



# Learn

## Assignment hand-ins for Learn: guidance for students

There are two assignment tools available via the Learn VLE: **Learn drop-boxes** or **Turnitin Assignments**. Your Course Organiser will be able to tell you whether the Assignment uses Learn or Turnitin via Learn.

Both are simple to use, but please follow the steps below to ensure a stress free and successful submission. Before your first assignment is due, make sure you are familiar with the requirements for your specific course, as outlined in the course handbook.

### Check file type

Both assignment tools will accept common file types (e.g. .doc, docx, pdf, ppt, pptx) but check the instructions for your course to see which file types are required for your individual assignment.

### Check file size

If you are using a lot of images in your submission the file can become very large. This will affect the time it takes to upload. Exceptionally large files (more than 20 Mb) may not load at all. If necessary, check with your course organiser if zipped files may be submitted.

### Internet Connection

We **strongly** advise that you submit your assignment using a **reliable internet connection**, preferably via computer with a broadband connection. If the file is over 10MB in size, uploading may take so long that the connection is timed out. Wireless connections especially can be slow and risk a dropped connection, so if possible connect by cable to your router or ensure your device's wireless connection is Strong/Excellent.

### Check Browser

Wherever possible, use a computer and browser you are familiar with, or a computer in the public access labs, when submitting an assignment. You can check your browser compatibility from the Browser information box on the My Institution page inside Learn.

### Submission Deadlines

Do **not** submit the assignment minutes before the deadline, because then you will have very limited time to change computers or report a problem if there is one.

### Troubleshooting

If you do have a problem submitting your assignment try these troubleshooting steps:

- If it will not upload, try logging out of Learn / MyEd completely and closing your browser. If possible try using a different browser.
- If you do not receive the expected confirmation of submission, try submitting again.
- If you cannot resubmit, contact your tutor by email attaching your assignment, and if possible a screenshot of any error message which you may have. (see below).
- If you have a technical problem, contact helpline. Note the course name, type of computer, browser and connection you are using, and where possible take a screenshot of any error message you have. (Do this on a PC using CTRL+PrtScn keys, on a Mac using Command (⌘)+Shift+4)

**Always** allow yourself time to contact helpline / your tutors if you have a problem submitting your assignment.

## Submitting a Learn Assignment and checking submission has been successful



### Learn Assignment Example

In almost every case your submission will be a file to upload to the Assignment drop-box. Do not use the “Write Submission” button unless you have been explicitly told to do so. Once you have successfully submitted an assignment, it will be visible in the Assignment Submission section.

Submission is a two-step process: upload the file, and then submit.

ASSIGNMENT SUBMISSION

Text Submission

Attached files

File Name  Link Title

When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Selecting **Submit** will submit the assignment and receipt will appear at the top of the screen meaning the submission has been successful. Copy and save the unique id number as proof of the submission.

Success! Your submission appears on this page. The submission confirmation number is cd4d2cfa-a6a1-47da-917f-76b6aeacac6e. Copy and save this number as proof of your submission.

To view the assignment submission click on the download button.

Click on the download option below to view the assignment submission.

Assignment Details	
<b>GRADE</b> LAST GRADED ATTEMPT	/100
<b>ATTEMPT</b> 3/26/18 10:32 AM	/100
Submission <a href="#">Lorem Ipsum.docx</a>	

[Lorem Ipsum.docx](#)

## Submitting Turnitin Assignment and checking it has been successful



Turnitin Assignment

>> [View/Complete](#)

Turnitin has the following requirements for file uploads:

- File must be less than 40 MB
- The maximum paper length is 400 pages

All Turnitin assignments require a file upload. After uploading a file the confirmation screen will load (see below) allowing you to preview and confirm your submission. Check that the complete document has been uploaded. **You must confirm submission on this screen to complete the submission.**

Please confirm that this is the file you would like to submit...

<b>Author:</b> Myles Blaney_PreviewUser	<b>Assignment title:</b> Turnitin Student Example	<b>Submission title:</b> Completed Essay
<b>File name:</b> Completed Essay.docx	<b>File size:</b> 12.98K	<b>Page count:</b> 1
<b>Word count:</b> 370	<b>Character count:</b> 1796	

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with the overall look of your document.

You can easily change the formatting of selected text in the document by by choosing a font for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the font and font size controls on the ribbon, or by choosing a style of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command on the ribbon. You can always change the look of your document back to the original look that you can always restore the look of your document to the original contained in your current template.

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**Confirm**   **Cancel**

After selecting Confirm you will receive notification that the upload has been successful plus an email receipt will be sent to your student email.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Check the submission has uploaded by returning to the Turnitin Assignment and select View

Turnitin Student Example	Start 13-Aug-2014 1:56PM Due 20-Aug-2014 11:59PM Post 21-Aug-2014 12:00AM	Processing	<b>Resubmit</b>	<b>View</b>	
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