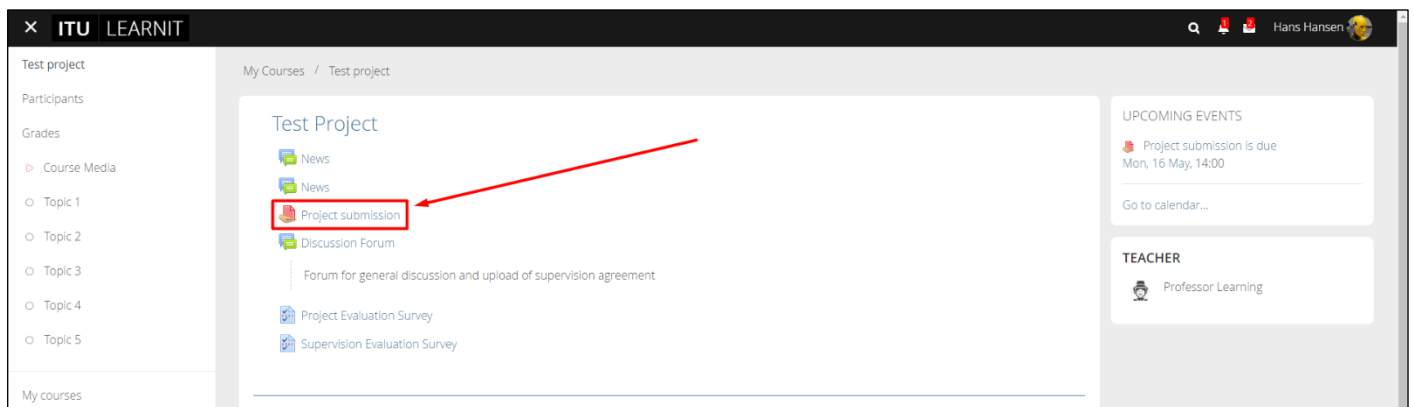


LEARNIT GUIDE

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

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



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

** If re-submission, the 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. Here, you find instructions and submission status. Please read the instructions and guidelines before moving on. To move on, click »Add submission« in the lower right corner:

Project submission

Please note:

- Check that you are submitting on the correct project.
- For group submission, either group member may submit 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.

Submission status

Submission status	No attempt
Grading status	Check your grade here
Due date	Monday, 16 May 2022, 14:00
Time remaining	87 days 21 hours
Last modified	-

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

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, so they will not be able to upload any submissions. Please double-check the names. 4.

Person #1 4.

Person #2 4.

Submissions 5. Maximum number of files: 1, maximum size for new files: 100MB

Files

You can drag and drop files here to add them.

Accepted file types:

- application/vnd.sun.xml.writer.swx
- 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 6. Maximum number of files: 5, maximum size for new files: 2GB

Files

You can drag and drop files here to add them.

7.

There are required fields in this form marked * .

- Supervisor: Choose your main supervisor.
- Submission content: Choose »official« or »confidential«¹. If your work is confidential, only the examiners will read your assignment.
- Share submission: If the submission content is »official«, choose how you want to share your written work after the exam.
- 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

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

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).
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, scroll down, and click »Edit submission« in the lower right corner of the page:

Project submission

Please note:

- Check that you are submitting on the correct project.
- For group submission, either group member may submit 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.

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 here	Link to »My Study Activities«
Due date	Monday, 16 May 2022, 14:00	
Time remaining	87 days 21 hours	Time until submission due date
Last modified	Wednesday, 9 February 2022, 12:01	

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	Hans Hansen (student_dummy_01@mailinator.com)	
#2	Carl Carlsen (student_dummy_02@mailinator.com)	

Submissions

This is a Test.pdf	Click here to finally submit	Click here to make changes before deadline
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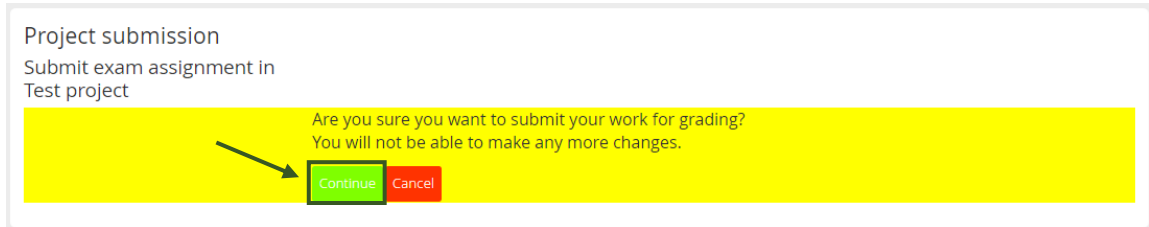
Submit exam assignment

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

Edit submission

You can still make changes to your submission.

5. When you are ready to **finally submit**, go to the exam activity (again), scroll down, 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:

Project submission
Submission status

Submission status	✓ Submitted for grading
Grading status	Check your grade here
Due date	Monday, 16 May 2022, 14:00
Time remaining	87 days 21 hours
Last modified	Wednesday, 9 February 2022, 14:10

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	Hans Hansen (student_dummy_01@mailinator.com)	
#2	Carl Carlsen (student_dummy_02@mailinator.com)	

Submissions

	This is a Test.pdf
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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 Hans Hansen (student_dummy_01@mailinator.com) on your behalf