

GUIDE FOR UPLOADING DOCUMENTS HOW TO DESIGN DEVELOPMENT PROJECTS

I. Steps for Uploading Documents or Deliverables.

To upload documents related to practical activities you must follow these steps:

1. Download the template for the exercise that you want to complete.
2. Once you have filled out the template, save it with your name in Word, or Excel, or PDF format.
3. Enter your name in the requested field.
4. Choose your file; if you are going to select more than one file, you will have to do so all at the same time.
5. Briefly describe the documents you are submitting.
6. Upload your file.
7. Press the “Submit your response and move to the next step” button.

IDENTIFY AND DESCRIBE YOUR PROJECT

This assignment has several steps. In the first step, you'll provide a response to the prompt. The other steps appear below the Your Response field.


IN PROGRESS


1 | Your Response

Enter your response to the prompt. You can save your progress and return to complete your response at any time. After you submit your response, you cannot edit it.



The prompt for this section

Enter your name and the country of the project chosen by the group:


Your response (required) 

James Smith 


Save your progress THIS RESPONSE HAS BEEN SAVED BUT NOT SUBMITTED.

Choose Files Exercise.docx   Upload files

Describe Exercise.docx (required):

Please find attached Practical Exercise 1 for group 1. 

You may continue to work on your response until you submit it.

 Submit your response and move to the next step

NOT AVAILABLE

2 | Staff Grade

8. Once you have successfully submitted your **exercise**, you will see a green box that says COMPLETE under number 1. Number 2 is intended for your tutor's **score**. That is where you will find your tutor's feedback and score for the activity.

Status

You have completed this assignment. Your final grade will be available when the assessments of your response are complete.

		✓ COMPLETE
▶ 1	Your Response	
		NOT AVAILABLE
2	Staff Grade	
<p>Waiting for a Staff Grade</p> <hr/> <p>Check back later to see if a course staff member has assessed your response. You will receive your grade after the assessment is complete.</p>		
▶ Your Grade: Waiting for Assessments		
<p>You have completed your steps in the assignment, but some assessments still need to be done on your response. When the assessments of your response are complete, you will see feedback from everyone who assessed your response, and you will receive your final grade.</p>		

II. Importance of Meeting Deadlines

If you have not managed to submit your documents on time, the tool will tell you that the assignment has closed. It is very important to meet established deadlines.

To find course deadlines, please check the [Important Dates](#) section.

Status

This assignment has closed. One or more deadlines for this assignment have passed. You will receive an incomplete grade for this assignment.

		⚠ INCOMPLETE
▶ 1	Your Response due Apr 10, 2018 01:00 EDT (in 0 minutes)	
		NOT AVAILABLE
2	Staff Grade	
▶ Your Grade: Not Started		