

Explore how to submit an Assignment on iThute

Step 1: Locate the assignment and open it up.

Step 2: Before you attempt an assignment, make sure that you have read your lecturer's instructions for the assignment, as well as the Details & Information, to see when the assignment is due, if there is a rubric attached, how many attempts you have, and how much the assignment counts. Make sure to use the rubric to your advantage, as this is what you will be marked against.

Step 3: Scroll down to Submissions and click inside the textbox.

Step 4: Use the Attachment icon to upload your submission.

References:
Provide a list of credible sources that you used for your research. Use proper citation format (APA, MLA, etc.) to acknowledge the authors and avoid plagiarism.

Assignment Length:
Aim for a concise essay of approximately 800-1000 words, excluding references.

Formatting Guidelines:
Use 12-point font size (Times New Roman or Arial) with 1.5 or double line spacing.
Include page numbers and a header with your name and the assignment title.
Follow a consistent citation style throughout the assignment (APA).

Submission:
Submit your assignment as a typed document in a commonly used format such as Microsoft Word (.doc or .docx). Ensure proper organization, clarity, and coherence in your writing.

Submission

Attachment

Drag and drop files here or click to add text.

Word count: 0

Save and Close Submit

Use the Attachment icon in the content editor to upload your assignment.

Step 5: Select the file from your computer and click on Open.

Open

File name: All Files

Open Cancel

Submission

Attachment

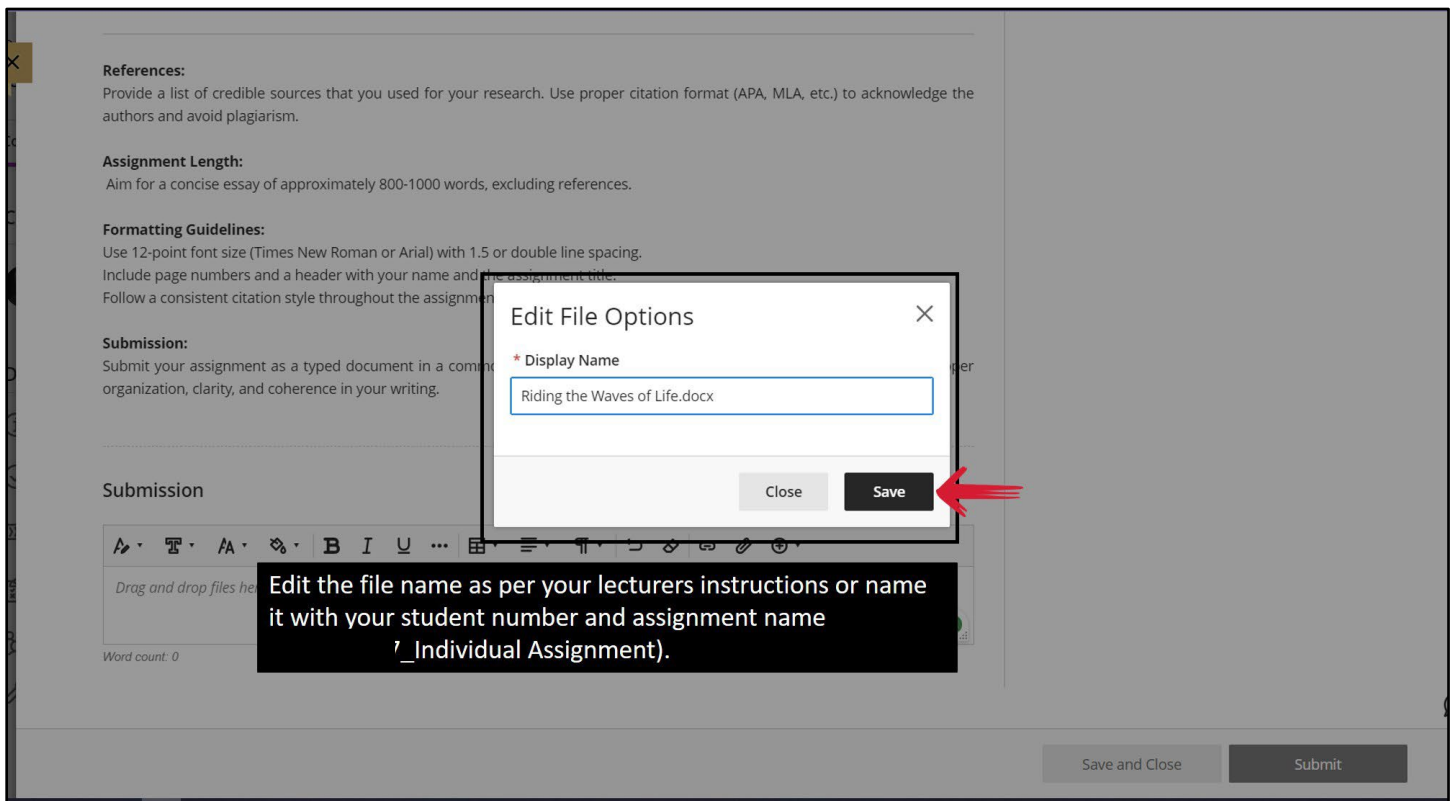
Drag and drop files here or click to add text.

Word count: 0

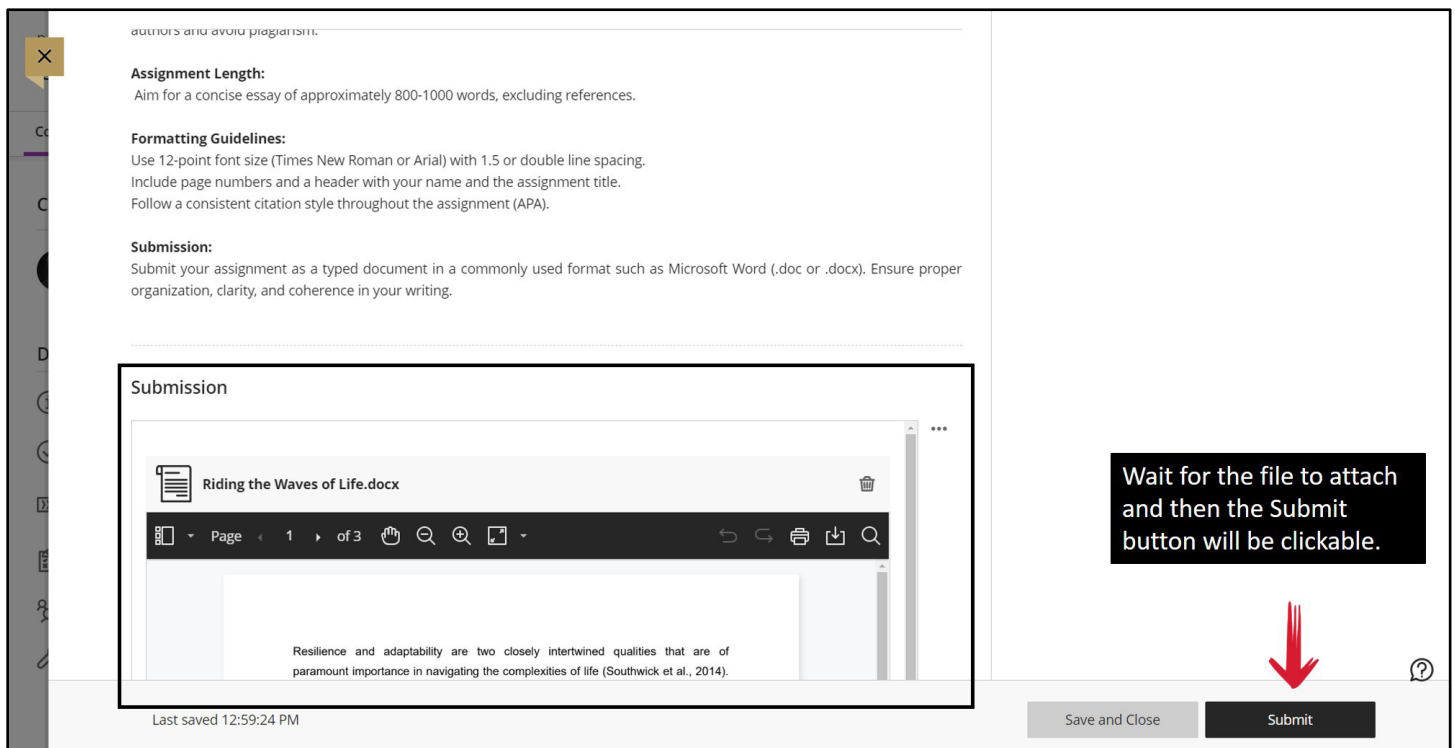
Save and Close Submit

Select the correct file you are submitting as your assignment and click on Open.

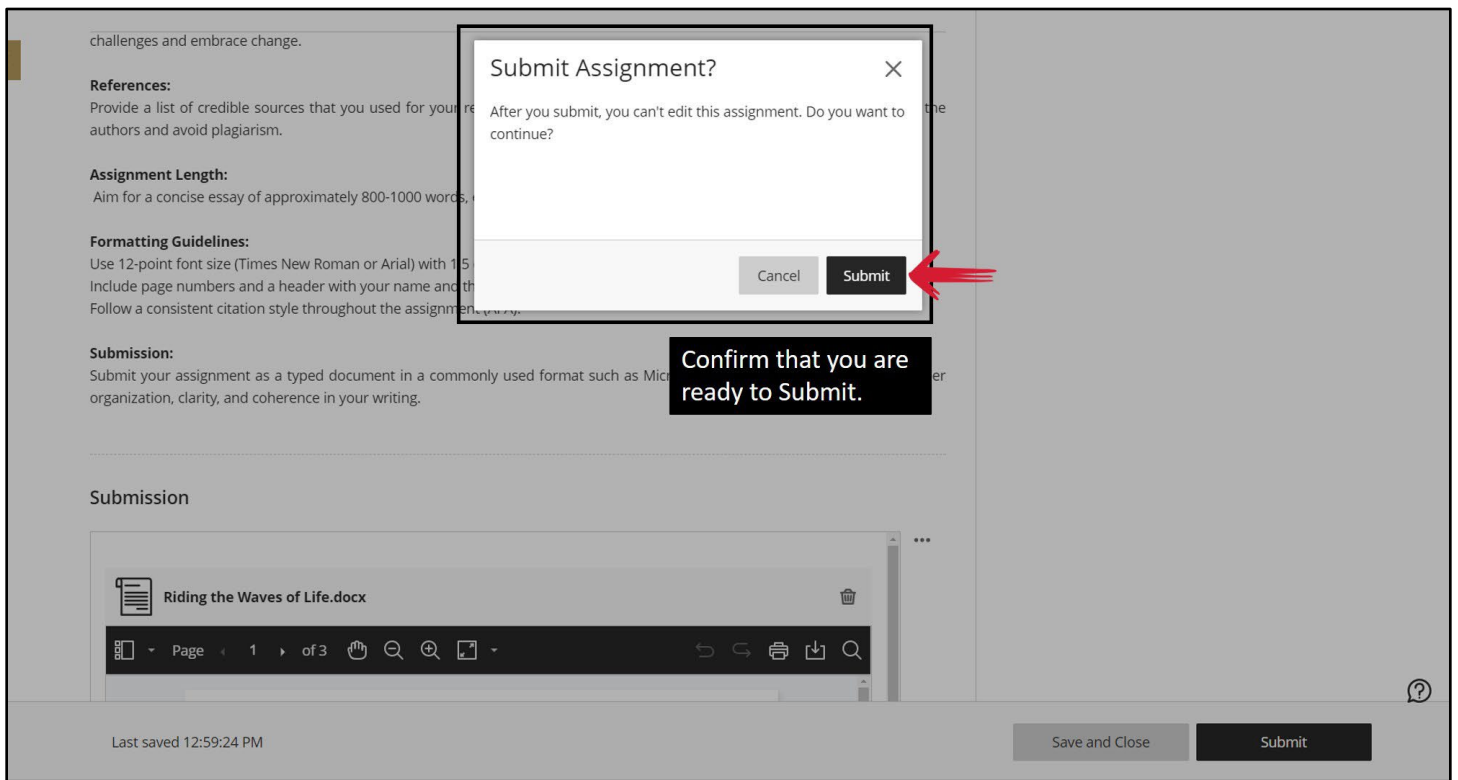
Step 6: Make sure the file name is appropriate.



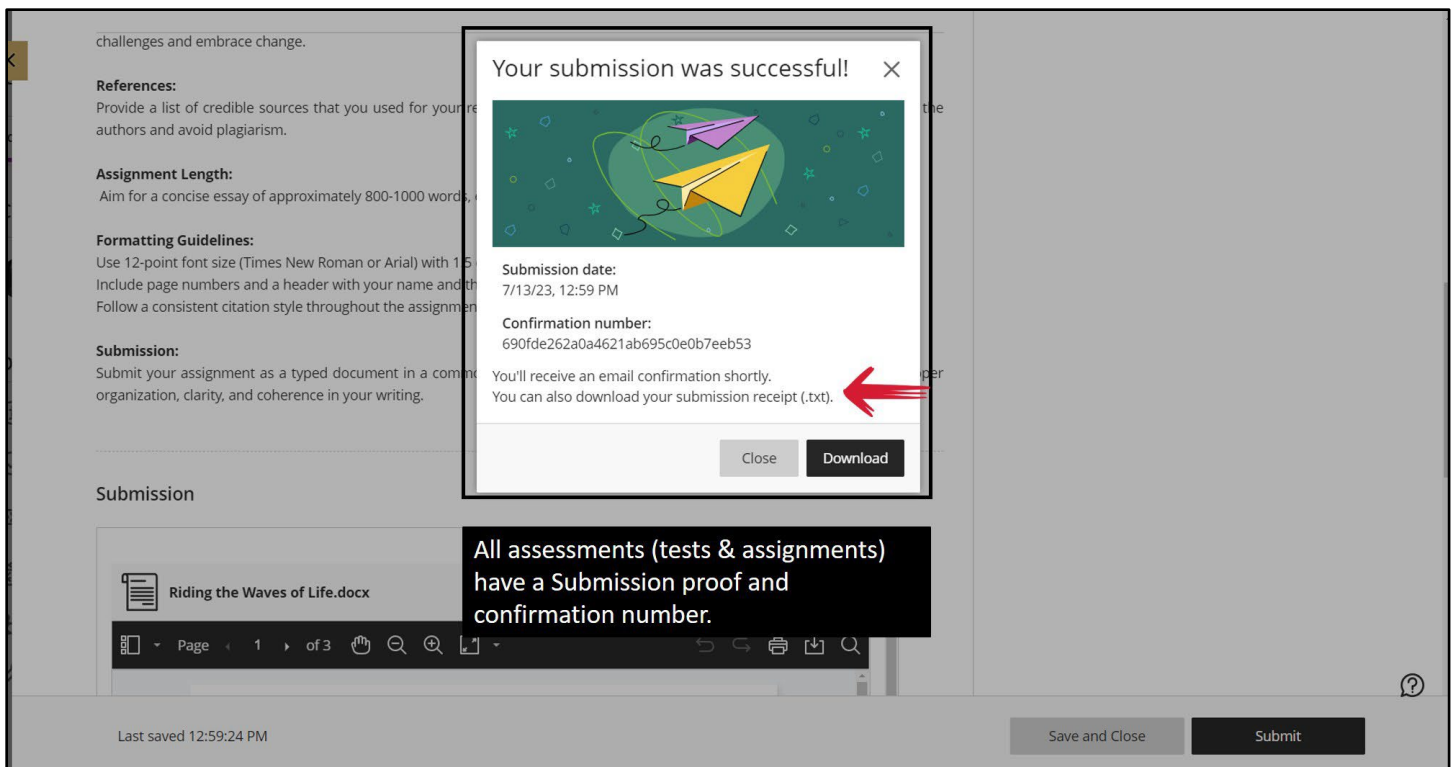
Step 7: Once the file you uploaded is loaded you can click on Submit.



Step 8: Confirm your submission if you are sure the correct file is uploaded.



Step 9: All tests and assignments have a submission receipt that contains the submission details, as well as a confirmation number. This receipt will also be emailed to your @swave.co.za .



Step 10: Here, you can see whether your submission was successful and if it has been graded or not.

Step 11: You can also see the submission, details and grade in the Gradebook page.

The screenshot displays the Canvas LMS interface. At the top, a navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', and 'Analytics'. The 'Gradebook' tab is highlighted with a red arrow. Below the navigation bar, the user's profile 'P (Philemon) Adaptable' is shown. The main content area features a table of assignments with columns for 'Item Name', 'Status', and 'Grade'. A red arrow points to the 'Gradebook' tab, and a text box states: 'The assignment can be available on the Content page, the Gradebook or both depending on your lecturer.' The table lists several assignments, including 'Group Assignment', 'Tutorial 1: Symbol Hunt', 'Attendance', 'Offline Exam', 'Tutorial 2: Symbolic Art', 'Tutorial 3: Symbolic Rewrite', 'Semester Test', and 'Lecture Activity'. The 'Individual Assignment' is highlighted with a red arrow, and a text box states: 'You can also see that there is a submission under Status.' The 'Individual Assignment' row shows a status of 'Submitted' and a grade of 'Not graded'. A red arrow points to the 'Submitted' status, and a text box states: 'Here you can see that an attempt was submitted successfully.' On the right side, a sidebar titled 'Ultra Practice 49 2023' shows details for the 'Individual Assignment'. It includes 'Details & Information' with an 'Assessment due date' of 7/31/23, 12:00 AM, and a 'Grading rubric' link. Below this, the 'Attempts' section shows 'Unlimited | 1 submitted'. The 'Grading' section shows a 'Submission' status of 'Submitted on 7/13/23, 12:59 PM' with a 'Not graded' status. A red arrow points to the 'Grading rubric' link. At the bottom of the sidebar, there is a 'Start attempt 2' button.

Item Name	Status	Grade
Group Assignment	Submitted	Not graded
Tutorial 1: Symbol Hunt	Graded	60%
Attendance	Ongoing	100%
Offline Exam Offline submission	Submitted	Not graded
Tutorial 2: Symbolic Art	Unopened	-- %
Tutorial 3: Symbolic Rewrite	Unopened	-- %
Semester Test		86.67%
Lecture Activity		
Individual Assignment 1 attempt submitted	Submitted	Not graded

Individual Assignment Details:

- Assessment due date:** 7/31/23, 12:00 AM
 - You can't submit work after the due date.
 - You can't make a new submission attempt after due date.
- Grading rubric:** [This item is graded with a rubric](#)
- Attempts:** Unlimited | 1 submitted
- Grading:**
 - Submission:** Submitted on 7/13/23, 12:59 PM (Not graded)

Start attempt 2