

# 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:

### PRELIMINARY PROBLEM STATEMENT



Submit and access the preliminary problem statement here

For **students**, your task is to describe your thoughts about your project thus far. This may be formulated as a topic, problem, or hypothesis that you wish to investigate in the project.

This description is shared with your supervisor for approval, and with the appointed examiner in due course. Once approved by your supervisor, the preliminary problem statement can not be changed in learnIT.

Please note that nothing you write on this project page will be part of the assessment unless you put it in the final project submission.

For **supervisors**, your task is to click the link above to access and approve (or “grade” in learnIT lingo) the submitted preliminary problem statement. By approving the preliminary problem statement, you confirm that you supervise the project. [Find a guide here.](#)

### PROJECT SUBMISSION



Project submission

Submit your project or thesis here when ready \*

Please note:

- Check that you are submitting on the correct project.
- For group submission, one group member submits on behalf of the entire group.
- Remember to upload all your files and **finally submit** your project before the due date.

Read more about how to submit your written work, including how to compress large files in a .zip file, on [ITU Student](#).

\* 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«:

### Project submission

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

**Please note:**

- Check that you are submitting on the correct project.
- For group submission, one group member submits on behalf of the entire group.
- Remember to upload all your files and **finally submit** your project before the due date.

Read more about how to submit your written work, including how to compress large files in a .zip file, on [ITU Student](#).

[Add submission](#)  
You have not made a submission yet.

#### Submission status

Submission status	No submissions have been made yet
Grading status	Check your grade in "My Study Activities".
Time remaining	30 days 3 hours remaining

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**

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Supervisor ❗ ?  ↕ **1.**

Submission content ?  ↕ **2.**

Share submission ?  ↕ **3.**

Accept terms:  I have read and understood the information on [academic misconduct](#) ❗

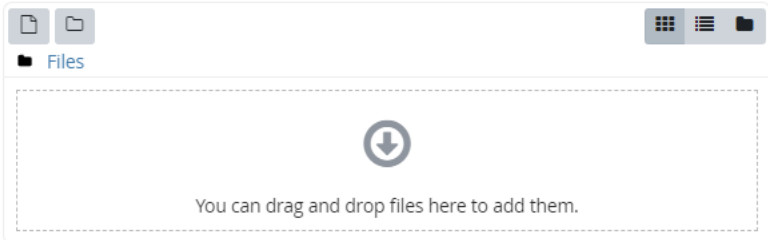
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Choose the group members for this submission.  
You submit on behalf of the group. When you choose the other group members they will not be able to upload any submissions. Please double-check the names.

Person #1  ↕ **4.**

Person #2  ↕

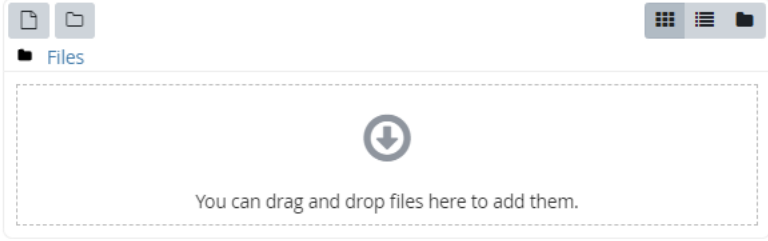
Submissions Maximum number of files: 1, maximum size for new files: 100 MB

**5.**  **5.**

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.**  **6.**

**7.**

1. Supervisor: Choose your main supervisor.
2. Submission content: Choose »official« or »confidential«<sup>1</sup>. 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).

Continues on the next page ...

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<sup>1</sup> 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«:

## Project submission

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

**Please note:**

- Check that you are submitting on the correct project.
- For group submission, one group member submits on behalf of the entire group.
- Remember to upload all your files and **finally submit** your project before the due date.

Read more about how to submit your written work, including how to compress large files in a .zip file, on ITU Student.

Click here to finally submit

Submit exam assignment

Once this examassignment is submitted you will not be able to make any more changes.

Click here to make changes before deadline

Edit submission

You have not made a submission yet.

### Submission status

Submission status	Draft (not submitted)
Grading status	Check your grade in "My Study Activities".
Time remaining	30 days 3 hours remaining
Last modified	Wednesday, 15 November 2023, 10:43

When saving your submission it changes to draft, and it is not yet finally submitted

Time until submission due date

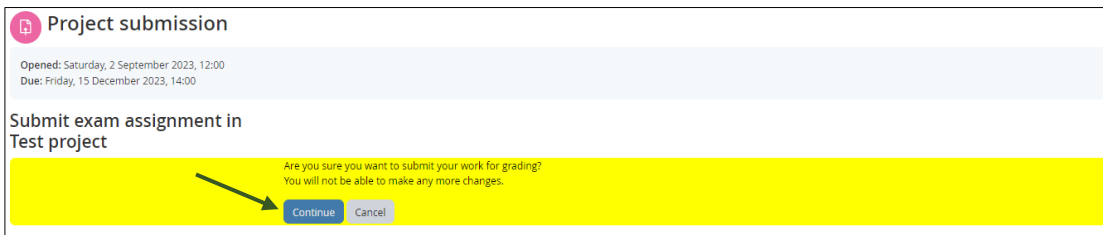
### Submission info

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	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">  Generisk testdok.pdf                 </div>
Appendix	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">  Bilag.pdf                 </div>

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:



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	<table border="1"> <tr> <td>Generisk testdok.pdf</td> <td></td> </tr> </table>	Generisk testdok.pdf		<p>You may download your assignment after your final submission</p>
Generisk testdok.pdf				
Appendix	<table border="1"> <tr> <td>Bilag.pdf</td> <td></td> </tr> </table>	Bilag.pdf		
Bilag.pdf				

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