myUnisa Assignment Submission Tool

Step-by-step Instructions for Submitting MCQ and File Assignments via myUnisa

- **How to submit a written (file) assignment**
- **How to resubmit a written assignment**
- **How to submit a multiple-choice assignment**
- **How to resubmit a multiple-choice assignment**

How to submit a written (file) assignment

Find the course code

- Find the course code of the assignment your want to submit in the **Course** column
- Find the corresponding number of the assignment, e.g. 2 in the **No.** column
- Click on the **Submit** link in the **Action** column next to the assignment number

Step 1: Load assignment file from your PC to myUnisa

- Click on the *Browse* button next to **File Name**
- In the **Choose File** dialog box, select the file you want to upload, and then click **OK**
- Select the correct programme format from the **File Format** drop-down list (i.e. MS Word, Excel, WordPerfect, PDF etc.)
- Click on the **Continue** button.

Step 2: Verify the file details for final submission of your written assignment

Use this step to **verify** that you are uploading the **correct** file to the **correct** course and assignment number.

- Click on the **Continue** button to submit your assignment file. **If you do not click Continue, no submission action will take place**.
- Large files will take longer to upload than small files. Please be patient after you've clicked **Continue.**
- If the wrong details, e.g. file name, appear on the screen, click **Back** to restart the file upload process.

Step 3: Assignment submission report

This is your **proof** that your assignment was submitted. It is advisable to **print** this page for your record purposes.

- Click on the **Return to Assignment List** button to go back to the Assignment overview screen

How to resubmit a written assignment

Conditions for resubmission of an assignment

1. Only assignments that were submitted online can be resubmitted. Assignments placed in assignment boxes or mailed to Unisa, **DO NOT** qualify for online resubmission.

2. You will only be allowed to resubmit an online assignment if that assignment has not already been processed for marking. Also, be aware of the due date for each assignment.

3. Resubmission of an assignment **replaces** your previous file. You **cannot** revert to a previous assignment submission.

4. Only two resubmissions per assignment number are allowed.

Find the course code

- Find the course code of the assignment your want to resubmit in the **Course** column

- Find the corresponding number of the assignment, e.g. 2 in the **No.** column

- Click on the **Resubmit** link in the **Action** column next to the assignment number

- If the Action link has changed to **Closed** you will **not be able** to resubmit the assignment.

Step 1: Load assignment file from your PC to myUnisa

- Click on the **Browse** button next to **File Name**

- In the **Choose File** dialog box, select the file you want to upload, and then click **OK**.

- Select the correct programme format from the **File Format** drop-down list (i.e. MS Word, Excel, WordPerfect, PDF etc.)

- Click on the **Continue** button.

Step 2: Verify the file details for final submission of your written assignment

Use this step to **verify** that you are uploading the **correct** file to the **correct** course and assignment number.

- Click on the **Continue** button to submit your assignment file. **If you do not click Continue, no submission action will take place**.

- If the wrong details, e.g. file name, appear on the screen, click **Back** to restart the file upload process.

Step 3: Assignment submission report

This is your **proof** that your assignment was submitted. It is advisable to **print** this page for your record purposes.

- Click on the **Return to Assignment List** button to go back to the Assignment overview screen

How to submit a multiple-choice assignment

Find the course code

- Find the course code of the assignment your want to submit in the **Course** column
- Find the corresponding number of the assignment, e.g. 2 in the **No.** column
- To save time online, you should have the answers to your assignment ready beside you.
- Click on the **Submit** link in the **Action** column next to the assignment number

Step 1: Enter the total number of questions required for the assignment

- Enter the **total** number of questions for your assignment in the **Number of Questions** field.
- Click on the **Continue** button.

Step 2: Fill out multiple-choice question answers

The number of questions requested in the previous step will now be displayed with five answer options next to each one. Please note that **each row** represents a question in your assignment.

- Click on the **radio button** [the small circle] that corresponds to your answer for that question.
- Click on the **Continue** button to move to step 3.
- If you want to restart the assignment, click on **Clear Form** to remove all your selections and start from new.

Step 3: Verify the answers to your multiple-choice assignment

This screen presents a summary of all your answers. Use it as a final **check**.

- Click on the **Continue** button to submit your assignment. **If you do not click Continue, no submission action will take place**.
- If you want to redo the answers to the assignment, click **Back** to go back to the previous step.

Step 4: Assignment submission report

This is your **proof** that your assignment was submitted. It is advisable to **print** this page for your record purposes.

- Click on the **Return to Assignment List** button to go back to the Assignment overview screen.

How to resubmit a multiple-choice assignment

Conditions for resubmission of an assignment

1. Only assignments that were submitted online can be resubmitted. Assignments placed in assignment boxes or mailed to Unisa, **do not** qualify for online resubmission.

2. You will only be allowed to resubmit an online assignment if that assignment has not already been processed for marking. Also, be aware of the due date for each assignment.

3. Resubmission of an assignment **replaces** your previous file. You **cannot** revert to a previous assignment submission.

4. Only two resubmissions per assignment number are allowed.

Find the course code

- Find the course code of the assignment your want to resubmit in the **Course** column

- Find the corresponding number of the assignment, e.g. 1 in the **Ass.No.** column

- To save time online, you should have the answers to your assignment ready beside you

- Click on the **Resubmit** link in the **Action** column next to the assignment number

- If the Action link has changed to **Closed** you will **not be able** to resubmit the assignment.

Step 1: Enter the total number of questions required for the assignment

- Enter the **total** number of questions for your assignment in the **Number of Questions** field.

- Click on the **Continue** button.

Step 2: Fill out multiple-choice question answers

The number of questions requested in the previous step will now be displayed with five answer options next to each one. Please note that **each row** represents a question in your assignment.

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Step 3: Verify the answers to your multiple-choice assignment

This screen presents a summary of all your answers. Use it as a final **check**.

- Click on the **Continue** button to submit your assignment. **If you do not click Continue, no submission action will take place**.

- If you want to redo the answers to the assignment, click **Back** to go back to the previous step.

Step 4: Assignment submission report

This is your **proof** that your assignment was submitted. It is advisable to **print** this page for your record purposes.

- Click on the **Return to Assignment List** button to go back to the Assignment overview screen.