



## CHECKLIST

# Assessment Submission

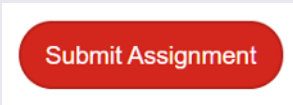
Before submitting your task for submission, make sure that you have addressed all of the below:

- 1 The assessment task is contained in one single file
- 2 The file is a PDF (this is the only accepted file format for this assessment task)
- 3 All pages are oriented in the same direction so they can be easily read on the screen. This is really important if images/diagrams/tables are being used in your assessment – your assessor will not rotate pages to read your submission
- 4 Ensured the file has been compressed and does not exceed more than 10mb
- 5 Name your file using this convention: studentID\_studentname\_coursecode\_assessmenttasknumber. Do not use any other symbols when naming your file. Only underscores ( \_ ) allowed. Example: s202020\_MarySmith\_GRAP1000\_AT1.pdf
- 6 When submitting your assessment in Canvas, please check that the submission has been successful and your assignment appears correctly on the screen. The instructions to your right show you how to submit your assessment in Canvas:

a) In Course Navigation, click the Assignments link.

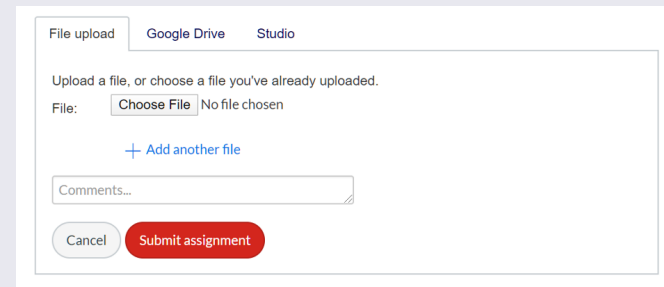
b) Click on the name of the assignment

c) Click on the Submit Assignment link



Submit Assignment

d) Click on the File upload tab

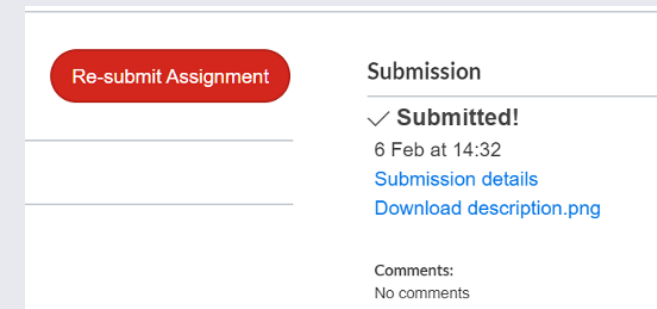


The screenshot shows the 'File upload' tab in Canvas. It includes options for 'Google Drive' and 'Studio'. The main area says 'Upload a file, or choose a file you've already uploaded.' Below this is a 'File:' field with a 'Choose File' button and 'No file chosen' text. There is a '+ Add another file' link and a 'Comments...' text area. At the bottom are 'Cancel' and 'Submit assignment' buttons.

e) Choose the file to upload

f) Click on the Submit assignment link

g) Your submission has been successful if you see the image below



The screenshot shows the submission confirmation screen. On the left is a red 'Re-submit Assignment' button. On the right, under the 'Submission' heading, it says 'Submitted!' with a checkmark, followed by the date and time '6 Feb at 14:32'. There are links for 'Submission details' and 'Download description.png'. At the bottom, it says 'Comments: No comments'.

### NOTE:

There will be a date and time stamp on your file upload. For a timely submission, please ensure you allow enough time for the upload to occur prior to the submission deadline. Large files may take some time to upload.