**Action:**

Log in to the e-learning system and submit assignments

**the goal:**

Successfully access the e-learning system and submit assignments.

**Requirements:**

1. Access to a computer or mobile device with an Internet connection.

2. Valid login data provided by the university.

**Steps:**

1. **Open the web browser:**

🡺 Launch your favorite web browser on your computer or mobile.

1. **Go to the e-learning platform:**

🡺 Type the URL of the e-learning platform into the address bar of the web browser.

🡺 Press Enter to go to the platform’s home page.

1. **Find the login section:**

🡺 Find the login section on the home page. It is usually displayed prominently.

1. **Enter login data:**

🡺 Enter your username or email address in the designated field.

🡺 Enter the password in the appropriate field. Make sure you enter your password correctly to avoid login errors.

1. **Click on the “Log in” button:**

🡺 Once you have entered your credentials, click the “Sign In” button to continue.

1. **Go to the Assignments section:**

🡺 After successfully logging in, explore the platform interface to find the section dedicated to assignments. This workbook could be labeled “Assignments,” “Assignments,” or something similar.

1. **Determine the assignment to submit:**

🡺 Find the specific assignment you want to submit. This can be categorized by course name, assignment title, or due date.

1. **Uploading the assignment file:**

🡺 Click on the assignment title to open the submission page.

🡺 Follow the instructions provided on the submission page to upload your assignment file.

🡺 Click the “Upload” or “Submit” button to upload the assignment file to the platform.

1. **Submission verification:**

🡺 Once the file is uploaded, ensure that you receive a confirmation message indicating that the application process was successful. Some platforms may also display the time a submission was successful or acknowledge that a submission was received.

**Log out (optional):**

🡺 If you have completed all your tasks on the platform, consider logging out for security purposes. Look for the “Sign out” or “Sign out” option usually located in the Personal Profile or Account Settings section.

**Additional Tips:**

🡺 Be sure to review your assignment file before submitting to ensure it is correct and meets any specific requirements such as file format or word count.

🡺 Keep track of assignment deadlines to avoid late submission.

🡺 If you encounter any problems during the login or application process, review the platform's help resources or contact support for assistance.