



Botswana Open  
University



## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE e-PORTAL

Centre for Instructional Technology

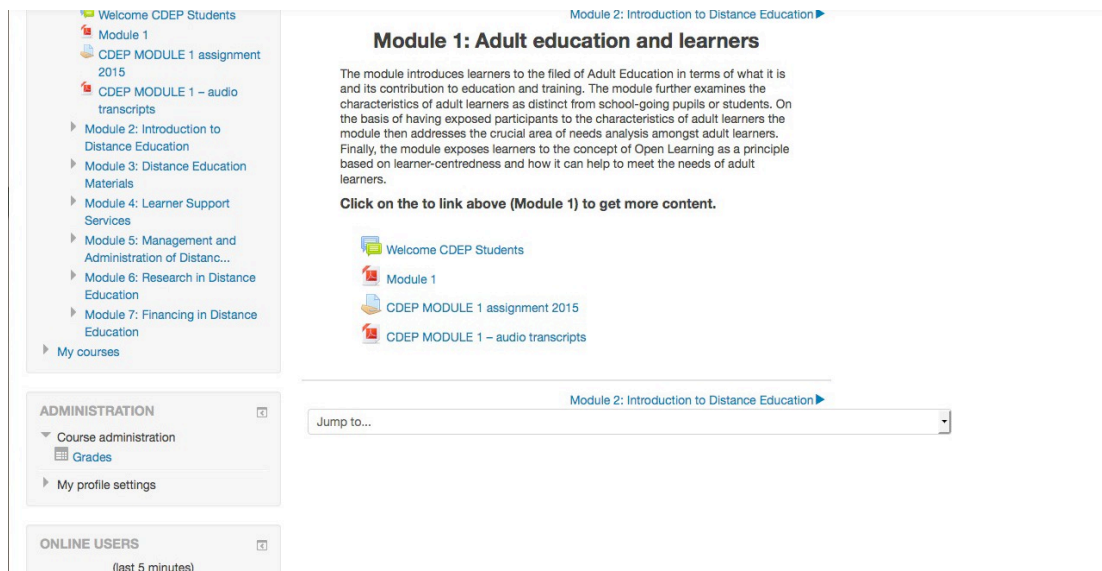
## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE E-PORTAL

### HOW TO SUBMIT ASSIGNMENT ON THE E-PORTAL



The screenshot shows the BOCODOL E-learning portal interface. On the left, there is a 'NAVIGATION' sidebar with links to Home, My home, Site pages, My profile, and My courses. Below it is an 'ONLINE USERS' section showing a list of users (Test Student, Ethel Mothabane, Admin User, David Ananius) and their last activity. On the right, there is an 'ADMINISTRATION' sidebar with a link to My profile settings. The main content area features a welcome message about E-learning at BOCODOL, a link to the website (www.bocodol.ac.bw), and a link to the Facebook page (BOCODOL). Below this, there is a 'My courses' section with a button for 'CERTIFICATE IN DISTANCE EDUCATION FOR PRACTITIONERS - 2015' and a link to 'All courses'.

Login in your Course then click the name.



The screenshot shows the BOCODOL E-learning portal course page. On the left, there is a 'NAVIGATION' sidebar with links to Welcome CDEP Students, Module 1, CDEP MODULE 1 assignment 2015, CDEP MODULE 1 - audio transcripts, Module 2: Introduction to Distance Education, Module 3: Distance Education Materials, Module 4: Learner Support Services, Module 5: Management and Administration of Distance Education, Module 6: Research in Distance Education, Module 7: Financing in Distance Education, and My courses. Below it is an 'ADMINISTRATION' sidebar with links to Course administration, Grades, and My profile settings. On the right, there is a 'Module 2: Introduction to Distance Education' section with a link to 'Module 1: Adult education and learners'. Below this, there is a 'Jump to...' dropdown menu.

Click, to go in your module then locate assignment that you want to submit for.


## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE e-PORTAL

Home > My courses > Certificate Courses > CDEP 2015 > Module 1: Adult education and learners > CDEP MODULE 1 assignment 2015

NAVIGATION

- Home
- My home
- Site pages
- My profile
- Current course
  - CDEP 2015
    - Participants
    - Badges
    - General
  - Module 1: Adult education and learners
    - Welcome CDEP Students
    - Module 1
      - CDEP MODULE 1 assignment 2015**
      - CDEP MODULE 1 – audio transcripts
    - Module 2: Introduction to Distance Education
    - Module 3: Distance Education Materials
    - Module 4: Learner Support Services
    - Module 5: Management and Administration of Distance Education
    - Module 6: Research in Distance Education
    - Module 7: Financing in Distance Education
  - My courses

## CDEP MODULE 1 assignment 2015

 CDEP MODULE 1 assignment 2015.pdf

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 13 September 2015, 11:55 PM
Time remaining	5 days 16 hours
Last modified	Tuesday, 8 September 2015, 7:21 AM
Submission comments	<a href="#">Comments (0)</a>

[Add submission](#)

Make changes to your submission

click “Add submission” button then the window below will open.

Home > My courses > Certificate Courses > CDEP 2015 > Module 1: Adult education and learners > CDEP MODULE 1 assignment 2015 > Edit submission

NAVIGATION


- Home
- My home
- Site pages
- My profile
- Current course
  - CDEP 2015
    - Participants
    - Badges
    - General
  - Module 1: Adult education and learners
    - Welcome CDEP Students
    - Module 1
      - CDEP MODULE 1 assignment 2015**
      - CDEP MODULE 1 – audio transcripts
    - Module 2: Introduction to Distance Education
    - Module 3: Distance Education Materials
    - Module 4: Learner Support Services
    - Module 5: Management and Administration of Distance Education
    - Module 6: Research in Distance Education

## CDEP MODULE 1 assignment 2015

### File submissions

Maximum size for new files: 1MB, maximum attachments: 1

Files

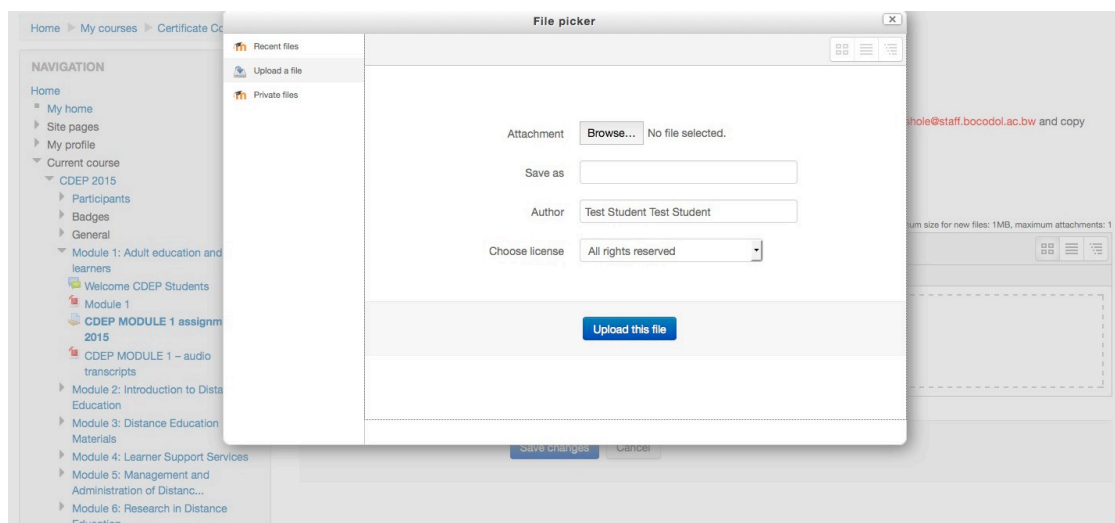


You can drag and drop files here to add them.

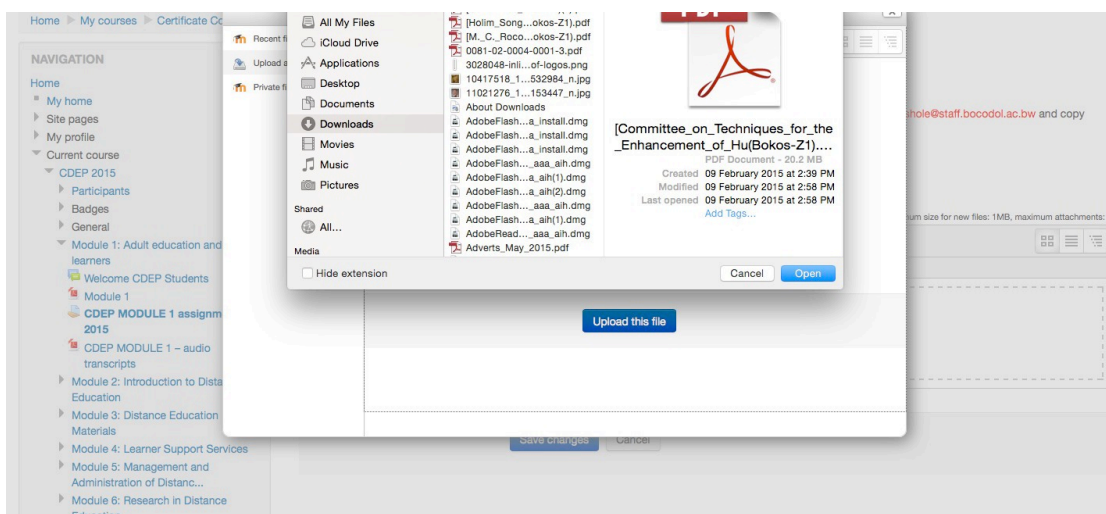
[Save changes](#) [Cancel](#)

After the page has open click the “blue arrow ” point down and another page will open as below.

## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE e-PORTAL

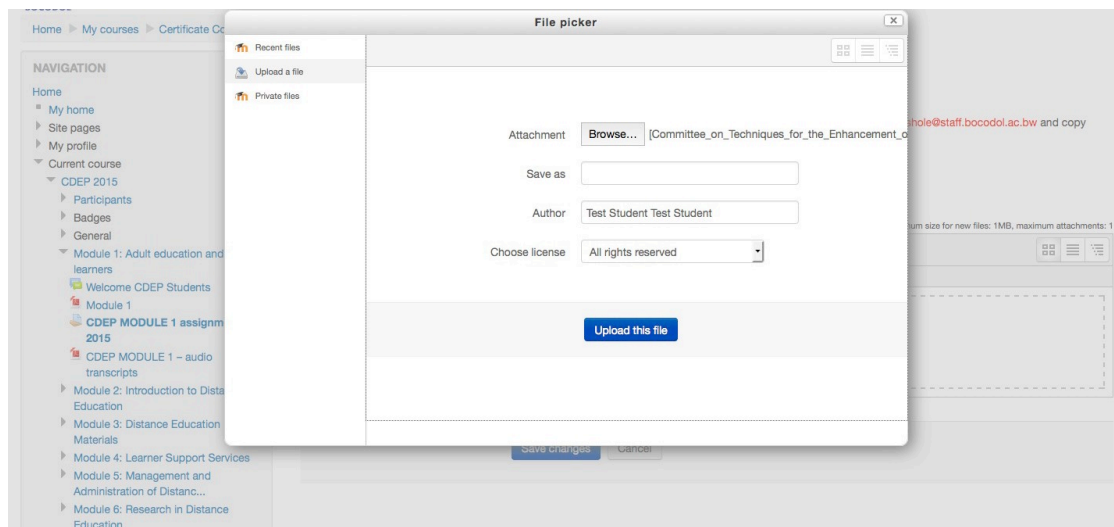


On the pop up window, on the left side click “upload a file” so that you will have something similar to the figure above. Then click “browse” to go search for your assignment where you have saved it. See figure below.

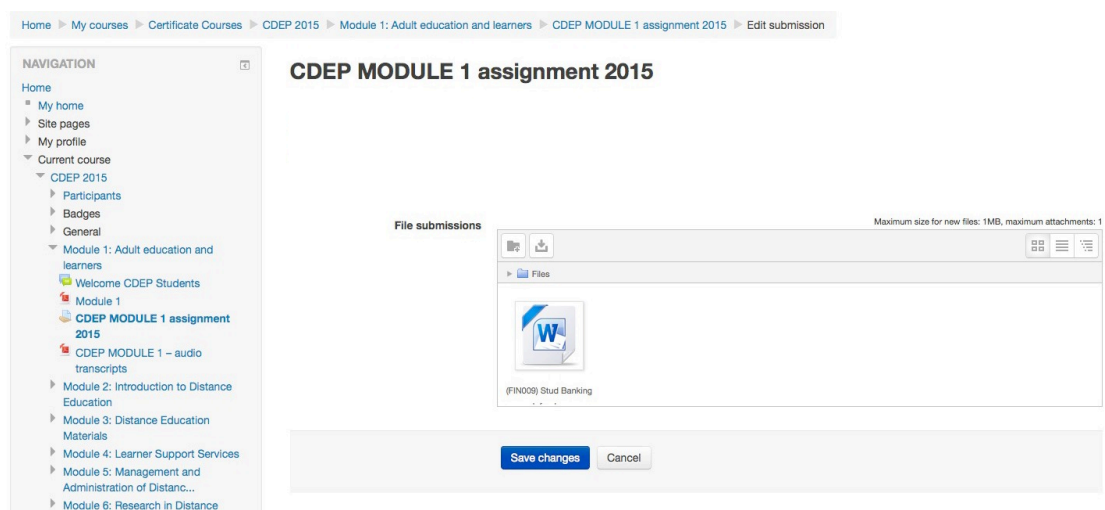


Select your assignment the click “Open”. After that the popup window should change and look similar to the figure below and it will have the name of the assignment next to Browse.

## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE e-PORTAL



Click “Upload this file” then this will take you the page below and it will display the assignment that you have uploaded.



Click on “Save changes” this will take you to the next page for you to able to submit your assignment. NB: If you leave at point your assignment will not be submitted but will be saved as a Draft.

## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE e-PORTAL

## CEMBA/CEMPA - 2017

Dashboard > My courses > CEMBA/CEMPA - 2017 > Management in Organisations > Module Management in Organisations-Assignment 2


NAVIGATION

Dashboard


- Site home
- Site pages
- My courses
  - Approaches to Teaching and Learning
  - CEMBA/CEMPA - 2017
    - Participants
    - Badges
    - Competencies
    - Grades
    - General
    - Management in Organisations
      - Module Management in Organisations
        - Original Addendum
        - Original Introduction Course assignment guidelines
        - Guidelines for Case Analysis
        - C2\_Case Studies
        - Module Management in Organisations-Assignment 1
        - Module Management in Organisations-Assignment 2**
        - Managing Human Resources
        - Operations Management
        - Management Information Systems

### Module Management in Organisations-Assignment 2

Assignment 2

 MOS11 Assignment 2 2017.pdf

#### Submission status

Attempt number	This is attempt 1 ( 2 attempts allowed ).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 17 September 2017, 11:55 PM
Time remaining	Assignment is overdue by: 25 days 10 hours
Last modified	Friday, 13 October 2017, 10:41 AM
File submissions	 Tracking Numbers.docx
Submission comments	> Comments (0)

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

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

Click on “Submit assignment” and it will take you to the DISCLAIMER PAGE.

Dashboard > My courses > CEMBA/CEMPA - 2017 > Management in Organisations > Module Management in Organisations-Assignment 2

NAVIGATION

Dashboard

- Site home
- Site pages
- My courses
  - Approaches to Teaching and Learning
  - CEMBA/CEMPA - 2017
    - Participants
    - Badges
    - Competencies
    - Grades
    - General
    - Management in Organisations
      - Module Management in Organisations
        - Original Addendum
        - Original Introduction Course assignment guidelines
        - Guidelines for Case Analysis
        - C2\_Case Studies
        - Module Management in Organisations-Assignment 1
        - Module Management in Organisations-Assignment 2**
        - Managing Human Resources
        - Operations Management
        - Management Information Systems

### Submit assignment

\* ☐ 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 \*.

Then click the box next to the statement that says:

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



## GUIDE ON HOW TO SUBMIT ASSIGNMENT ON THE e-PORTAL

Dashboard > My courses > CEMBA/CEMPA - 2017 > Management in Organisations > Module Management in Organisations-Assignment 2

NAVIGATION

- Dashboard
- Site home
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- My courses
  - Approaches to Teaching and Learning
  - CEMBA/CEMPA - 2017
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  - Managing Human Resources
  - Operations Management
  - Management Information Systems

### Submit assignment

☒ 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 \*.

Click on “Continue”. At this point you will be done with the submission.

## CEMBA/CEMPA - 2017


Dashboard > My courses > CEMBA/CEMPA - 2017 > Management in Organisations > Module Management in Organisations-Assignment 2

NAVIGATION


- Dashboard
- Site home
- Site pages
- My courses
  - Approaches to Teaching and Learning
  - CEMBA/CEMPA - 2017
    - Participants
    - Badges
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    - C2\_Case Studies
    - Module Management in Organisations-Assignment 1
    - Module Management in Organisations-Assignment 2**
  - Managing Human Resources
  - Operations Management
  - Management information Systems

### Module Management in Organisations-Assignment 2

Assignment 2

 MO311 Assignment 2 2017.pdf

#### Submission status

Attempt number	This is attempt 1 ( 2 attempts allowed ).
Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 17 September 2017, 11:55 PM
Time remaining	Assignment was submitted 25 days 10 hours late
Last modified	Friday, 13 October 2017, 10:42 AM
File submissions	 Tracking Numbers.docx
Submission comments	<a href="#">Comments (0)</a>

At this point your Assignment will be submitted