



CODeL ASSIGNMENT ONLINE SUBMISSION GUIDE

Special Edition


APRIL 2018


STEP 1

ACCESS THE ASSIGNMENT ACTIVITY

Option 1: "Upcoming Events"

UPCOMING EVENTS

 Assignment 4 is due
Today, 11:55 PM

 Special Assignment 1 (Not Resubmission) is due
Friday, 27 April, 11:55 PM

[Go to calendar...](#)

Option 2: Timeline

COURSE OVERVIEW

Timeline Courses

Sort by dates | Sort by courses

Next 30 days

 Special Assignment 1 is due ACL3631 Commercial Law A (Semester 1 2018) [D]	27 Apr, 23...	Add submission
 Special Assignment 1 is due AAM3691 Management Accounting 1A (Semester 1 2018) [D]	27 Apr, 23...	Add submission
 Special Assignment 1 (Not Resubmission) is ... BCM3571 Business Mathematics (Year Module 2018) [D]	27 Apr, 23...	Add submission

Option 3: Access the "Assignments" section on the course

My courses

- AAM3691 Management Accounting 1A (Semester 1 2018) [D]
- ABA3691 Business Statistics A (Semester 1 2018) [D] *Spick Here*

→

- Announcements and Discussions
- Module Information
- Assignments ✓
- Resources and Other Activities

→

Assignment Activities for Submission

Submit your assignment below on the respective assignment number of assignment is indicated on your assignment (you have 4 assignments)

- Assignment 1
- Assignment 2
- Assignment 3
- Special Assignment 1 (Not Resubmission) ✓

Step 2

DOWNLOAD THE ASSIGNMENT LETTER


After clicking on the assignment activity and enter the submission page, you will find the assignment letter. Click the file to download it **(please note that this option of downloading assignment letter from assignment activity only applies to Special/ makeup Assignments this Semester. Second Semester modules may also use this option)**

This assignment is for students that missed Assignment 1 (did not submit the assignment)

Before you submit this assignment please make sure that:

1. You are submitting on the correct **Module** or **Course**
2. You have selected and uploaded the correct Assignment **document** from your computer
3. You are submitting the correct Assignment **number** for this activity (i.e. Assignment 1, 2, etc.)
4. The submission status shows "**Submitted for grading**" when done.

Failure to check the above may result in errors that could lead to your assignment not being graded and thus you may fail this assignment. Please familiarise yourself with assignment rules and the Policy on Plagiarism which are available on all your modules under the section "Assignments" on your course. All assignments submitted are automatically scanned through the anti-plagiarism system.

 [BCM3571 Business Mathematics - Assignment For Late Submissions Semester 1 2018.docx](#) ✓

Submission status


Submission status	No attempt
Grading status	Not graded


Step 3

ACCESS ASSIGNMENT ACTIVITY SUBMISSION BUTTON

Option 1: Upcoming Events

UPCOMING EVENTS

 **Assignment 4 is due**
Today, 11:55 PM

 **Special Assignment 1 (Not Resubmission) is due**
Friday, 27 April, 11:55 PM

[Go to calendar...](#)



Special Assignment 1 is due


Fri, 27 Apr 2018, 11:55 PM

Course event

Before you submit this assignment please make sure that:

1. You are submitting on the correct **Module** or **Course**
2. You have selected and uploaded the correct Assignment **document** from your computer
3. You are submitting the correct Assignment **number** for this activity (i.e. Assignment 1, 2, etc.)
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 [ACL3631 Commercial Law A \(Semester 1 2018\) \[D\]](#)

[Go to activity](#)

Option 2: Timeline

COURSE OVERVIEW

Timeline Courses

Sort by dates Sort by courses




Next 30 days

 Special Assignment 1 is due ACL3631 Commercial Law A (Semester 1 2018) [D]	27 Apr, 23...	Add submission ✓
 Special Assignment 1 is due AAM3691 Management Accounting 1A (Semester 1 2018) [D]	27 Apr, 23...	Add submission

Option 3: Assignments section on the course

- Announcements and Discussions
- Module Information
- Assignments ✓**
- Resources and Other Activities

Submit your assignment below on the respect number of assignment is indicated on your as have 4 assignments)

-  Assignment 1
-  Assignment 2
-  Special Assignment 1 ✓

Re-submission of Assignments

Step 4

SUBMIT YOUR ASSIGNMENT

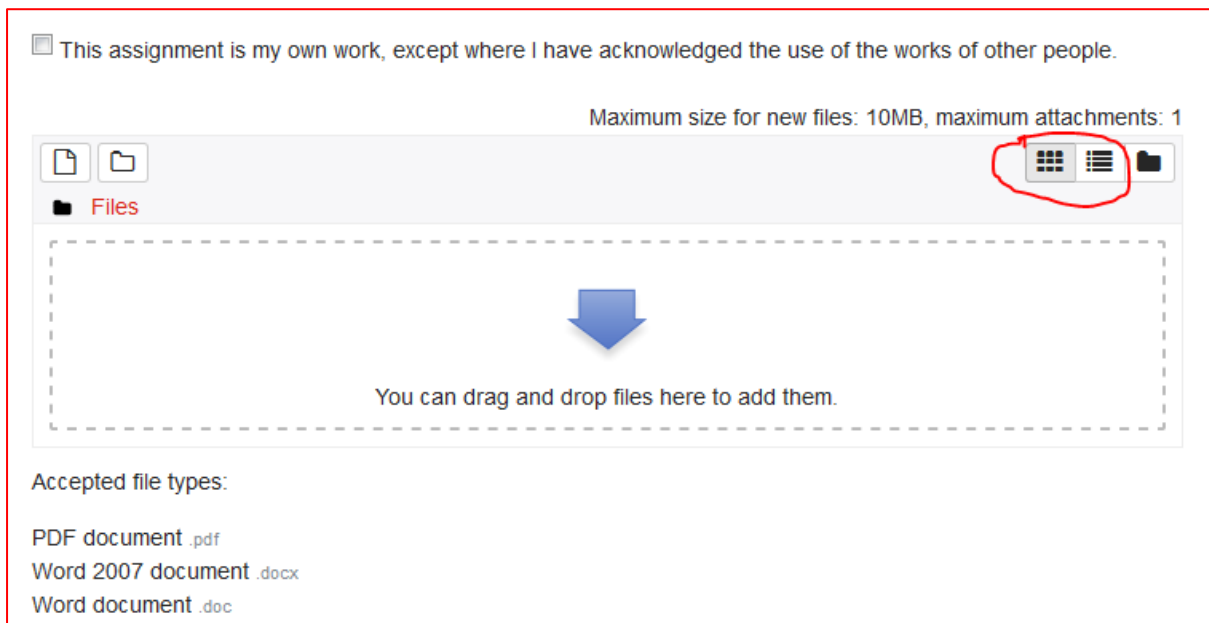
Action 1: Access “Add Submission” button. You are strongly cautioned NOT to wait until the final minutes close to the deadline to submit your assignment. If anything goes wrong you would not be able to rectify it.

Submission status

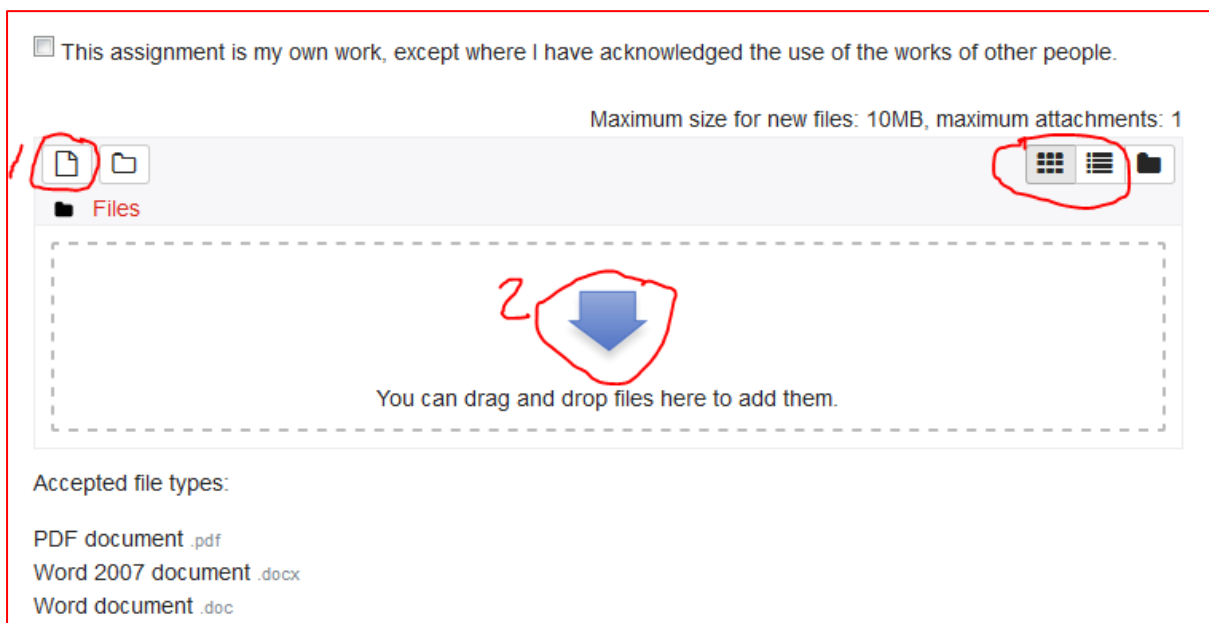
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 27 April 2018, 11:55 PM
Time remaining	8 days 1 hour
Last modified	-
Submission comments	+ Comments (0)

Add submission

Action 2: Select the view option by clicking on the circled icons in below



Action 3: Upload you assignment file by either browsing your computer to select the file (1) or dragging and dropping the file (2)



Action 4: Accept submission statement (1) and save changes (2)

This assignment is my own work, except where I have acknowledged sources

Files

BCM3571

Accepted file types:

- PDF document .pdf
- Word 2007 document .docx
- Word document .doc

Save changes Cancel

Action 5: View Submission status. It MUST say “Submitted for grading”, highlighted in green. If it does not display “Submitted for grading” as below, your submission was **NOT** successful. *Please try again*

Submission status	
Submission status ✓	Submitted for grading
Grading status	Not graded
Due date	Friday, 27 April 2018, 11:55 PM
Time remaining	8 days 1 hour
Last modified	Thursday, 19 April 2018, 10:16 PM
File submissions	BCM3571 Business Mathematics - Assignment For Late Submissions Semester 1 2018.docx 🌸
Submission comments	Comments (0)

When you notice the “Submitted for grading” status, it means that your submission was successful. **Congratulations!**