

## ***Student User Manual: How to submit an Assessment in myModules***



**Define tomorrow.**



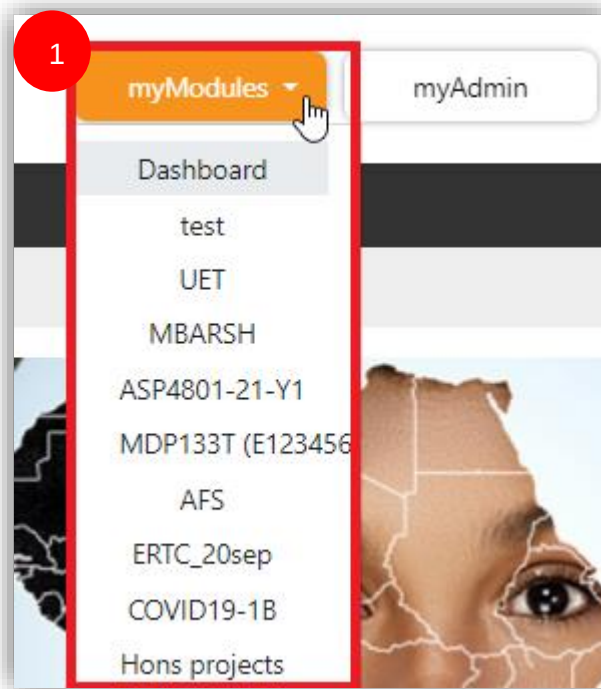
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## 1. How to submit an Assignment on myModules

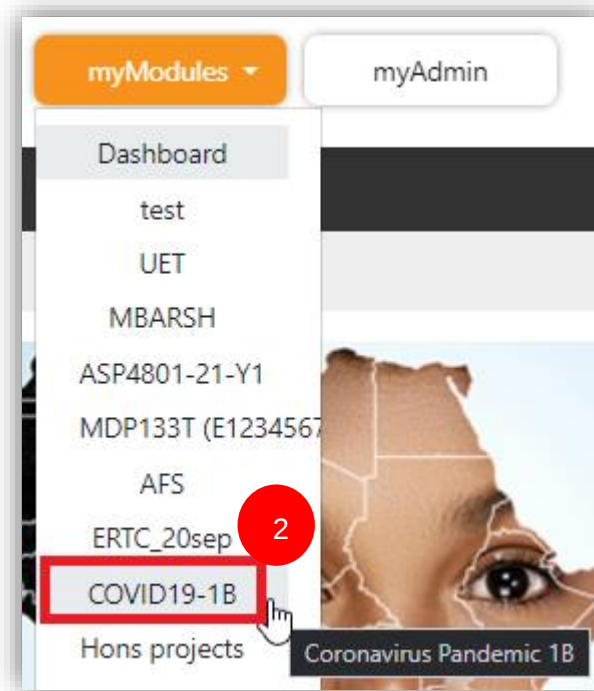
Once you have logged into the myUNISA site and have navigated to your myModules Dashboard, you can follow the below steps to submit your Assignment.

- Step 1: At the top of your page there is a 'myModules' drop-down menu. Please click on it to expand it



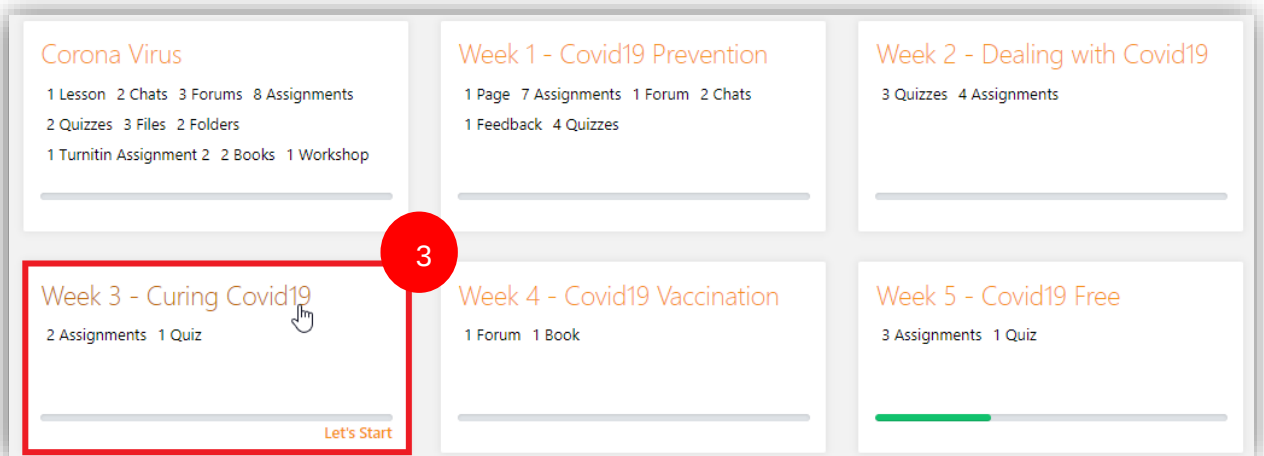
*Figure 1-1*

- Step 2: Now, please select the correct course from the list and click on it. You will now be directed to the Module/Course Site.



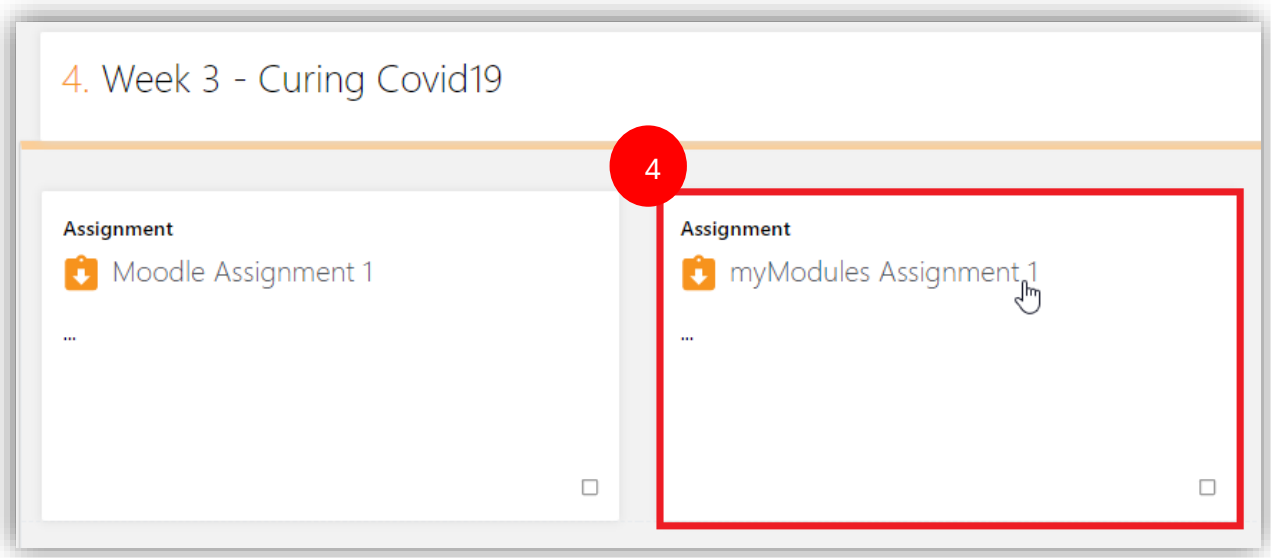
**Figure 1-2**

- Step 3: On your Module site, scroll down and select the Topic/section in which the Assignment is located and then click on it



**Figure 1-3**

- Step 4: Within that Topic, please select the Assignment which you will be submitting and click on it.



**Figure 1-4**

- Step 5: You should be directed to the 'Submission Status' page. This page contains:
  - a) the actual Assignment Instructions/Content (This depends on your Lecturer)
  - b) basic information for your submission

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5a

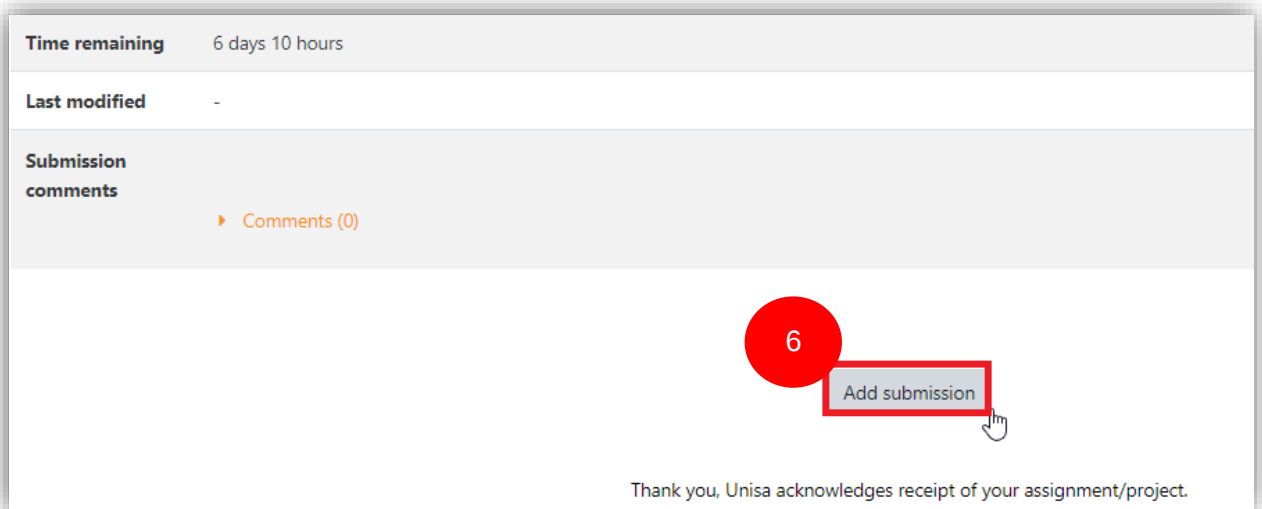
## Submission status

5b

|                            |                                           |
|----------------------------|-------------------------------------------|
| <b>Attempt number</b>      | This is attempt 1 ( 1 attempts allowed ). |
| <b>Submission status</b>   | No attempt                                |
| <b>Grading status</b>      | Not graded                                |
| <b>Due date</b>            | Thursday, 17 February 2022, 12:00 AM      |
| <b>Time remaining</b>      | 6 days 10 hours                           |
| <b>Last modified</b>       | -                                         |
| <b>Submission comments</b> | <div>► Comments (0)</div>                 |

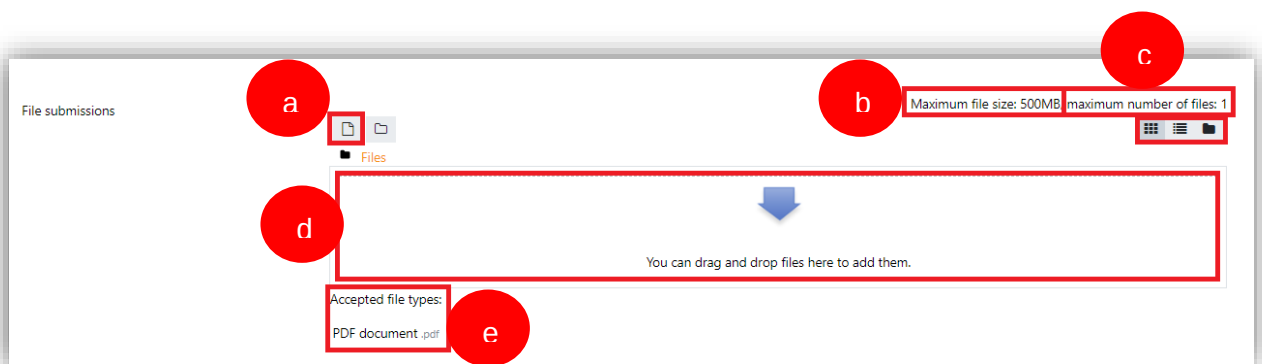
*Figure 1-5*

- Step 6: To upload your Assignment, you will scroll down and click on the 'Add submission' button



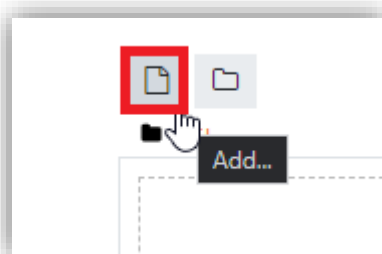
**Figure 1-6**

- Step 7: You will now be directed to the actual Submission page. The submission page will inform you of the basic File upload parameters (shown in the below screen)



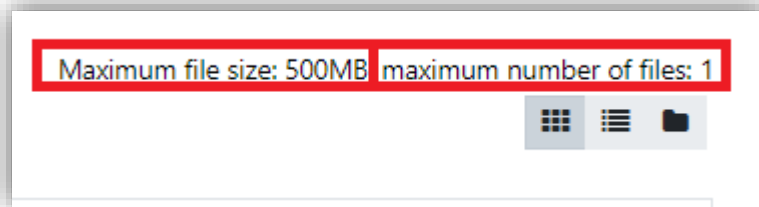
**Figure 1-7**

- a) Add: This is used to upload your Assignment



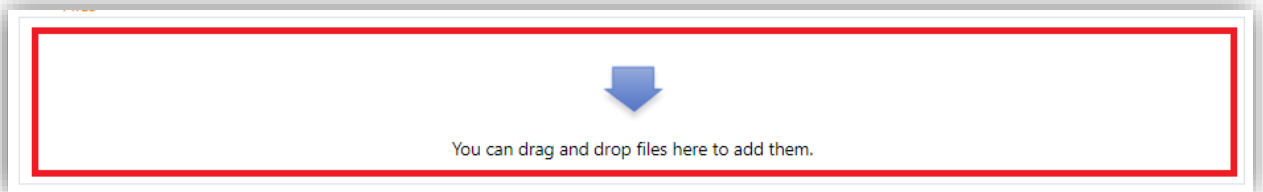
**Figure 1-8**

- b) Maximum file size: This indicates the largest size your upload can be
- c) Maximum number of files: This indicates the total number of files you can upload



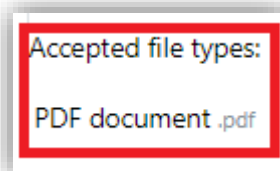
**Figure 1-9**

d) Upload field: You can drag and drop your upload into



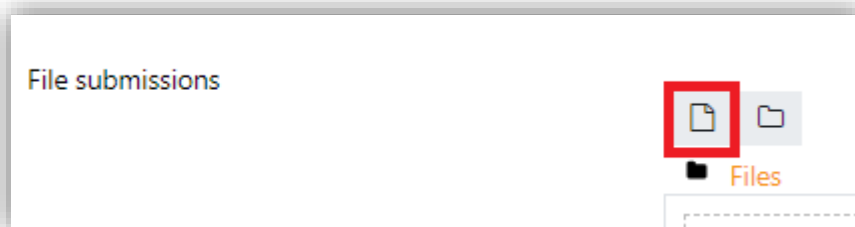
**Figure 1-10**

e) Accepted file types:



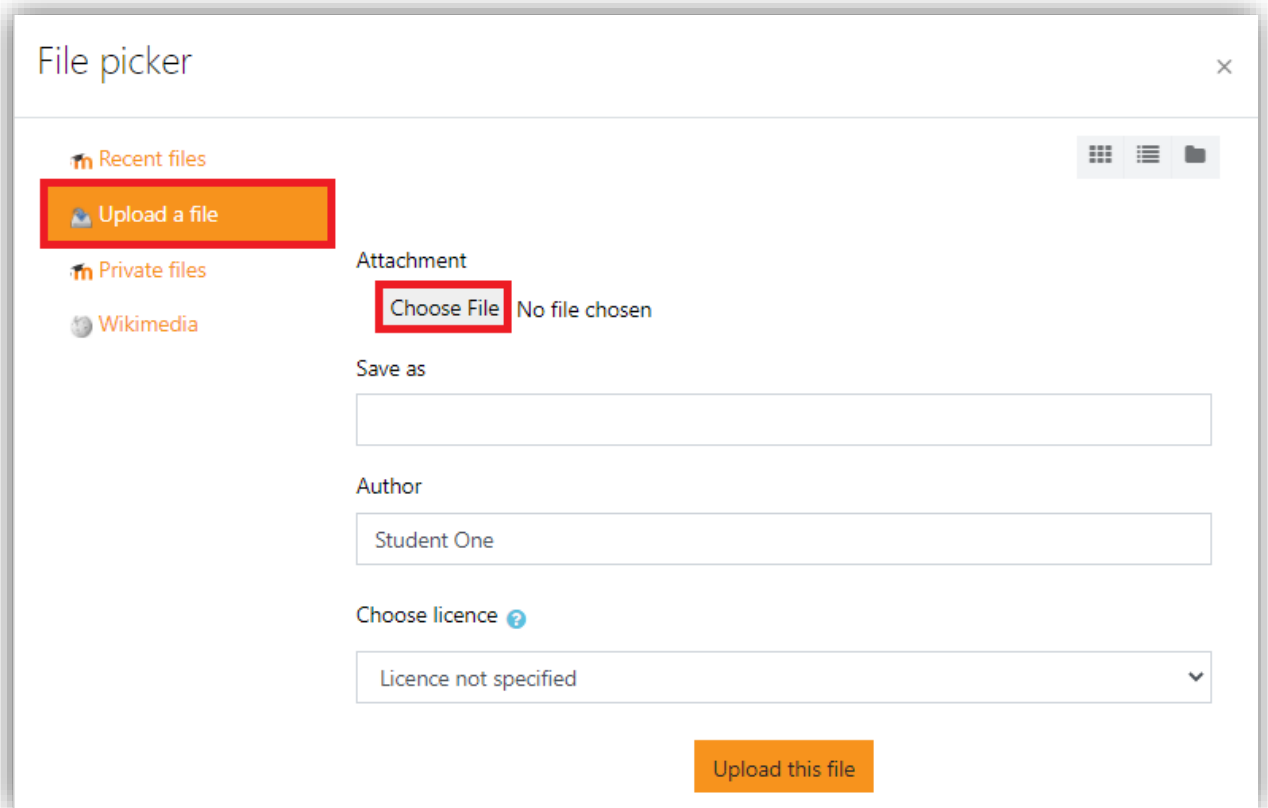
**Figure 1-11**

- Step 8: There are two ways to upload your submission to the myModules site:
  1. You can 'Drag and drop' your file into the field provided (as shown in Figure 1-10)
  2. You can use the 'Add' button and follow the below screens:
    - a. Click on the 'Add' button



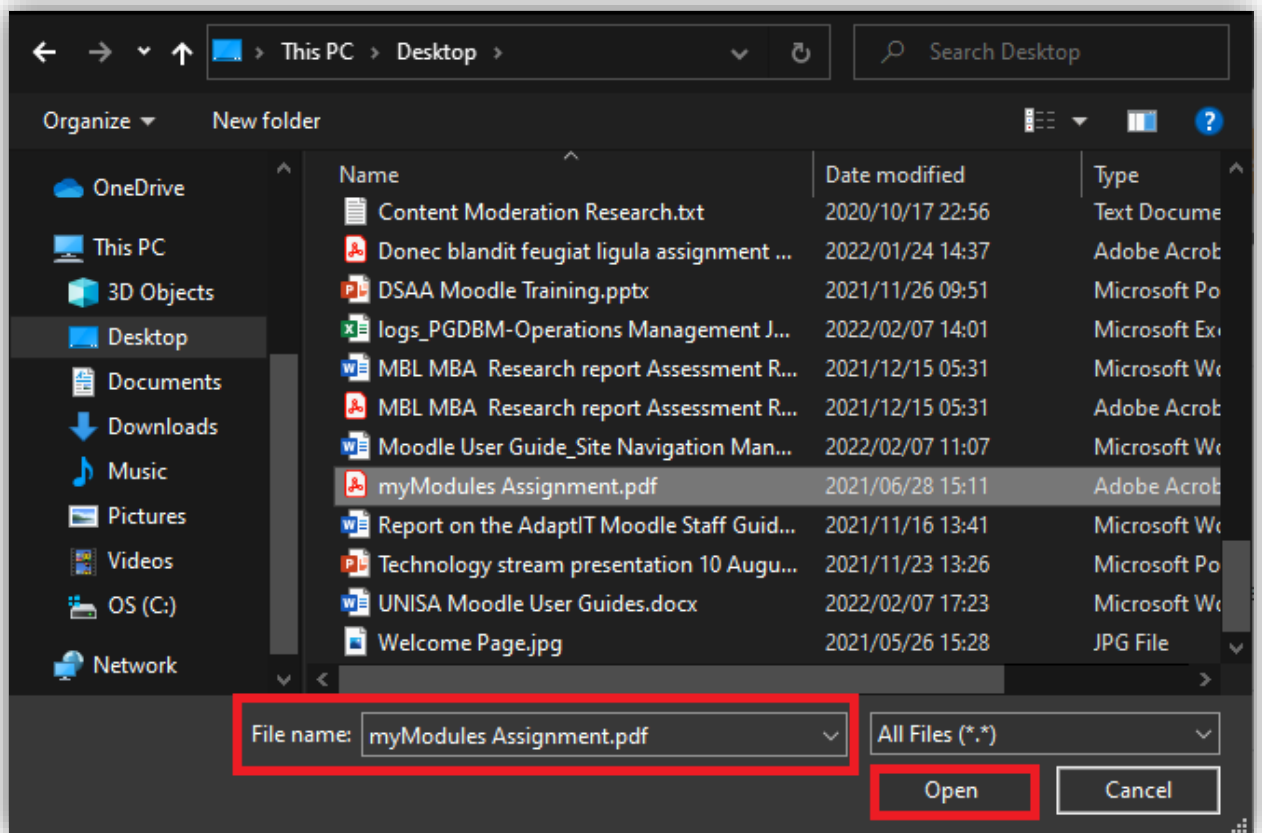
**Figure 1-12**

- b. Click on 'Upload file', then click on 'Choose file'



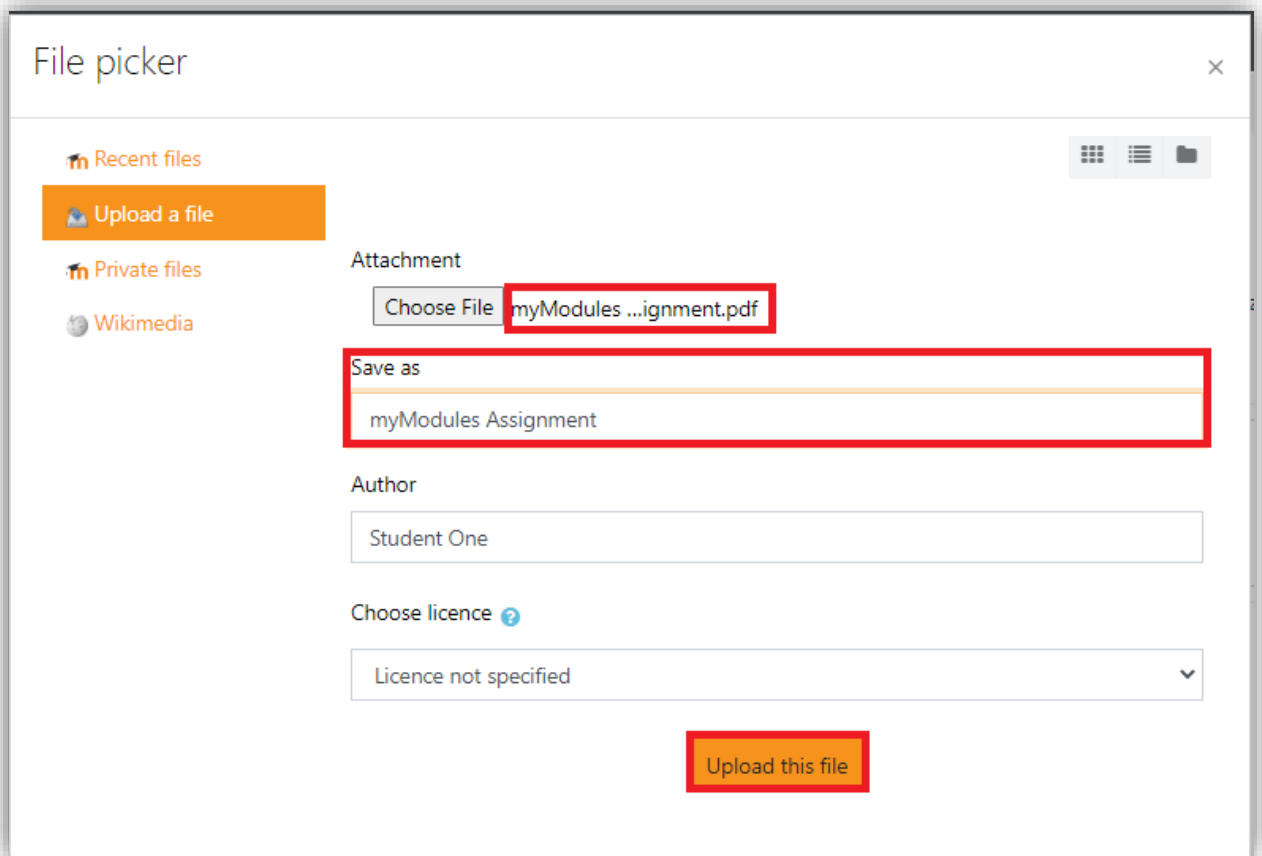
**Figure 1-13**

- c. Select your Assignment from your Laptop/Desktop file manager, then click on 'Open'



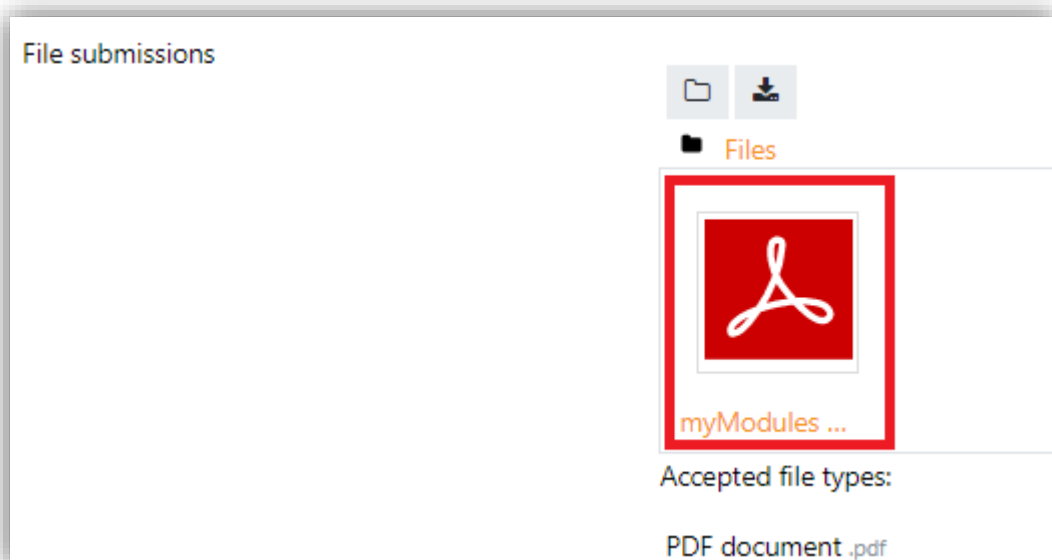
**Figure 1-14**

- d. You will type in the name of your submission in the 'Save as' field. Once you have done that please click on 'Upload file'



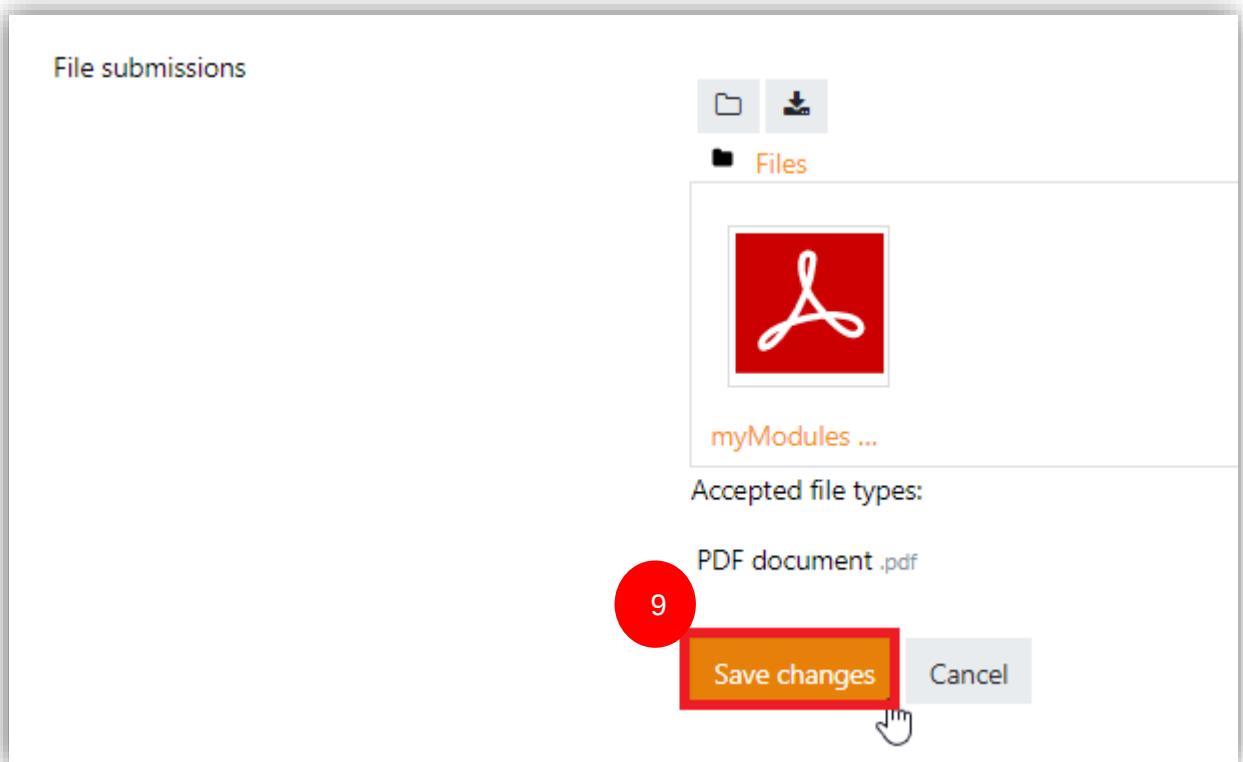
**Figure 1-15**

- e. You will then be shown your submission within the upload field



**Figure 1-16**

- Step 9: Once you have uploaded the file into the provided field, you can now click on the 'Save changes' button. That will save your upload within the myModules site, and you will be automatically directed back to the 'Submission status page'.



**Figure 1-17**

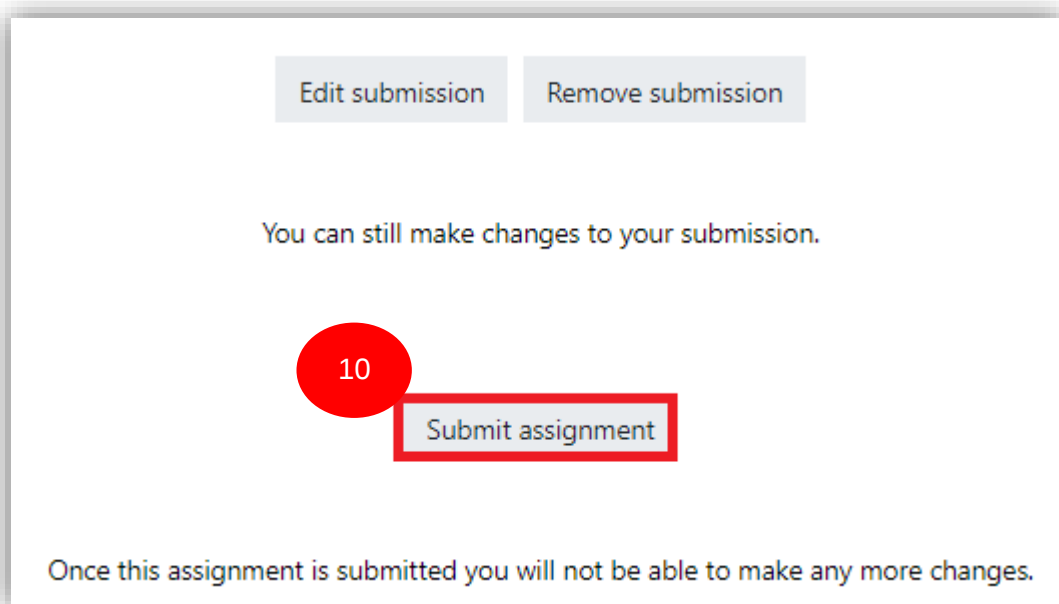
**Please Note:** It will save your uploaded Assignment as a draft within the system. You can go back to it at any time before the Due date, to edit it or remove it and then re-upload it.

## Submission status

|                          |                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attempt number</b>    | This is attempt 1 ( 1 attempts allowed ).                                                                                             |
| <b>Submission status</b> | Draft (not submitted)                                                                                                                 |
| <b>Grading status</b>    | Not graded                                                                                                                            |
| <b>Due date</b>          | Thursday, 17 February 2022, 12:00 AM                                                                                                  |
| <b>Time remaining</b>    | 6 days 10 hours                                                                                                                       |
| <b>Last modified</b>     | Thursday, 10 February 2022, 1:28 PM                                                                                                   |
| <b>File submissions</b>  |                                                                                                                                       |
|                          |  myModules Assignment .pdf 10 February 2022, 1:28 PM |

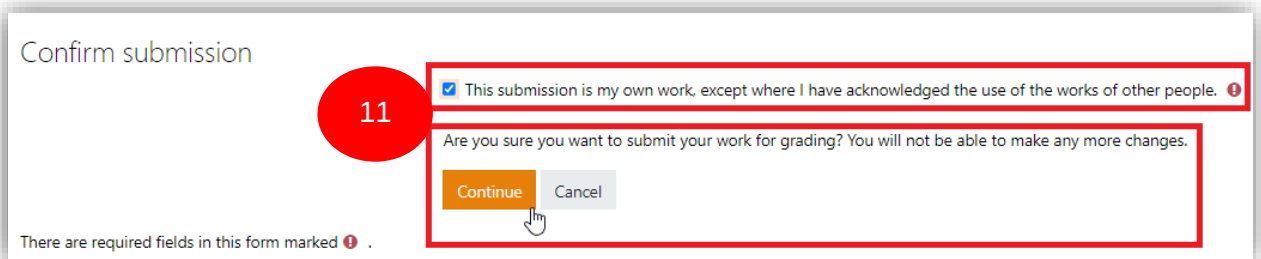
**Figure 1-18**

- Step 10: Once you have uploaded your Assignment as the final draft, you can then scroll down on the 'Submission status' page and click on the 'Submit assignment' button.



**Figure 1-19**

- Step 11: You will then be directed to the 'Confirm submission' page. Here you will need to agree to the Submission statement as well as click on the 'Continue' button to ultimately complete the submission of your Assignment.



Confirm submission

11

☒ This submission is my own work, except where I have acknowledged the use of the works of other people. ⓘ

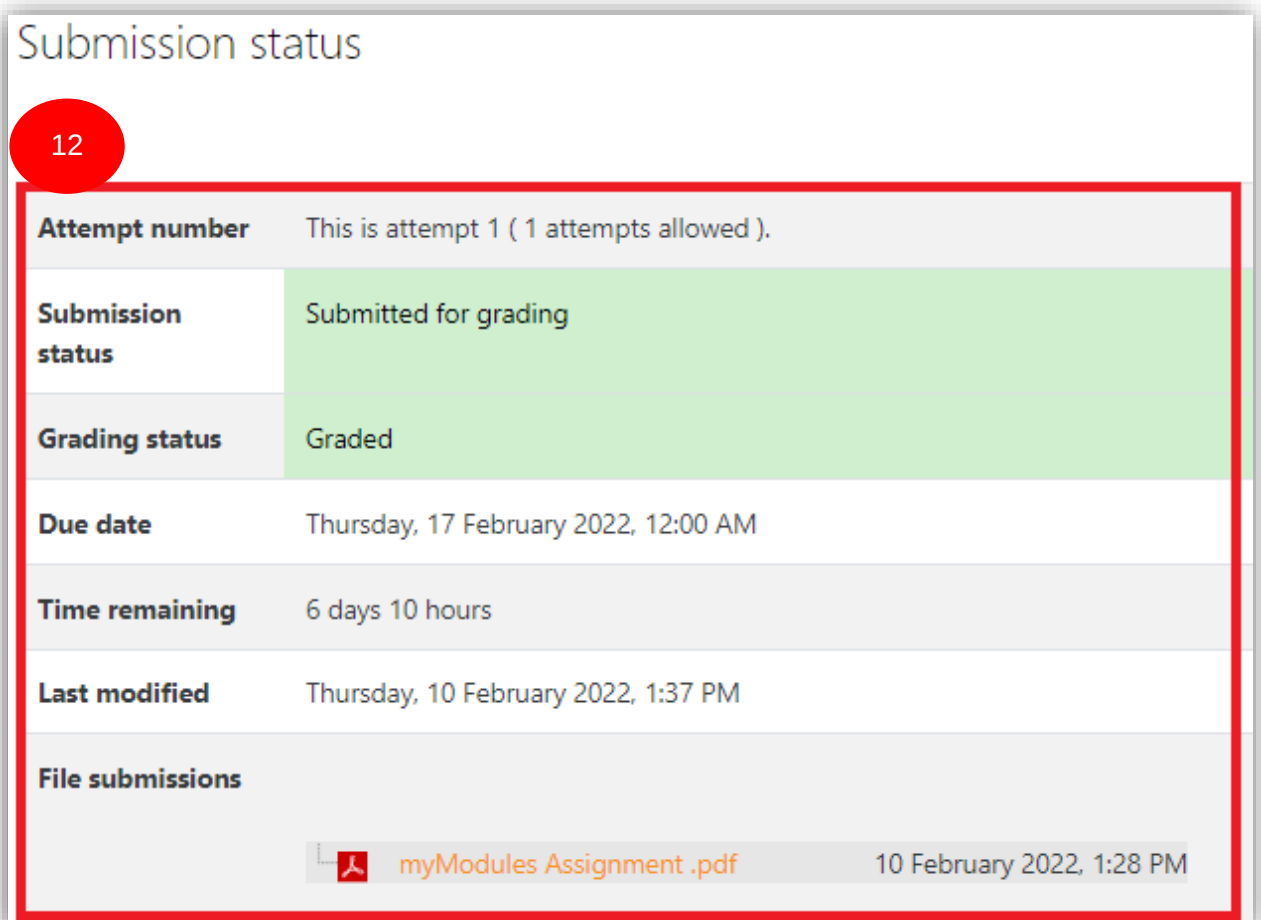
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

There are required fields in this form marked ⓘ .

**Figure 1-20**

- Step 12: Automatically the system will direct you back to the 'Submission status' page where you can view your submission and confirm that it was successfully submitted and sent for grading.



Submission status

12

|                          |                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attempt number</b>    | This is attempt 1 ( 1 attempts allowed ).                                                                                                                          |
| <b>Submission status</b> | Submitted for grading                                                                                                                                              |
| <b>Grading status</b>    | Graded                                                                                                                                                             |
| <b>Due date</b>          | Thursday, 17 February 2022, 12:00 AM                                                                                                                               |
| <b>Time remaining</b>    | 6 days 10 hours                                                                                                                                                    |
| <b>Last modified</b>     | Thursday, 10 February 2022, 1:37 PM                                                                                                                                |
| <b>File submissions</b>  | <div>  myModules Assignment .pdf         10 February 2022, 1:28 PM       </div> |

**Figure 1-21**