URGENT: All Academy Students

1. Students submitting course assignments are faced with a two-step process. This includes uploading the assignment and then going through the submission process. Students need to first upload their course assignments in the upload box below:

2. Once students have completed this first step the submission is known as a “Draft.”

3. Note: Faculty will not receive an email when students have completed a draft. Students will need to complete the submission process in order for faculty to receive an email that students have completed an assignment for marking. Unfortunately, many
students think that once the screen reads “Submission draft” the assignment submitting process is over. THIS IS NOT TRUE!

Submission draft

4. If students feel that they want to submit the draft for grading, they will need to click on the “send for marking button” button.

Final submission for assignment marking

5. Once students click on the “Send for marking” button the following screen will appear:

Final submission for assignment marking

Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?

Yes  No

6. Students then need to click “Yes” for the submission to be posted and for the professor to receive notification that the student has submitted an assignment for marking.

7. Students will see the following screen once they have successfully completed the assignment submission process:
Steps for Assignment Submission:

1. Browse to find assignment
2. Upload assignment (Now known as a “draft”)
3. Click “Send for marking” button
4. Click “Yes” button