LEARNIT GUIDE

How to submit or re-submit your thesis or project in LearnIT

1. Once your problem statement is approved, the exam activity becomes visible on your project page or thesis page in LearnIT:

* If thesis, the submission folder's name is »Thesis submission« (instead of »Project submission«)

** If re-submission, the submission folder's name is »Thesis re-submission« or »Project re-submission«

2. You can submit your assignment no earlier than 90 days before deadline. When ready, enter the exam activity, e.g., »Project submission«/»Thesis submission«. Here, you find instructions and submission status. Please read the instructions and guidelines before moving on. To move on, click »Add submission«:

Continues on the next page …

3. Add submission: Choose main supervisor, decide sharing, read the information on academic misconduct, and submit your assignment and, if relevant, appendix:

Submission information for
Test project

Supervisor ❗ ❓	[ ] ⬍ 1.

Submission content ❓ Official (recommended) ⬍ 2.

Share submission ❓ Share with students at ITU after exam ⬍ 3.

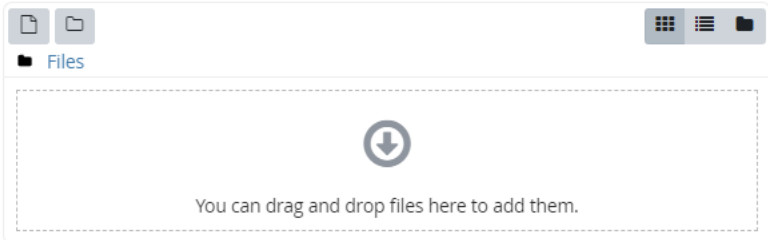Accept terms: ☐ I have read and understood the information on academic misconduct ❗

Choose the group members for this submission.
You submit on behalf of the group. When you choose the other group members they will not be able to upload any submissions. Please double-check the names.

Person #1 Student Dummy_08 (student_dummy_08) ⬍ ← 4.

Person #2 [ ] ⬍ ←
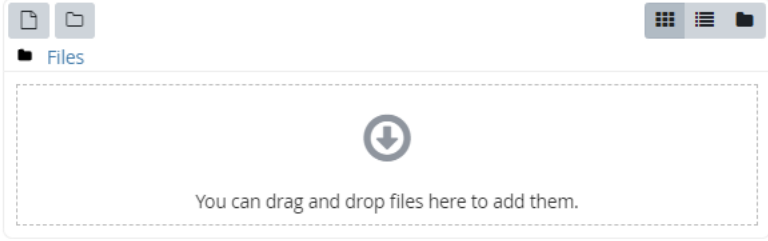
Submissions Maximum number of files: 1, maximum size for new files: 100 MB

5. 📄 📁 ⠿ ☰ ⬛

📁 Files

⬇

You can drag and drop files here to add them.

Accepted file types:

application/vnd.sun.xml.writer .sxw
HTML document .htm .html
OpenDocument Text document .odt
PDF document .pdf
Powerpoint 2007 presentation .pptx
Powerpoint presentation .ppt
RTF document .rtf
Text file .txt
Word 2007 document .docx
Word document .doc

Appendix Maximum number of files: 5, maximum size for new files: 2 GB

6. 📄 📁 ⠿ ☰ ⬛

📁 Files

⬇

You can drag and drop files here to add them.

7. [Save draft] [Cancel]

1. Supervisor: Choose your main supervisor.
2. Submission content: Choose »official« or »confidential«[1]. If your work is confidential, only the examiners will read your assignment.
3. Share submission: If the submission content is »official«, choose how you want to share your written work after the exam.
4. If it is a group exam, and you are submitting on behalf of the group, choose the participants one by one. Make sure you **choose the right participants**, as the participants cannot submit on the course when you have added them.
   → **Regarding re-submission**: If your ordinary exam was a group exam and you are the only one attending the reexam, please do not add any participants. If you are attending the reexam with some or all your group members, and you are submitting on behalf of them, please choose the specific members attending the reexam.
5. Submissions: Upload your thesis or project manually or drag-and-drop. Be aware of how many files you can upload. It varies from course to course.
6. Appendix: If relevant, upload or drag-and-drop your appendix separately here.
7. Finally, click »Save draft« to save your draft. **When you are ready**, remember to **finally submit** your assignment before deadline (see below).

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[1] Use only »confidential« if you have made a confidentiality agreement with a company. Otherwise choose »official« as recommended.

4. When clicking »Save changes« you see the page below with submission status and info. Your submission status has changed to »draft«. If you want to make changes to the submission before deadline, go the exam activity and click »Edit submission«:

5. When you are ready to **finally submit**, go to the exam activity (again) and click »Submit exam assignment«. Then click »Continue« to finally submit:

Project submission

Opened: Saturday, 2 September 2023, 12:00
Due: Friday, 15 December 2023, 14:00

Submit exam assignment in
Test project

Are you sure you want to submit your work for grading?
You will not be able to make any more changes.

Continue   Cancel
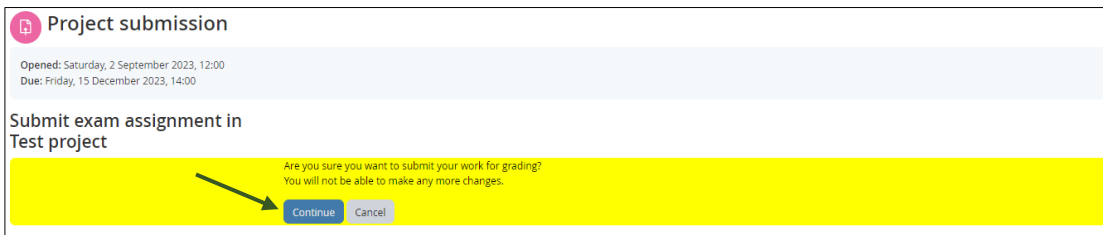
6. When you have submitted your assignment (on behalf of your group), you see the submission status below. The status has now changed to »submitted for grading«. Find it by entering the exam activity:

Submission status

Submission status	Submitted for grading
Grading status	Check your grade in "My Study Activities".
Time remaining	Examassignment was submitted 30 days 3 hours early
Last modified	Wednesday, 15 November 2023, 10:48

Submission info

Class code	Test project
Course name	Test project
Supervisor	Professor Learning
Submission content	Official (recommended)
Share submission	Share with students at ITU after exam

	Name of participants	Student number
#1	Student Dummy_08 (student_dummy_08@mailinator.com)	
#2	Student Dummy_09 (student_dummy_09@mailinator.com)	

Submissions	Generisk testdok.pdf
Appendix	Bilag.pdf

You may download your assignment after your final submission

When the other group members enter the exam activity the submission status has changed to the following:

Submitted for grading by Student Dummy_08 (student_dummy_08@mailinator.com) on your behalf