2020, 11:59 PM
GPS LifePlan	Time remaining	22 hours 28 mins
Oral Communication	Last modified	
Collaboration (Mandatory) Critical Thinking (Mandatory)	Submission comments	II Comments (0)
Creative Problem Solving (Mandatory)		
D Initiative (Optional)	1	
Resilience (Optional)		
Resilience (Optional) Empathy (Optional)		

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"

			File picker	
n Recent files	🗻 Upload a file 🔄 uri	L downloader 🎢 Private	files 🛞 Wikimedia	
Choose File No	1) chosen			
Author				
Choose license				
All rights reserve	3	_		•

Step 6:

Choose the particular file that you want to upload



Step 7:

Click on "Upload this file"

		File	picker	
👘 Recent files 🔈 Upload a file	🔈 URL downloader	🕋 Private files	Wikimedia	
Choose File Guidelines forI healt	h.doox			
Save as				
Author				
Rabia Mirza				
Choose license				
All rights reserved				¢

Step 8:

Click on "Save changes"

SD-101 - Section C		
Participants		:= m
P Badges		
✓ Competencies	T Files	
Course Information		
C GPS LifePlan		
 Oral Communication (Mandatory) 	- On	
Collaboration (Mandatory)		
Critical Thinking (Mandatory)	You can drag and drop files here to add them.	
Creative Problem Solving (Mandatory)	Maximum size for new files: 5MB, maximum	n attachments
🗅 Initiative (Optional)		
Resilience (Optional)	Save changes Cancel	

Step 9:

You can view your submission status after the submission.

Participants						
🖤 Badges	Submission status	Submitted for grading				
 Competencies 						
Course Information	Grading status	Not graded	Not graded			
GPS LifePlan	Due date	Thursday, 9 April 2020, 11:59 PM				
 Oral Communication (Mandatory) 	Time remaining	22 hours 36 mins				
Collaboration	Last modified	Thursday, 9 April 2020, 1:22 AM				
Critical Thinking						
(Mandatory)			9 April 2020, 1:22 A/			
 Creative Problem Solving (Mandatory) 	File submissions	123.png				

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. Access the EDUCATION, no matter the LOCATION

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Feel free to visit the office 3S/32 Main Building

Email Us @ stairs@umt.edu.pk