

La Trobe University

**Learning Management System
LMS/WebCT
Guide for Students**

ASSIGNMENTS

Prepared by:

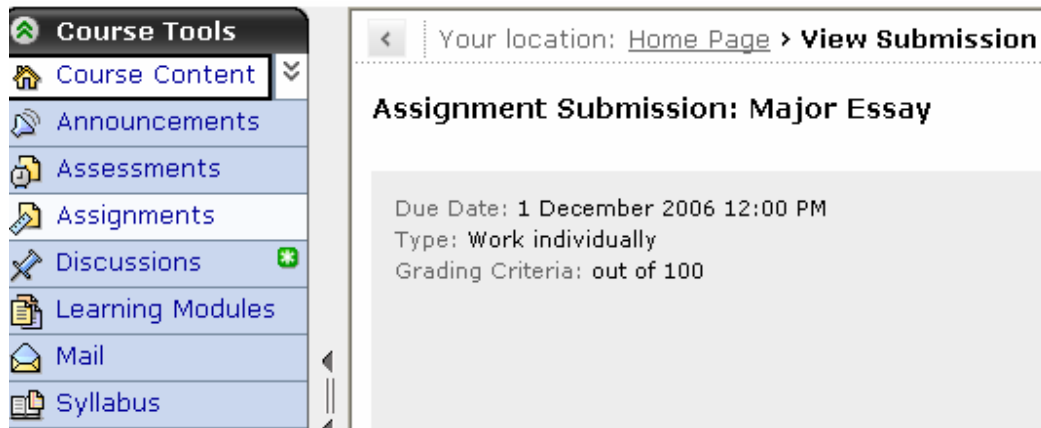
LMS Support Team

Online Teaching Support Unit

Website: <http://webct/latrobe.edu.au>

ASSIGNMENTS

If your lecturer has made the **Assignments** tool available, you can use it to view, complete, submit, and publish assignments. If the **Assignments** tool is being used in your unit, a link to it appears under Course Tools. If there are new assignments, a small green icon will appear next to the link.



There are two types of assignment:

- **Text.** You enter text in the **Assignments** tool, attach files, or do both. You can enter text directly on the assignment screen. However, if you expect to submit a large amount of text or if you need to supplement the text with other material, you have the option to attach files.
- **Web site.** You attach a ZIP file containing linked HTML files that create a Web site. You specify an entry point for your Web site and use relative links to link all pages.

Each assignment has a due date. Your Lecturer may allow you to submit an assignment after the due date, but it may be marked late. Otherwise, assignments not received by the due date will be marked missed.

After you complete an assignment, you can either save it as a draft or submit it. If you submit an assignment, your Lecturer can grade it and provide feedback to you. If an assignment does not require a grade, your Lecturer marks it as complete.

If your Lecturer allows it, you may be able to revise your submission even after you have submitted it. There are two ways of doing this:

- Your Lecturer returns your submission, allowing you to revise it and then submit it again.
- If the due date hasn't passed, you can take back your submission, revise it, and then submit it again.

Your Lecturer has the option of publishing your submissions so that all students enrolled in your unit can view them. Your Lecturer can also allow you to publish your own submissions.