

### 3. Submitting My Assignments and Dissertation

**1** By clicking on the **course** Link you will be able to see your **Assignments Submission** link, To submit your assignment click on the link and then click **SUBMIT**. Please follow the steps as shown on the right.

**2** Click on **Assignment** link in **Assignment Submission** section to submit and resubmit online your assignments in **TURNITIN**.

**3** Please note If you have not paid your fees, you will not able to submit assignments.

IT Department 2010 16

<http://www.lsclondon.co.uk/student/studentmanual.pdf>

#### 3.1. How to Upload and Submit My Files.

**4** Click Upload

**5** Click submit

Please make sure that the **Preview Paper** shown in the screen is for the right course. Otherwise, click on **return to upload page**.

**Click Upload**

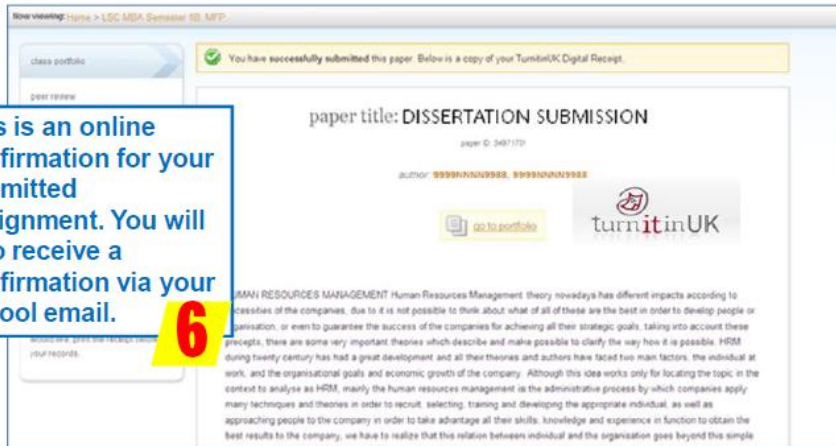
**Browse the file and type in your Student ID NUMBER in the box submission title.**

**Requirements for file upload:**  
 The file must be less than 20 MB  
 File Types allowed are: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

**Please be aware you are uploading the right document for the right assignment!!.**

IT Department 2010 17

### 3.2. Submission Receipts. Online Digital Receipt



This is an online confirmation for your submitted assignment. You will also receive a confirmation via your school email.

6

<http://www.lsclondon.co.uk/student/studentmanual.pdf>

### 3.2. Submission Receipts.

Below is the Confirmation that you will have received in your student email account.

Sometimes due to heavy volume of assignments or dissertations, there may be a delay in receiving the confirmation in your email account.

