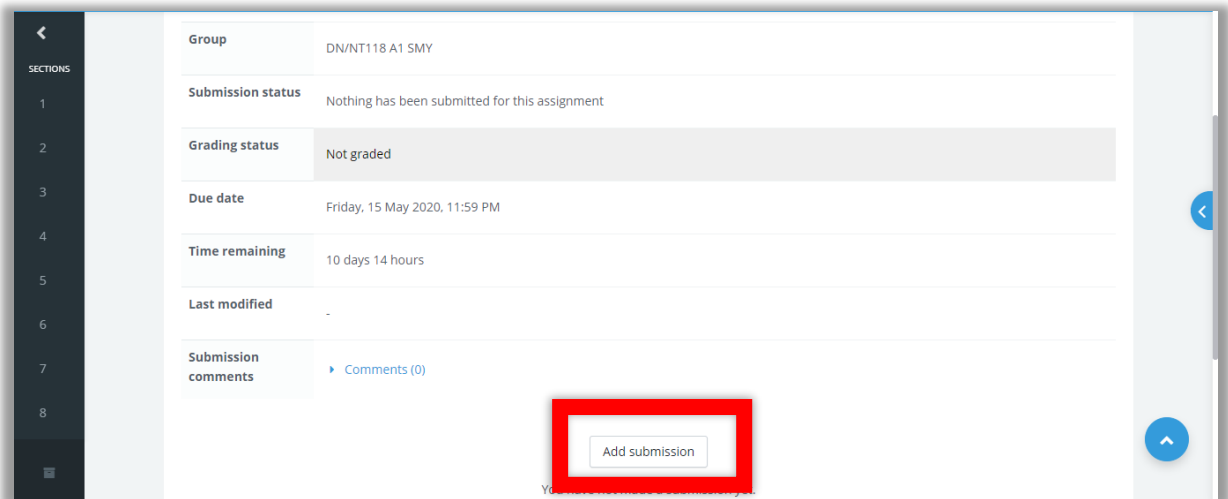## Guides to add a submission in online assignment submission

1. Log in to eLearn/ODL portal
2. Go to the module page
3. Go to the assignment submission link and open the link
4. There are two categories of submission:
   a. Individual
   b. Group
   c. *** If it is Group, please make sure your group is correct.
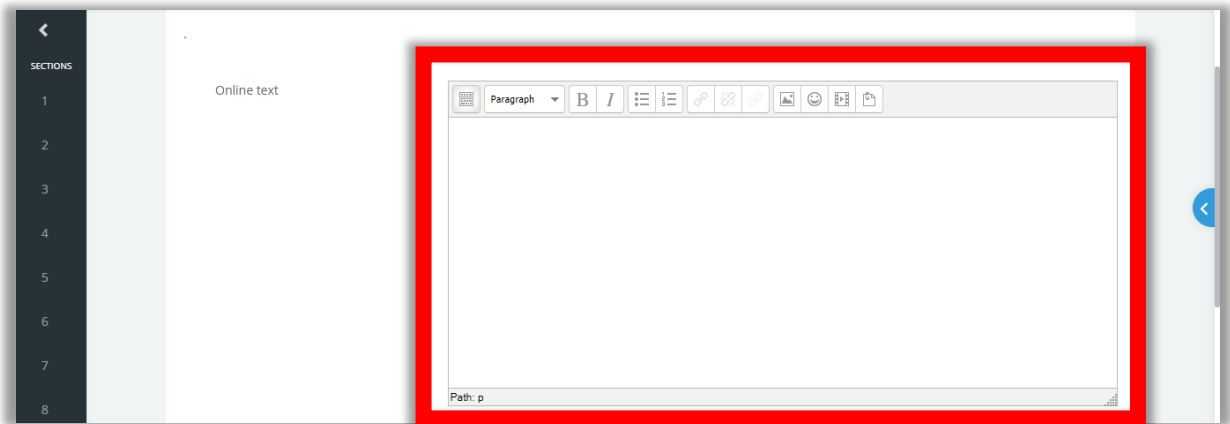5. Then, click on the *Add submission* button

6. You have two submission types:
   a. Text submission
   b. File submission
   c. ***These types are depending on your lecturer/task instruction

Proceed to the next page

Text Submission

7. For Text submission, please type in your answer/writings in the provided space.

8. There are some features in the box that might be useful for you such as, Bold, Italic, Numberings, add images/photos, and can set the types of your writings.

9. Please click this icon to expand more features such as size of fonts, paragraphing, colours, tables, hyperlinks and more.
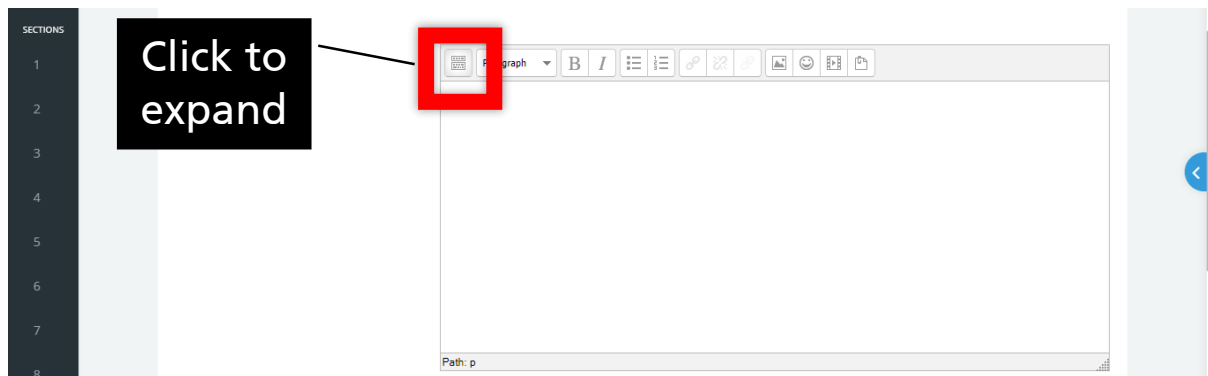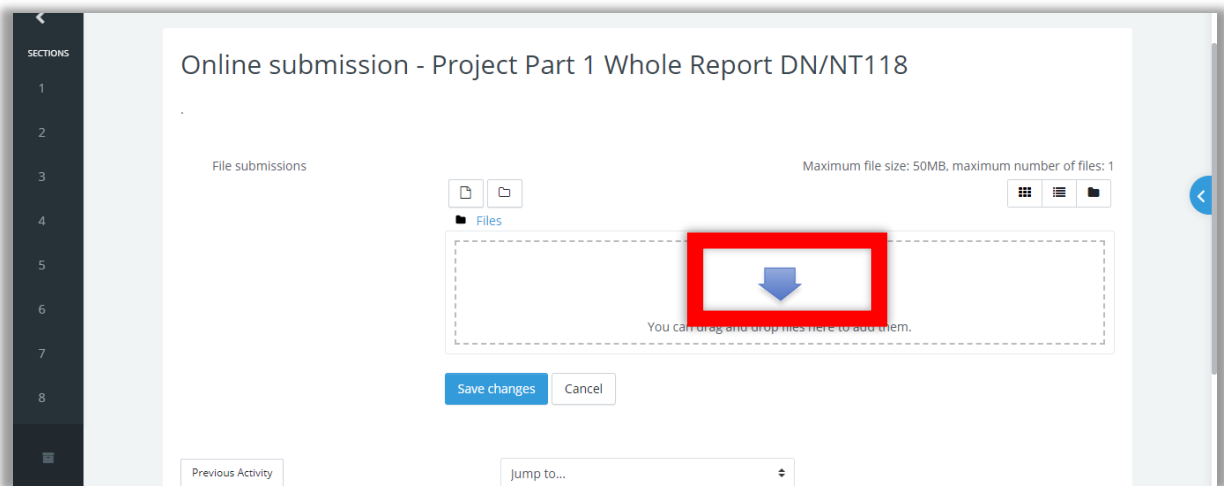

10. Once you have completed typing your answers/writings, submit it by scrolling down and click on the *Save changes* button.
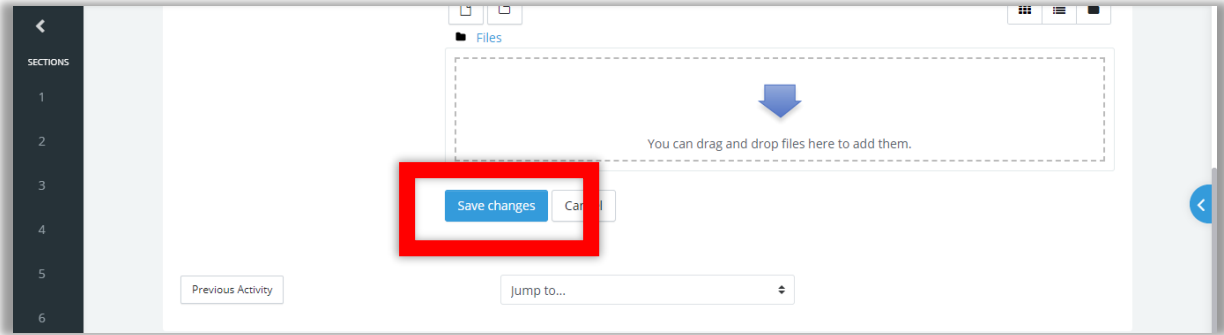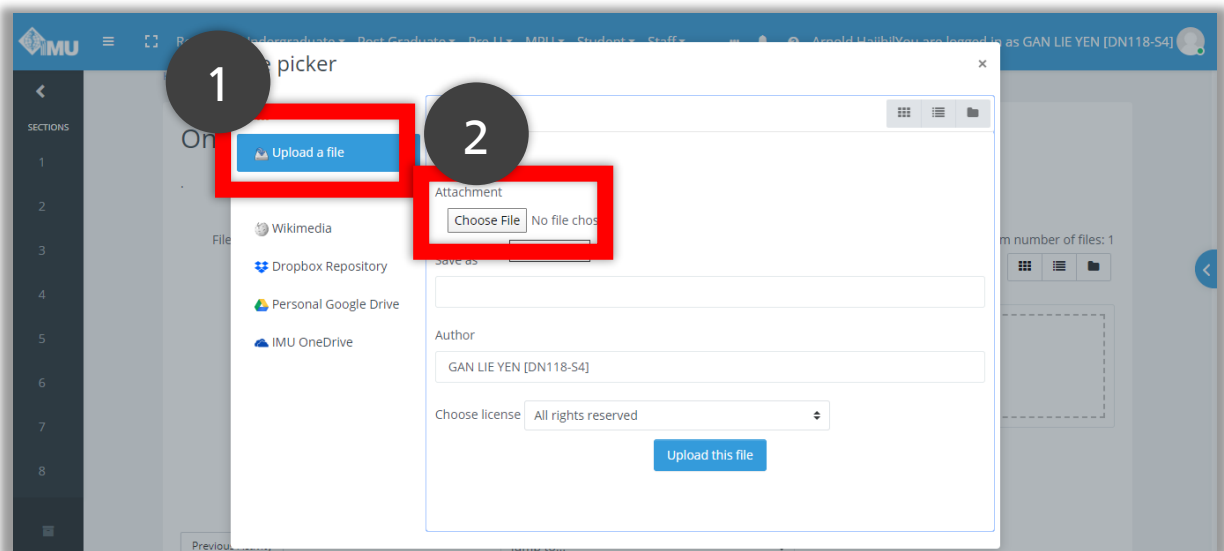
File Submission

11. For file submission, you need to upload your assignment file to here.
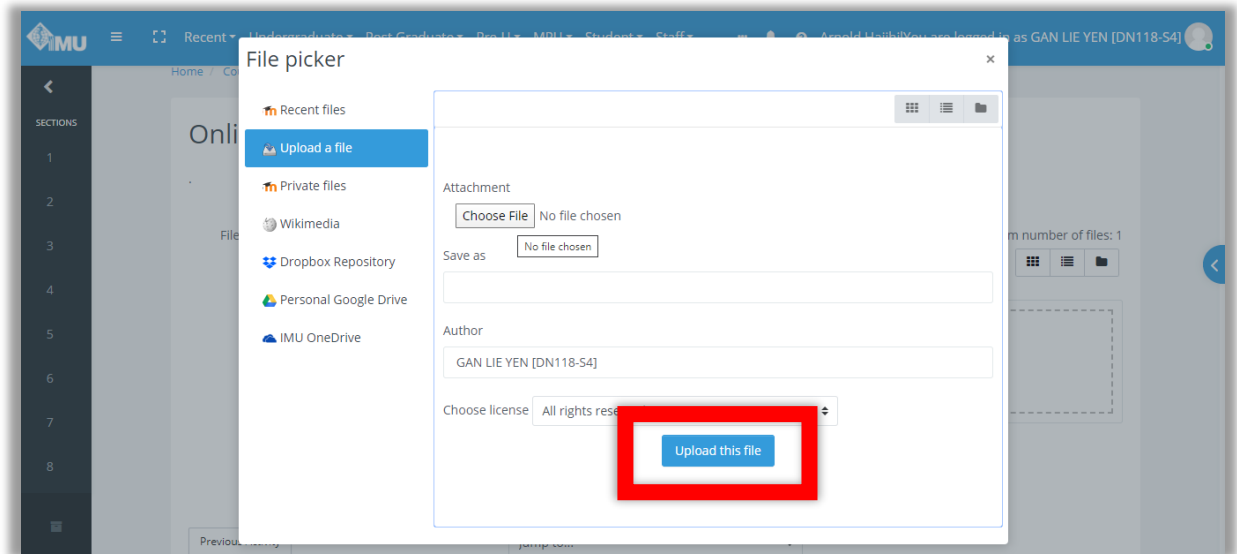12. Please click the *Blue-Arrow-Down* button

13. In the pop up, left side section, make sure it is in *Upload a file*, then click on the *Choose File* button
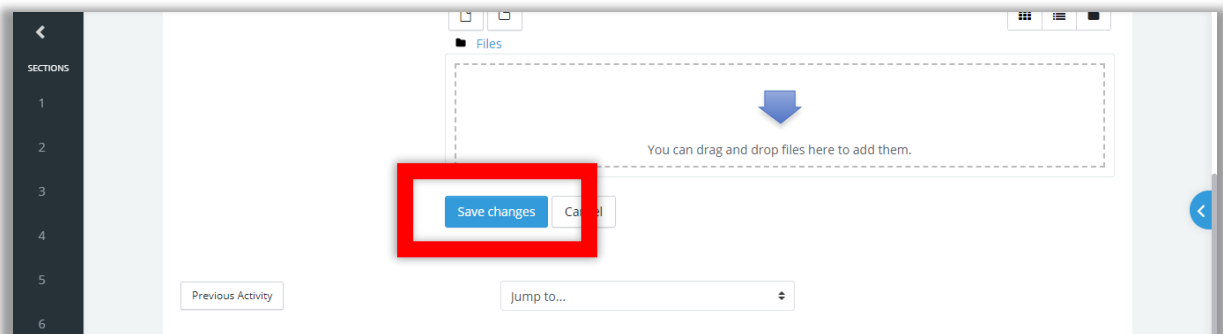
14. Browse your file from your computer and click **Open**
15. Then, click on the **Upload this file** blue button

16. Finally click **Save changes**

17. You can edit your submission anytime and anywhere as long as it still open for submission.
18. Please make sure you do the submission before the due date. Otherwise, your submission will be considered as Late submission status.