

How to submit coursework via the International Hellenic University's e-learning environment

This guide contains detailed instructions on how to submit coursework using the International Hellenic University's e-learning environment. It is recommended that you access the IHU's e-learning environment using the Google Chrome or the Mozilla Firefox browsers, because certain versions of Microsoft Internet Explorer have issues with the file uploader.

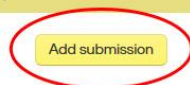
Navigate to the course main page and locate the Coursework submission activity



Click on the activity to go to the coursework submission page. This page contains information regarding the submission deadline and the status of your submission. Initially, no files have been uploaded and therefore the submission status is "No attempt". In order to upload your assignment, you need to click on the **Add submission** button.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 19 October 2015, 12:00 AM
Time remaining	4 days 12 hours
Last modified	Tuesday, 13 October 2015, 10:00 AM
Submission comments	▶ Comments (0)

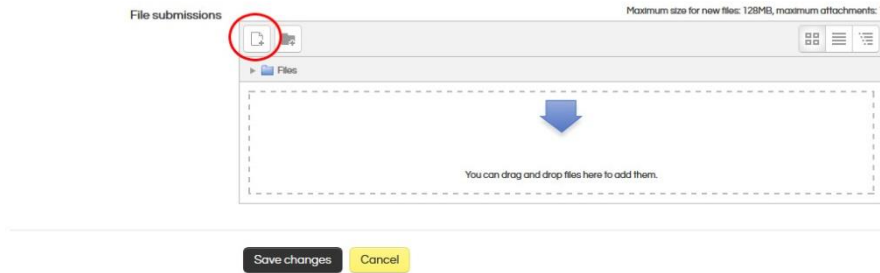


Make changes to your submission

In the form that appears, click on the **Add** button to upload your file.

Coursework submission

Submit your coursework as outlined in the course.
For submission instructions, please click [here](#).

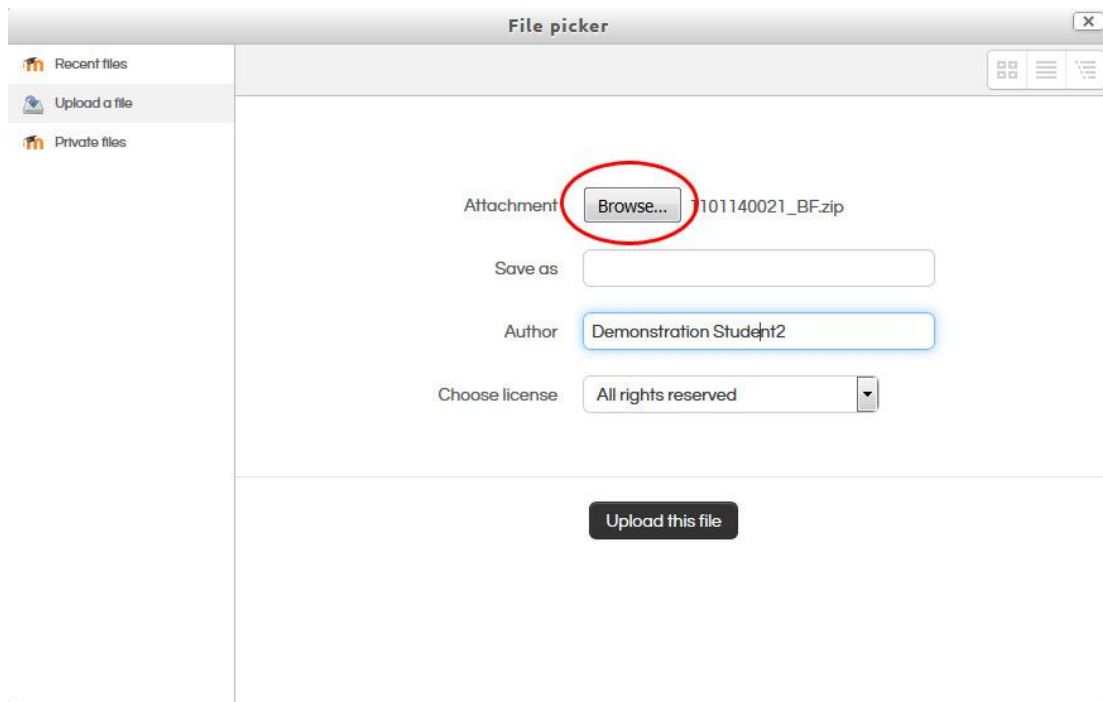


In the file picker dialog, click on the **Choose file (or Browse)** button and select the file you wish to submit.

Note: if your assignment requires you to submit more than one files, you need to create a compressed archive (.zip extension suggested) which will contain all files you need to submit and upload the compressed file to the e-learning platform. Otherwise, any file you upload will replace the one previously uploaded. A freely available piece of software which can help you create compressed files is 7-zip. You can download it here:

<http://www.7-zip.org/>

The name of the file you upload should not contain your last name or any other identifying information except your student ID since the marking is blind. In fact, it is recommended that your filename includes your student ID so that your submission can be recognized without opening it.

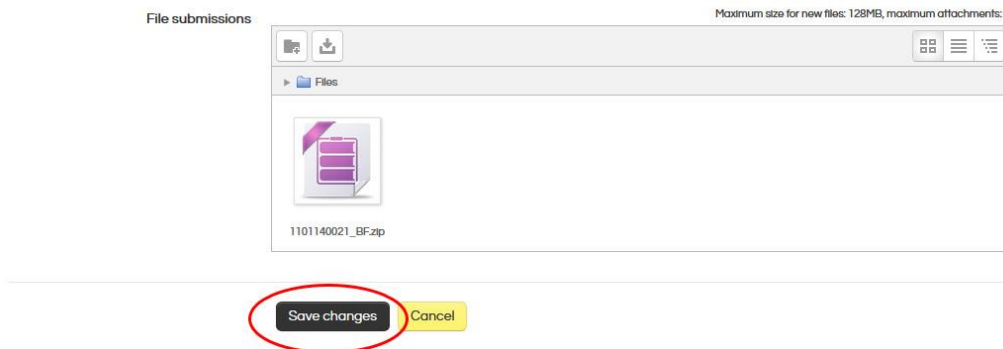


By clicking on the button labeled **Upload this file**, you will return to the File submissions dialog. You must click on the **Save changes** button to actually save the file you uploaded.

Coursework submission

Submit your coursework as outlined in the course.

For submission instructions, please click [here](#).



You will now return to the submission status page. As you can see in the screenshot below, your submission status is now *"Draft (not submitted)"* therefore, it cannot be graded and you can change it by uploading a new file (which will replace the current). Changes are allowed until the submission deadline. By then, you should have submitted your assignment by clicking on the **Submit assignment** button at the bottom of this page.

Coursework submission

Submit your coursework as outlined in the course.
For submission instructions, please click [here](#).

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 19 October 2015, 12:00 AM
Time remaining	4 days 12 hours
Last modified	Wednesday, 14 October 2015, 11:19 AM
File submissions	1101140021_BF.zip
Submission comments	Comments (0)

Edit submission

Make changes to your submission

Submit assignment

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

In order to upload a new version of your coursework, you need to click on the **Edit submission** button. Before you can upload a new file, you need to delete the current one, therefore you should click on the file you have uploaded and then press the button labeled **Delete**.

Edit 1101140021_BF.zip

Download Delete Unzip

Name 1101140021_BF.zip

Author Demonstration Student2

Choose license All rights reserved

Path /


Update Cancel

Last modified 14 October 2015, 11:19 AM

Created 14 October 2015, 11:18 AM

Size 290.2KB

You will be asked to confirm the deletion so you should click on the **OK** button. Now, you can upload a new

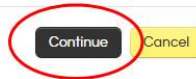
file by clicking on the **Add** button .

Click on **Save changes** to save your submission.

Your submission status remains *"Draft (not submitted)"* until you click on the **Submit assignment** button. You will be asked to confirm this, as the finalization of your assignment means that you can no longer make changes to your submission

Submit assignment

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



Click on the **Continue** button to submit your work for grading.

The submission status is now *"Submitted for grading"*.

Coursework submission

Submit your coursework as outlined in the course.
For submission instructions, please click [here](#).

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 19 October 2015, 12:00 AM
Time remaining	3 days 3 hours
Last modified	Thursday, 15 October 2015, 8:23 PM
File submissions	 1101140021_BF.zip
Submission comments	Comments (0)

You can click on the name of the file you submitted to download and open it in order to check that everything is OK with your submission.