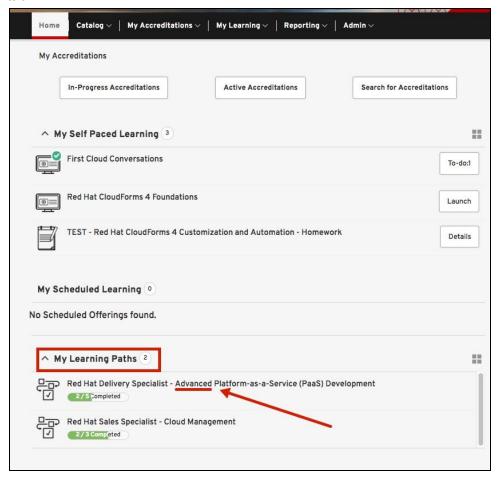
Homework Submission Guide

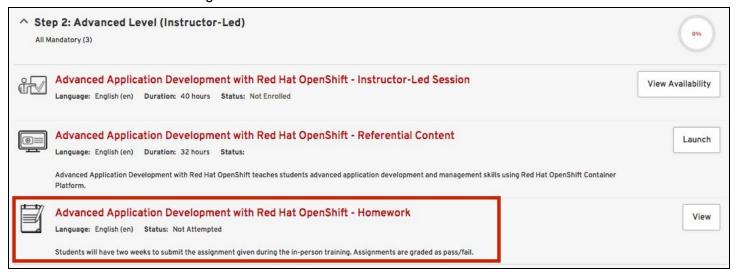
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Accessing your Homework

Homework activities are linked within the Advanced Learning Path that contains your Instructor Led Training enrollment. The easiest way to find this Learning Path is within your My Learning Paths widget on your Home tab.

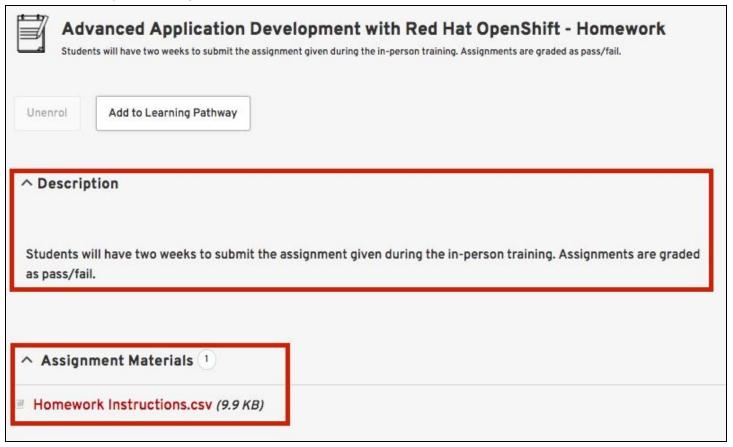


Scroll down to the Instructor-Led section of the learning path to find the homework activity. Click the activity title or the **View** button to the right.



Assignment Instructions

Additional homework instruction detail can also be in the form of an attachment or text description on the homework activity details page.

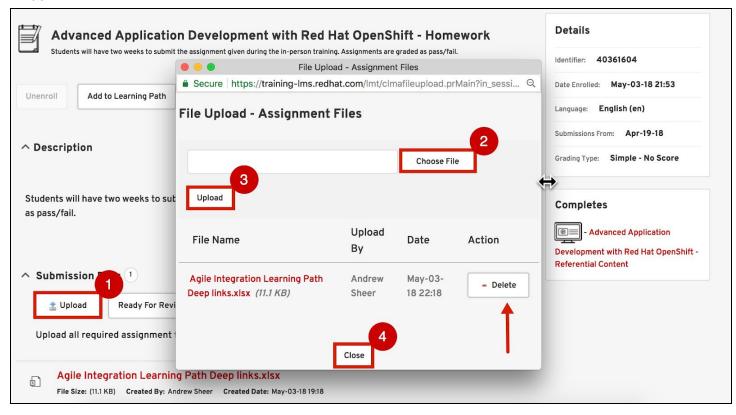


Uploading Homework

Begin by accessing your homework activity from your Advanced Learning Path (page 1). From the Homework details page, follow the below steps to upload your homework.

- 1. Upload open file upload window
- 2. Choose File choose homework file from file explorer window
- 3. Upload uploads file to OPEN Training System and file appears in file upload window
- 4. Close close file upload window to navigate back to homework details page

If you need to upload more than one file, you can select Choose File again to select multiple files prior to closing the file upload window. If you accidentally upload the wrong file, it can be deleted within the File Upload window.



The action of uploading your assignment does not submit it for instructor review, but the instructor is notified of your file upload. The upload action simply holds your submission in the system until you deem it ready for review.

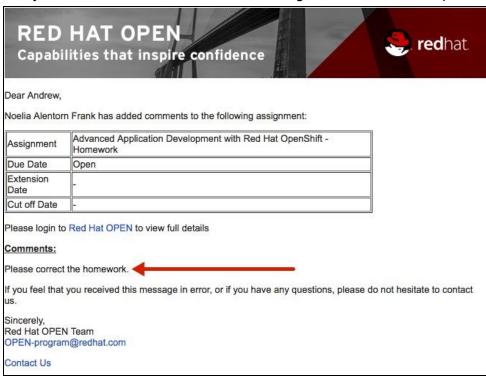
Submitting for Review

Once you have loaded all of your associated homework files, click the **Ready for Review** button on the homework details page to complete your submission and initiate the instructor review process.



Resubmission/Correcting Homework

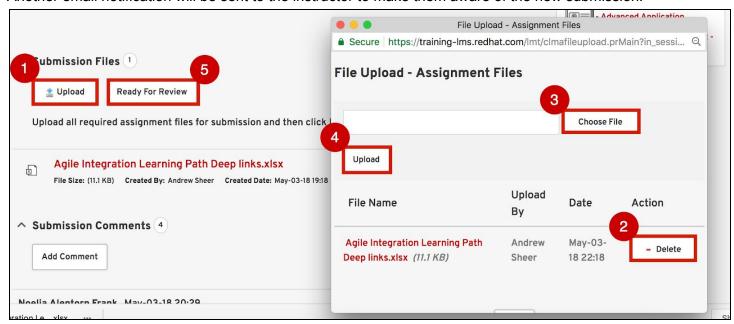
In the event your homework submission is not accepted for credit, you will receive an email notification from the system with instructor comments indicating additional work is required.



Your homework details page will have the Ready for Review button displayed again to indicate the need for resubmission. Make the necessary corrections to your homework assignment based on the instructor feedback and follow the below steps to resubmit.

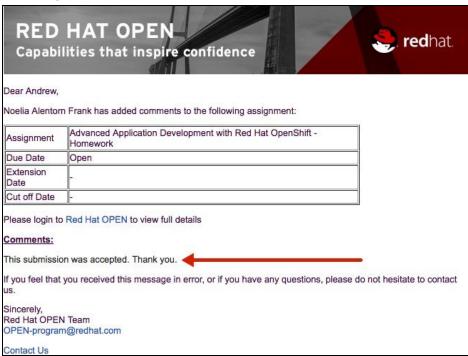
- 1. Upload open file upload window
- 2. Delete delete the previously uploaded file
- 3. Choose File select corrected homework assignment
- 4. Upload upload corrected assignment to OPEN Training System and file appears in file upload window
- 5. Ready for Review resubmit your corrected assignment for instructor review

Another email notification will be sent to the instructor to make them aware of the new submission.

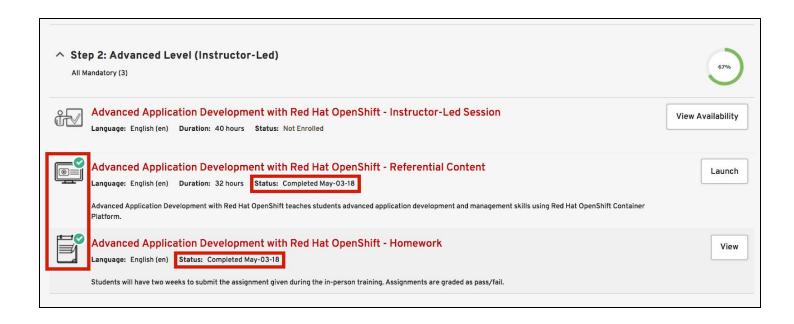


Receiving Credit

If your assignment has been accepted for credit, you will receive an email notification containing comments indicating acceptance.



This completion will now be reflected on your Advanced Learning Path and within the homework details page indicated by a green check on the icon and a status of completed. Completion of the homework is configured to trigger the completion of the referential content as well.



Communicating with the Instructor

If at any point you have questions on the assignment, clarifications to make on a submission or wish to follow up on a pending submission, the Submission Comments section can be used to communicate directly with the instructor. The instructor will receive an email notification each time you submit comments.

