

How to submit an assessment in NZIS Online

Submitting your Assessment

1. Click on the assessment you want to create a submission for, in the drop-down menu in the left-hand column (assessments are found at the end of each module).
2. Click **Add Submission**.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet.

3. **Upload your submission** by dragging and dropping your files into the submission window or selecting the file picker and browsing for your file.

File submissions

Maximum file size: 950MB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Save changes Cancel


4. Click **Save changes**. You will then be asked to **Submit Assignment**.

Assessment 5

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 8 July 2022, 2:35 PM

File submissions

 test.docx
8 July 2022, 2:35 PM

Submission comments ▶ Comments (0)

Edit submission Remove submission

You can still make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

5. Confirm the submission by clicking **Continue** on the page that opens.

Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

6. **OR** check the box to confirm the assignment is your own work and then confirm the submission by clicking **Continue**.


Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people.

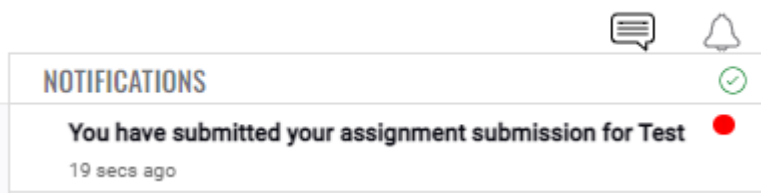
Are you sure you want to submit your work for grading? You will not be able to make any more changes.




Continue


Cancel

There are required fields in this form marked  .

7. You will receive a **Notification** (look for the red dot under the bell icon) confirming your assignment submission.



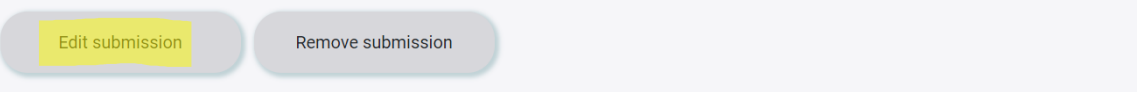
NOTIFICATIONS   

You have submitted your assignment submission for Test 

19 secs ago

Re-submitting your Assessment

1. If your tutor has asked you to make changes to your assessment.
Click on the assessment you want to create a submission for, in the drop-down menu in the left-hand column (assessments are found at the end of each module).
2. Click **Edit Submission**. Upload the revised assessment by dragging and dropping your files into the submission window or selecting the file picker and browsing for your file.



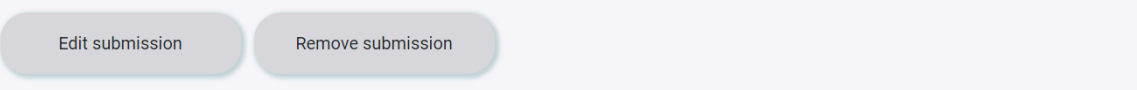
Edit submission Remove submission

You can still make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

3. Click **Save changes**. You will then be asked to **Submit Assignment**.



Edit submission Remove submission

You can still make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

4. Confirm the submission by clicking **Continue** on the page that opens.

Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

5. **OR** check the box to confirm the assignment is your own work and then confirm the submission by clicking **Continue**.

Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

There are required fields in this form marked  .

You will receive a **Notification** (look for the red dot under the bell icon) confirming your assignment re-submission.

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