## 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

	Group	N/NT118 A1 SMY	
1	Submission status	othing has been submitted for this assignment	
2	Grading status	Not graded	
3	Due date	Friday, 15 May 2020, 11:59 PM	<
4 5	Time remaining	10 days 14 hours	
6	Last modified		
7	Submission comments	Comments (0)	
8			
•		Ya	

- 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

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## **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.



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

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## File Submission

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

SECTIONS	Online submission - Project Part 1 Whole Report DN/NT118				
2 3	File submissions Maximum file size: 50MB, maximum number of files: 1				
4 5 6					
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13. In the pop up, left side section, make sure it is in *Upload a file*, then click on the *Choose File* button

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5		📥 IMU OneDrive	Author GAN LIE YEN [DN118-54]	
6			Choose license All rights reserved	
7			Upload this file	
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## 14. Browse your file from your computer and click **Open** 15. Then, click on the **Upload this file** blue button

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16. Finally click Save changes

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- 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.