Romblon State University
College of Education
Liwanag, Odiongan, Romblon

@ ARAL
Accessible Resource,
Augmented **Learning.**

GUIDE IN SUBMITTING STUDENTS' OUTPUTS AND ASSIGNMENTS

Step 1.   Log-in using your **username** and **password**.
Step 2.   Go to **Studying** and click **My Topics**.
Step 3.   Click **Access Topic** on the subject where you intend to submit your assignment.
Step 4.   Click the **activity** where your submission is to be added as a resource (e.g. Submission Bin, Activity).
Step 5.   In Resources, click **+Add a New Resource**.
Step 6.   Click **+Create a resource**.
Step 7.   Accomplish the **General Information** Template:
Sample Template:

Name: **Assignment1_DelaCruz_Juan**
Type: **File**
Language: **English**
Tags: **Assignment**
Reuse: **Reusable**
Access: **Collaborators only**
(Note: When submitting an assignment or output, always choose **"Collaborators only"**.)
License: **Creative Commons Attribution**
Duration: **Not Specified**
Media: **(Upload your file in this section)**
Description:
(Note: Include **a brief description** of your assignment in this section.)

Step 8.   Then, click **Create new resource**.
Step 9.   Double check your outputs and see to it that the **"View the File"** and **"Download"** Buttons are visible. If not, **Access Resource** (your Assignment, then click **Edit**. Check all the entries especially the **"Tags"** and **"Media"**. See to it that the file is **uploaded**. Then click **Update Resource**.
Step 10. If the View the File and Download buttons are already **visible**, click **Collaborators** in the **Left Menu Bar**.
Step 11. Type the **name of your teacher** in the Username, then click **"Add Collaborator"**.

YOUR ASSIGNMENT IS FINALLY SUBMITTED.

IMPORTANT: See to it that the teacher is added as a collaborator. In this way, the assignment will only be visible to you (owner of the file) and the teacher.