

# How to submit work in a Coursework

## Your submission status

Status	Ready to grade
Time submitted	Thu, 31 Aug 2023, 20:44
Submission file	 assignment.docx
Provisional grade	

An example of coursework submission page

## Overview:

This guide will show you how to submit in a coursework on LM Core as well as other features.

## What to know:

Coursework is similar to Assignment, which allows students to submit their work. The difference is it allows several markers to mark one submission, that is not possible in an assignment activity. It is often used in Final year dissertation assessment. Teachers will choose the tool based on their own needs.

## Table of Contents

[Step 1: Submit your articles](#)

[Step 2: Upload your submissions](#)

[Step 3: How to make a change](#)

[Step 4: How to finalize the submission](#)

### Step 1: Submit your articles

Submitting in a coursework is as simple as what you do in the assignment activity, although the interface may look a little different.

Please click the coursework activity as your teacher told you:



Coursework

### Step 2: Upload your submissions

Now, you can click "Upload your submission" to submit your assignment.

## Your submission status

Status

Not submitted yet

Time submitted

Submission file

Provisional grade

Upload your submission

1. On the uploading page, firstly, drag and drop the file into the box, or you can click the above file shape icon to upload.
2. Then you need to read and agree to the terms.
3. Finally, click the "Submit and finalize" or "Submit" button on the bottom to submit your work. (The buttons you see may be different from the following example, it depends on how teachers set it.)

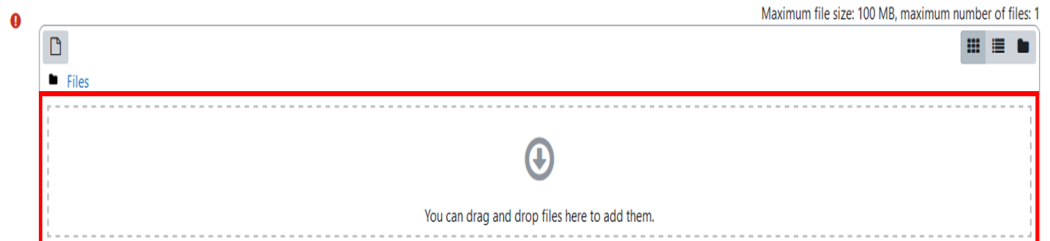
### Upload your submission

Finalising your submission notifies assessors that it is ready for grading. It will not be possible to edit your submission again once it is finalised.

#### ▼ Your submission file

All file types are allowed.

Upload a file



#### You must agree to the following terms before submitting:

By uploading or submitting this work I certify I have read, understand and agree to the University's requirements and expectations concerning this activity. 上传提交本作业/答题, 即表示我已阅读、理解并同意遵守学校关于考试考核学术诚信的相关要求。

☐ agree to the terms

Submit

Submit and finalise

Cancel

If you click this button, your submission will be auto finalized after the due date. Before that, you can always come back to make a change.

If you click this button, you will not be able to edit the submission once it is submitted.

### Step 3: How to make a change

If you didn't finalise the submission, you will be able to edit the submission before the due date.

1. Click "Edit your submission" button on the submission status page:

### Your submission status

Status

Submitted, but not finalised

Time submitted

Thu, 31 Aug 2023, 21:54

Submission file

[assignment.docx](#)

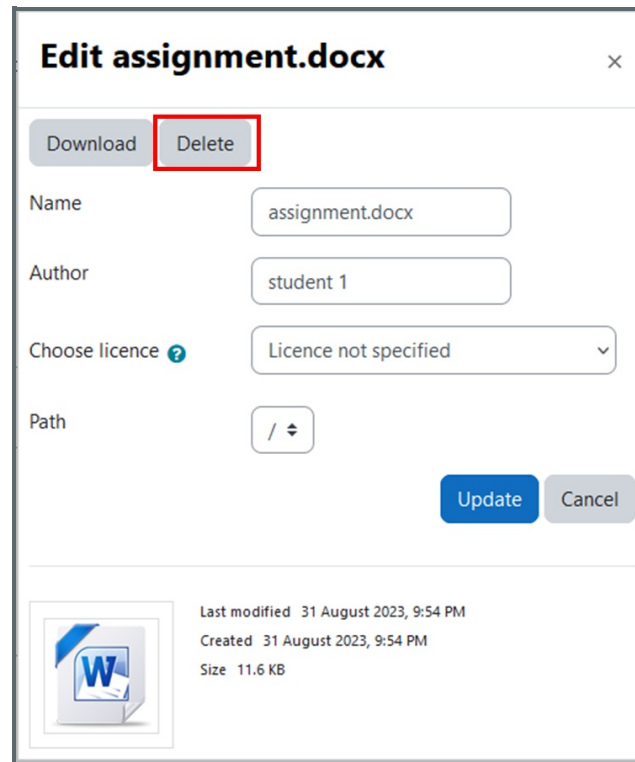
Provisional grade

Edit your submission

Finalise your submission

Finalising your submission notifies assessors that it is ready for grading. It will not be possible to edit your submission again once it is finalised.

2. Now you will see the uploading page again. Please delete the original file if you want to update it.



**Edit assignment.docx**

Download Delete

Name assignment.docx

Author student 1

Choose licence ? Licence not specified

Path /

Update Cancel

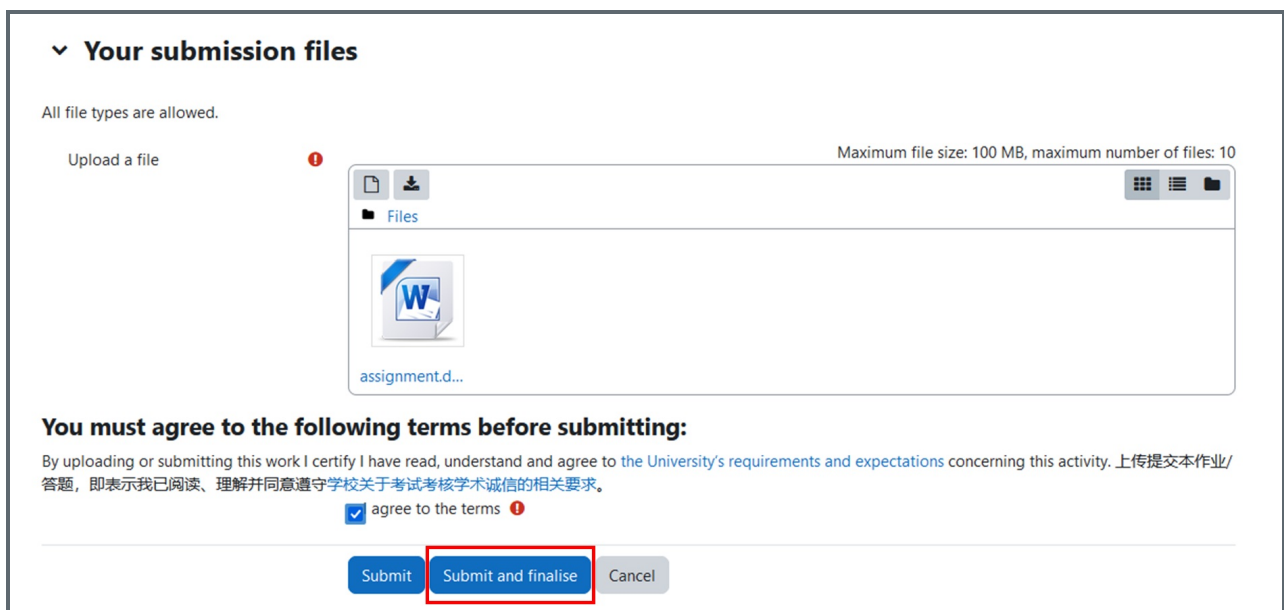
Last modified 31 August 2023, 9:54 PM  
Created 31 August 2023, 9:54 PM  
Size 11.6 KB

3. Repeat the uploading process as you did on Step 2 as above.

#### Step 4: How to finalize the submission

Generally speaking, only finalised submission will be marked by the teacher. If your teacher allow students to finalise before the due date, you can click the buttons as below to finalise the submission yourself. However, after doing that, you will not be able to make any changes.

You can click " Submit and finalise " button when you are uploading the work:



**▼ Your submission files**

All file types are allowed.

Upload a file

Maximum file size: 100 MB, maximum number of files: 10

Files

assignment.d...

**You must agree to the following terms before submitting:**

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☒ agree to the terms

Submit Submit and finalise Cancel

You've finalized your coursework and it's ready to grade.

## Your submission status


Status

Ready to grade

Time submitted

Thu, 31 Aug 2023, 20:44

Submission file

 assignment.docx

Provisional grade

### Tips:

If you can't find any buttons to finalise which means your teacher don't allow students to finalise before the due date.  
All the submissions will be auto finalised after the deadline.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-submit-work-in-a-coursework-267.html>