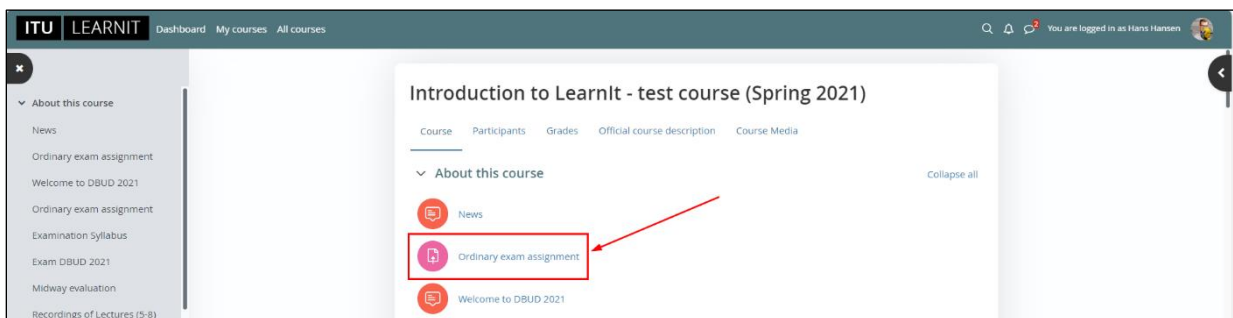# LEARNIT GUIDE

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«:

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:

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«[1]. 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).

---

[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 (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 examassignment 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)
Grading status	Check your grade in "My Study Activities".
Time remaining	2 days 2 hours remaining
Last modified	Wednesday, 8 November 2023, 11:20

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

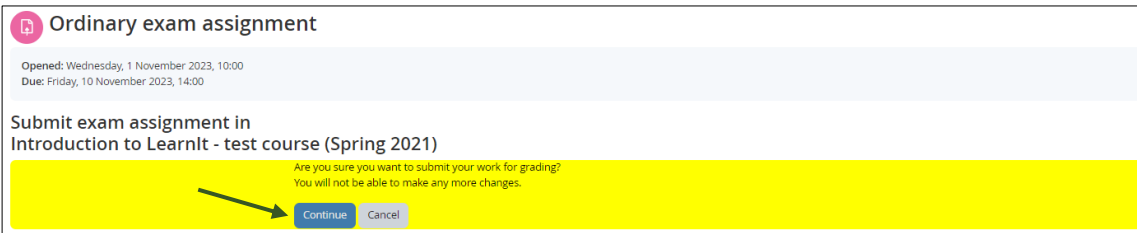Time until submission due date

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	Generisk testdok.pdf

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.

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