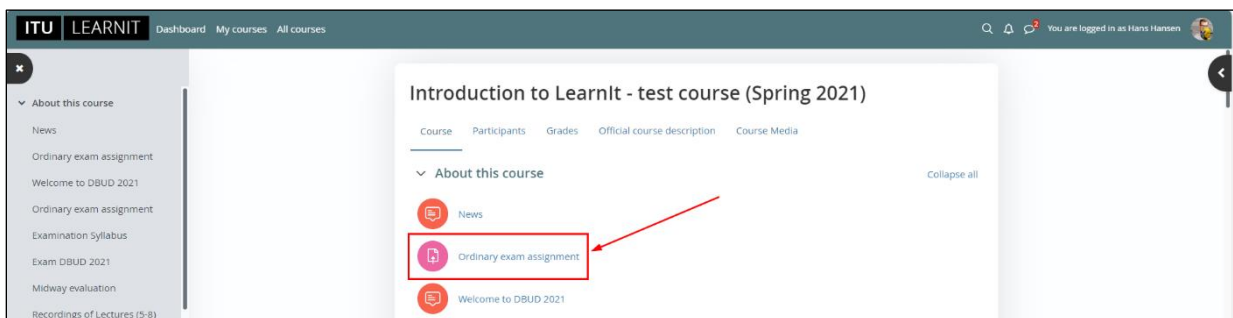


# LEARNIT GUIDE

## How to submit exam and reexam assignments on a course in LearnIT

1. Two weeks before submission deadline the exam activity becomes visible on the course page:



\* If re-exam, the folder's name is »Re-exam assignment«.

2. When you enter the exam activity, you find instructions and submission status. Please read the instructions and guidelines before moving on. When ready click »Add submission«:

### Ordinary exam assignment

Opened: Wednesday, 1 November 2023, 10:00  
Due: Friday, 10 November 2023, 14:00

**Please note:**

- Check that you are submitting on the correct course.
- For group submission, either group member may submit on behalf of the entire group.
- Remember to upload all your files and **finally submit** your exam assignment 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	2 days 2 hours remaining
Last modified	-

3. Add submission: Fill in title and (maybe) course portfolio link, decide sharing, read the information on academic misconduct, add participants, and submit your assignment:

Submission information for  
**Introduction to LearnIt - test course (Spring 2021)**

Title 1.

Course portfolio link 2.

Submission content 3.

Share submission 4.

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 5.

Person #2 5.

Person #3

Submissions 6.

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

You can drag and drop files here to add them.

7. Save draft Cancel

! Required

1. Title: Your assignment's title.
2. Course portfolio link: If you have a link paste it in here. Have you not heard of a portfolio link? Skip it.
3. Submission content: Choose »official« or »confidential«<sup>1</sup>. If your work is confidential, only the examiners will read your assignment.
4. Share submission: If the submission content is »official«, choose how you want to share your written work after the exam.
5. 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 reexams:** 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.
6. Upload your assignment manually or drag-and-drop. Be aware of how many files you can upload. It varies from course to course.
7. Finally, click »Save draft« to save your draft. **When you are ready**, remember to **finally submit** your assignment before deadline (see below).

<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 (not submitted)«. If you want to make changes to the submission before deadline, go to the exam activity and click »Edit submission«.

**Submit exam assignment**

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

**Edit submission**

You have not made a submission yet.

Click here to finally submit
Click here to make changes before deadline

### Submission status

Submission status	Draft (not submitted)	When saving your submission it changes to draft, and it is <u>not yet finally submitted</u>
Grading status	Check your grade in "My Study Activities".	
Time remaining	2 days 2 hours remaining	Time until submission due date
Last modified	Wednesday, 8 November 2023, 11:20	

### Submission info

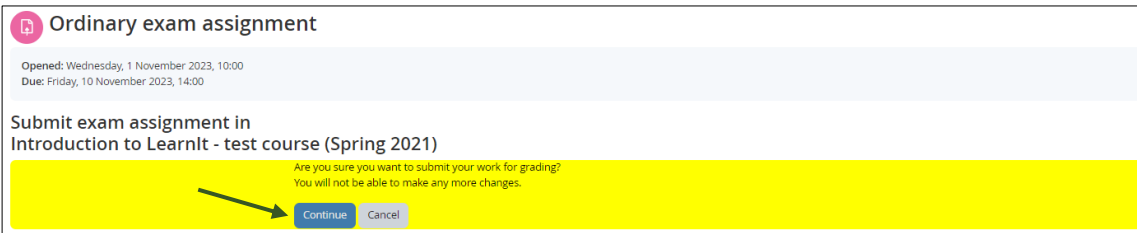
Class code	TEMP3021036-20211
Course name	Introduction to LearnIt - test course (Spring 2021)
Title	Test submission
Submission content	Official (recommended)
Share submission	Share with students at ITU after exam

	Name of participants	Student number
#1	Student Dummy_04 (student_dummy_04@mailinator.com)	
#2	Student Dummy_06 (student_dummy_06@mailinator.com)	

**Submissions**

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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 2 days 2 hours early
Last modified	Wednesday, 8 November 2023, 11:31

**Submission info**

Class code	TEMP3021036-20211
Course name	Introduction to LearnIt - test course (Spring 2021)
Title	Test submission
Submission content	Official (recommended)
Share submission	Share with students at ITU after exam

	Name of participants	Student number
#1	Student Dummy_04 (student_dummy_04@mailinator.com)	
#2	Student Dummy_06 (student_dummy_06@mailinator.com)	

**Submissions**

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*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\_04 (student\_dummy\_04@mailinator.com) on your behalf