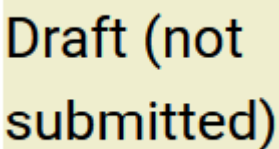
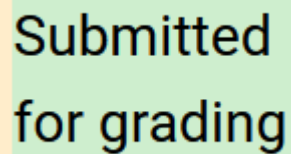


Assignment Submission Checklist

- ☐ **Familiarise yourself with Moodle** using the information below
<https://www.monash.edu/student-academic-success/build-digital-capabilities/master-online-learning-systems/moodle>
- ☐ Make sure to go through the **assessment submission guidelines** provided below
<https://www.monash.edu/student-academic-success/build-digital-capabilities/master-online-learning-systems/moodle/assessments>
- ☐ Unless explicitly stated otherwise, a handwritten document is **not** acceptable and will **not** be marked (i.e. will be given zero mark) even if converted and submitted electronically.
- ☐ Check that you **named the submission files correctly**
- ☐ **Draft upload:** Upload all required files to the Moodle submission link (do **not** finalise your submission until performing the checks below). The files will initially be uploaded in **draft mode**. While in draft mode, you can still make changes. **Submission status** will appear as follows.

A yellow rectangular box with the text "Draft (not submitted)" in black, sans-serif font, centered within the box.

- ☐ **Before finalising** your submission, download all uploaded files and double-check that
 - ☐ they are the correct files, and
 - ☐ they open and work as intended.
 - ☐ Particularly double-check **IMN** files (applicable to **Assessment 3** particularly).
- ☐ **Finalisation:** By the assignment submission deadline, **finalise submission** of your draft files by clicking **Submit assignment** and confirming the submission. **Submission status** should appear as follows.

A light green rectangular box with the text "Submitted for grading" in black, sans-serif font, centered within the box. The box is surrounded by a thin orange border.

- ☐ Once you finalise your submission and see the above “submitted for grading” status, you can **no longer make changes** to your submission. Therefore, it is important to perform the checks above prior to finalising your submission.
- ☐ Make sure that your assignment files are not left in draft mode. ***Draft files will NOT be accepted.***