

How to Upload Your Assignment to LMS For Online Students

Following instruction is used only by the students who are studying modules online. For those studying in class (face to face) are not allowed to upload the assignment to LMS.

Note:

- You can upload only **one file** to LMS. Please include your Assessment Cover Sheet in the same document as your assignment. For more details, please refer "[How to Copy and Paste the Assessment Cover Sheet](#)".
- You are limited to upload the file which is smaller than 5Mb. If your assignment file is larger than 5Mb, please contact Paramount College Administrator (info@paramountcollege.edu.au) for more details.

1. Access LMS and go to the module page

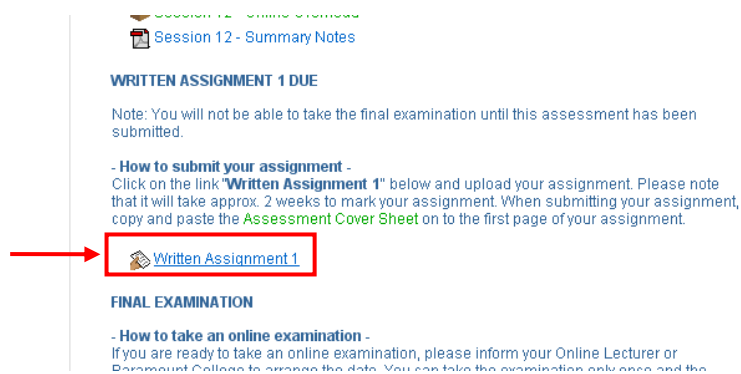
The screenshot displays the LMS interface for Paramount College of Natural Medicine. The top header includes the college logo, name, and navigation links: "PCNM Main Site | Policies & Procedures | About Us | Contact Us". The user is logged in as "Test Student".

The main content area is titled "Anatomy & Physiology 1 [Online]". It features a "Topic outline" section with a welcome message and links to download the Module Outline, Workbook, and Assessment Cover Sheet. The links are: "AP1 Module Outline", "AP1 Workbook [Update: 5 Mar 10 - Assessment details]", and "Assessment Cover Sheet".

Below the topic outline, there are sections for "Online Communication Tools" (AP1 Online Forum, AP1 Online Chatroom) and "Your Online Lecturer is Brett Friedman" with his email address: brettf@paramountcollege.edu.au. A note states: "NOTE: Depending on your Internet speed, it may take some time to download the slide images/texts and quiz questions. Please be patient until all the components are downloaded." A link is provided to check assignment suggested due dates.

The interface also includes a "Main Menu" on the left with links to "Assessment Cover Sheet", "Have you enrolled for Semester 2010?", "Click here to access the Online Enrolment Application Form.", and "Online Student Support". A "Calendar" widget on the right shows the month of June 2010.

2. Click on the assignment name link



Session 12 - Summary Notes

WRITTEN ASSIGNMENT 1 DUE

Note: You will not be able to take the final examination until this assessment has been submitted.

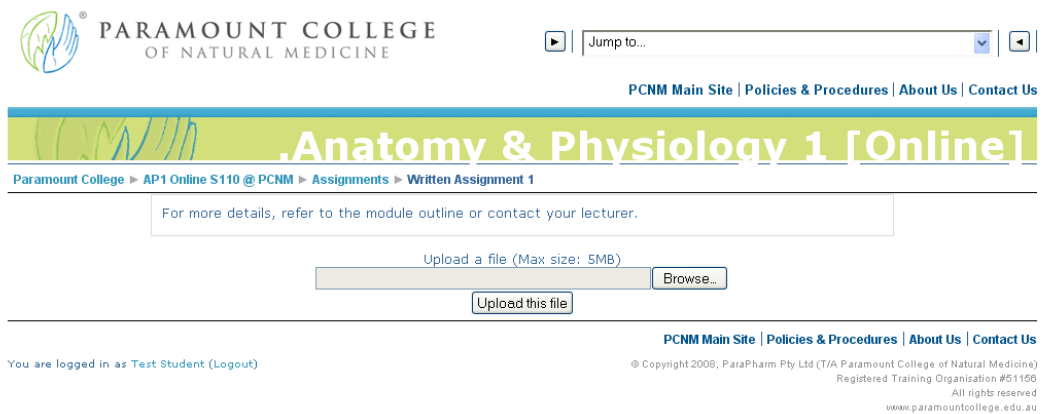
- **How to submit your assignment -**
Click on the link **Written Assignment 1** below and upload your assignment. Please note that it will take approx. 2 weeks to mark your assignment. When submitting your assignment, copy and paste the **Assessment Cover Sheet** on to the first page of your assignment.

Written Assignment 1

FINAL EXAMINATION

- **How to take an online examination -**
If you are ready to take an online examination, please inform your Online Lecturer or Paramount College to agree the date. You can take the examination only once and the

3. You will be directed to the page below



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Jump to...

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Anatomy & Physiology 1 [Online]

Paramount College > AP1 Online S110 @ PCNM > Assignments > Written Assignment 1

For more details, refer to the module outline or contact your lecturer.

Upload a file (Max size: 5MB)

Browse...

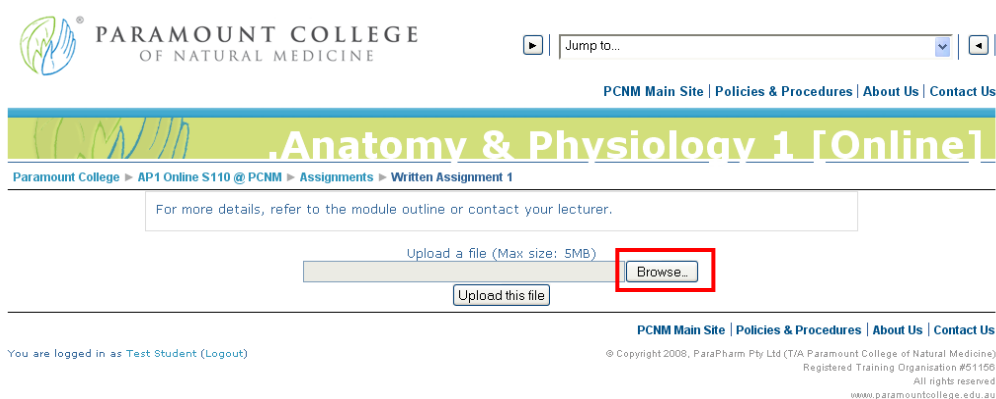
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4. Click on the "Browse" button to locate your assignment



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Anatomy & Physiology 1 [Online]

Paramount College > AP1 Online S110 @ PCNM > Assignments > Written Assignment 1

For more details, refer to the module outline or contact your lecturer.

Upload a file (Max size: 5MB)

Browse...

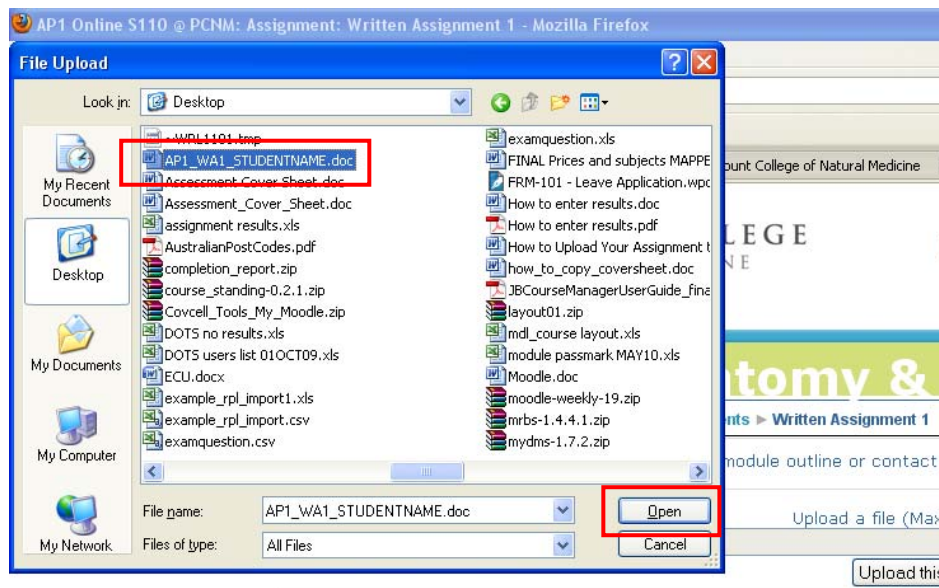
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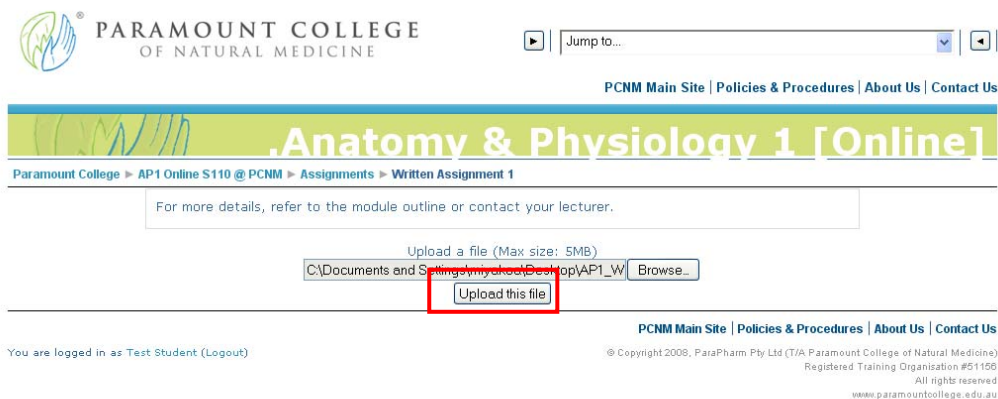
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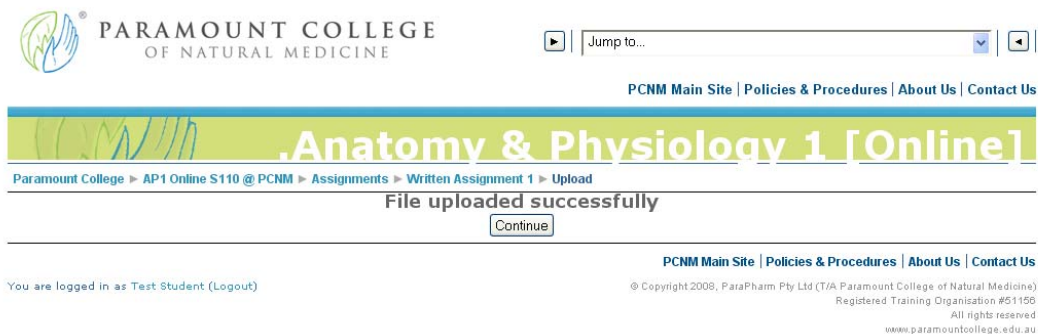
Click on your assignment file and “Open” button.



5. Click on the “Upload this file” button to upload your assignment to LMS.



6. When the file is successfully uploaded, you will see the message below. Click on the “Continue” button.



7. You will see the assignment file you uploaded.

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Anatomy & Physiology 1

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For more details, refer to the module outline or contact your lecturer.

AP1_WA1_STUDENTNAME.doc

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8. Click on the module link to go back to the module page.

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Anatomy & Physiology

Paramount College > **AP1 Online S110 @ PCNM** > Assignments > Written Assignment 1

For more details, refer to the module outline or contact your lecturer.

AP1_WA1_STUDENTNAME.doc

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If you have any questions or problems copying and pasting the Assessment Cover Sheet to the front of your assignment, please contact your Paramount College Administrator (info@paramountcollege.edu.au) or online lecturer for more details.