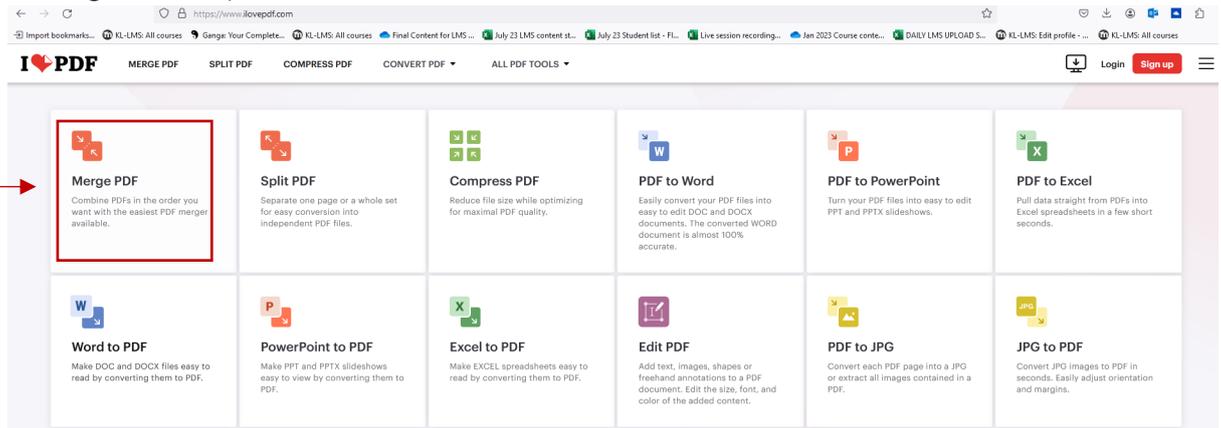


# UPLOADING AN ASSIGNMENT TO LMS

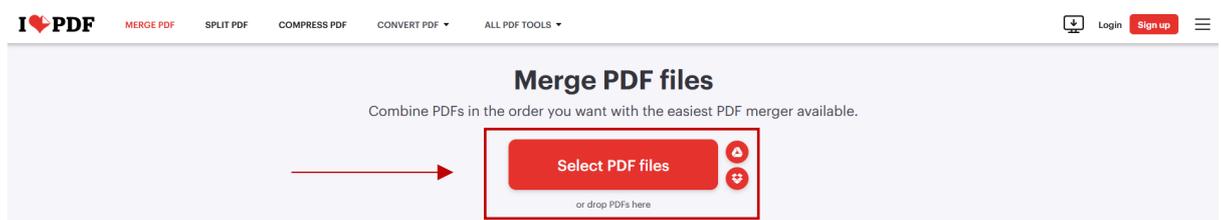
Question papers will be given either in URL format or document.

## Instructions to follow before uploading your answer scripts.

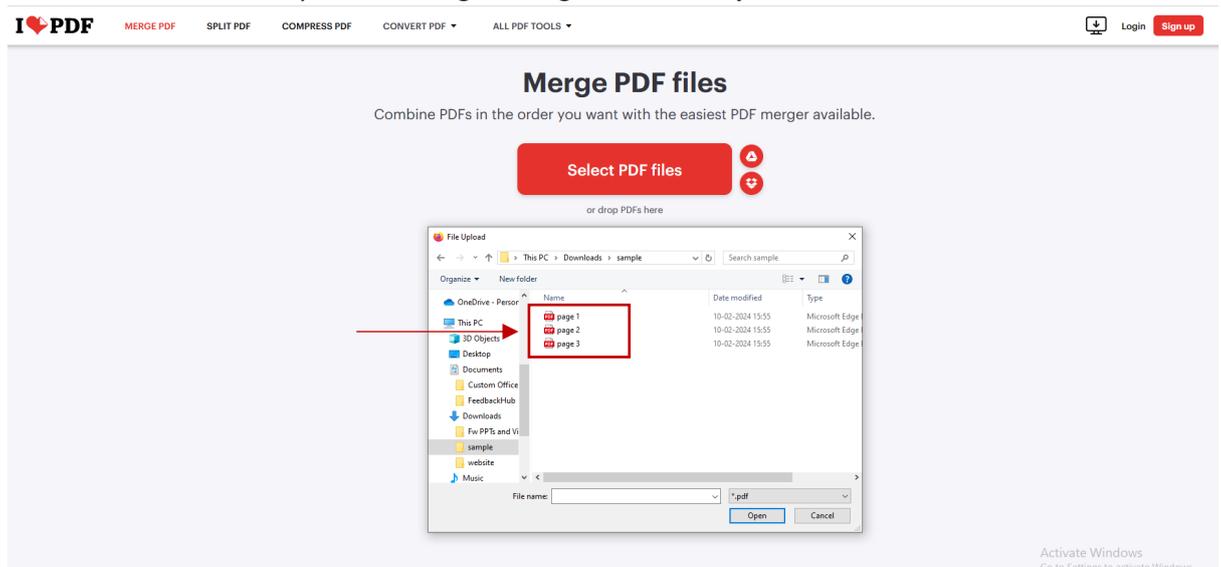
1. The file size should not exceed 2MB and all the answer scripts should be included in a single file.
2. You have to merge the pages into one file (We recommend you <https://www.ilovepdf.com/> to merge the PDFs)



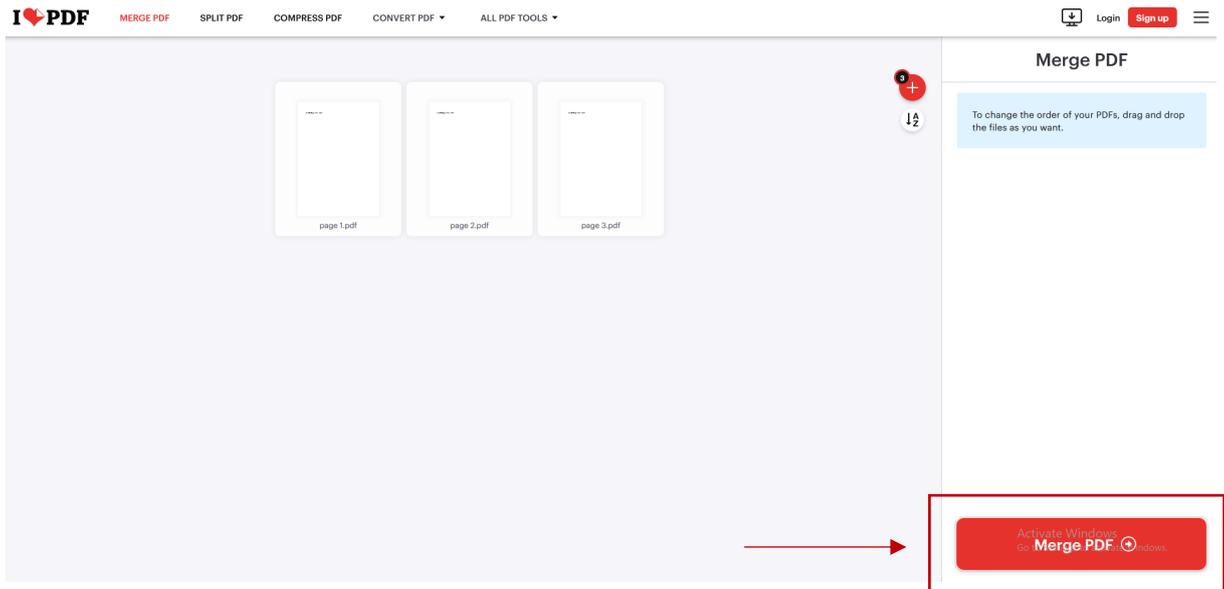
3. Click "Select PDF files"



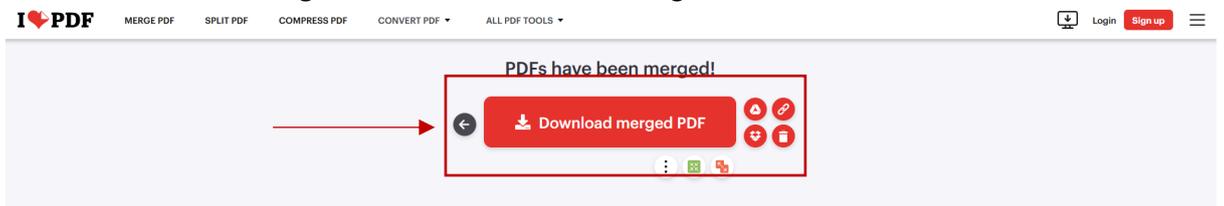
4. Select the PDF files that you are willing to merge and click "Open"



5. Click on "Merge PDF"



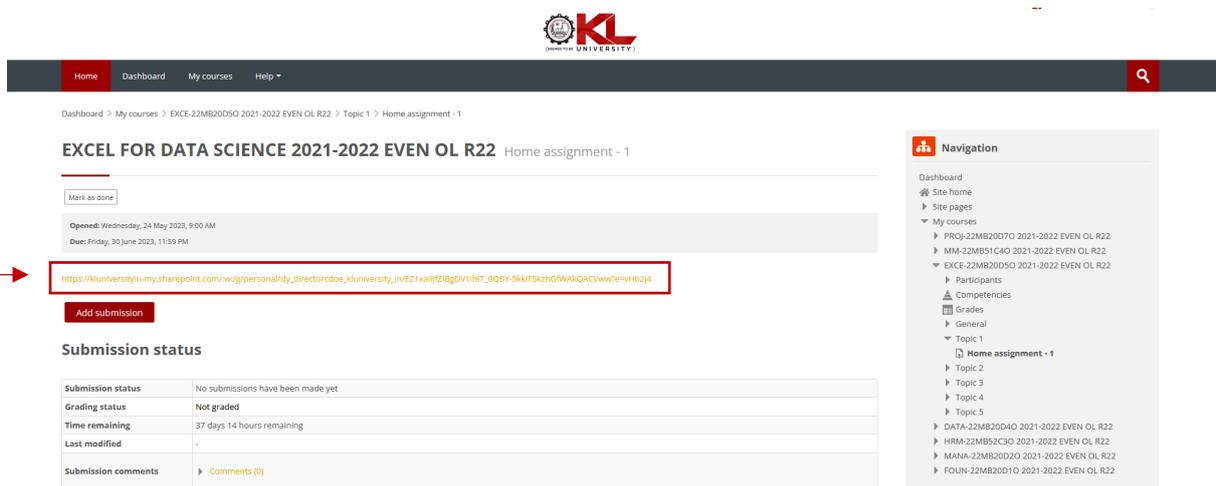
6. Click on “Download merged PDF” to download the merged PDF



7. You can use this file for submission.

**Step1:**Click on the URL to get the question paper as shown in screenshot-1 (or) click on the document as shown in screenshot-2

screenshot - 1



## screenshot - 2

Home Dashboard My courses Help

Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 2 > Home assignment - 1 (copy)

### EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1 (copy)

Mark as done

Opened: Wednesday, 24 May 2023, 9:00 AM  
Due: Friday, 30 June 2023, 11:59 PM

 CO-1 HA AA.docx

**Add submission**

#### Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	37 days 14 hours remaining

**Navigation**

- Dashboard
- Site home
- Site pages
- My courses
  - PROJ-22MB20D7O 2021-2022 EVEN OL R22
  - MM-22MB51C4O 2021-2022 EVEN OL R22
  - EXCE-22MB20D5O 2021-2022 EVEN OL R22
    - Participants
    - Competencies
    - Grades
    - General
      - Topic 1
      - Topic 2
        - Home assignment - 1 (copy)**
        - Topic 3
        - Topic 4
        - Topic 5
  - DATA-22MB20D4O 2021-2022 EVEN OL R22
  - HRM-22MB52C3O 2021-2022 EVEN OL R22
  - MANA-22MB20D2O 2021-2022 EVEN OL R22
  - FOUN-22MB20D1O 2021-2022 EVEN OL R22

## Step2: Click on "Add submission"

Home Dashboard My courses Help

Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 1 > Home assignment - 1

### EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1

Mark as done

Opened: Wednesday, 24 May 2023, 9:00 AM  
Due: Friday, 30 June 2023, 11:59 PM

[https://kluniversity.in-my.sharepoint.com/:w/g/personal/dy\\_directorodoe\\_kluniversity\\_in/EZ1xaiIjZBgDV1#61\\_QQ8Y-5kifF5kzhGfWAKQACWw?e=VHbj4](https://kluniversity.in-my.sharepoint.com/:w/g/personal/dy_directorodoe_kluniversity_in/EZ1xaiIjZBgDV1#61_QQ8Y-5kifF5kzhGfWAKQACWw?e=VHbj4)

**Add submission**

#### Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	37 days 14 hours remaining
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

**Navigation**

- Dashboard
- Site home
- Site pages
- My courses
  - PROJ-22MB20D7O 2021-2022 EVEN OL R22
  - MM-22MB51C4O 2021-2022 EVEN OL R22
  - EXCE-22MB20D5O 2021-2022 EVEN OL R22
    - Participants
    - Competencies
    - Grades
    - General
      - Topic 1
      - Home assignment - 1**
      - Topic 2
      - Topic 3
      - Topic 4
      - Topic 5
  - DATA-22MB20D4O 2021-2022 EVEN OL R22
  - HRM-22MB52C3O 2021-2022 EVEN OL R22
  - MANA-22MB20D2O 2021-2022 EVEN OL R22
  - FOUN-22MB20D1O 2021-2022 EVEN OL R22

### Step 3: Click on the file label as shown in the screenshot.

The screenshot shows a course page for 'EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22'. The page includes a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Help'. Below the navigation bar, there is a breadcrumb trail: 'Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 2 > Home assignment - 1 (copy) > Edit submission'. The main heading is 'EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1 (copy)'. There is a 'Mark as done' button. The submission details show 'Opened: Wednesday, 24 May 2023, 9:00 AM' and 'Due: Friday, 30 June 2023, 11:59 PM'. A file icon and the name 'CO-1 HA AA.docx' are visible. The 'Add submission' section is expanded, showing a 'File submissions' area. A red arrow points to the 'Upload a file' icon in the top left of the file submission area. The file submission area has a maximum file size of 2 MB and a maximum number of files of 2. Below the file submission area, it says 'Accepted file types: PDF document .pdf'. At the bottom of the page, there are 'Save changes' and 'Cancel' buttons.

### Step 4: Click on "Upload a file"

The screenshot shows the same course page as in Step 3, but with a 'File picker' dialog box open. The dialog box has a title bar 'File picker' and a close button. It is divided into two panes. The left pane shows 'Recent files' with an 'Upload a file' button highlighted by a red box. Below it are 'Private files' and 'Wikimedia'. The right pane is for file details, with 'Attachment' set to 'Browse...' and 'No file selected.'. There are input fields for 'Save as', 'Author' (with the value '2291408'), and 'Choose licence' (set to 'Licence not specified'). At the bottom of the dialog box is an 'Upload this file' button. A red arrow points from the 'Upload a file' button in the dialog box to the 'Upload a file' icon in the file submission area of the background page. The 'Save changes' and 'Cancel' buttons are still visible at the bottom of the page.

## Step 5: Click on "Browse"

The screenshot shows a course submission page for 'EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22'. The page includes a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Help'. The breadcrumb trail is 'Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 2 > Home assignment - 1 (copy) > Edit submission'. The main heading is 'EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1 (copy)'. Below this, there is a 'Mark as done' button, submission details (Opened: Wednesday, 24 May 2023, 9:00 AM; Due: Friday, 30 June 2023, 11:59 PM), and a file upload section. The file upload section has a 'CO-1 HA AA.docx' file listed and an 'Add submission' button. A 'File picker' dialog is open over the submission area. The dialog has a left sidebar with 'Recent files', 'Upload a file', 'Private files', and 'Wikimedia'. The main area shows 'Attachment' with a 'Browse...' button highlighted by a red box. Below this are fields for 'Save as', 'Author' (i 2291408C), and 'Choose licence' (Licence not specified). An 'Upload this file' button is at the bottom. A red arrow points from the 'Browse...' button to the 'Add submission' button on the page.

## Step 6: Select the file that you are willing to upload and click on "Open".

This screenshot shows the same course submission page as in Step 5, but with a 'File Upload' dialog open over the 'File picker' dialog. The 'File Upload' dialog shows the 'This PC > Desktop' location. A table of files is displayed with columns for Name, Date modified, and Type. The file 'excel' is selected and highlighted. A red box highlights the 'CERTIFICATE' file, and a red arrow points from it to the 'Add submission' button on the page. The 'File Upload' dialog also shows the 'File name' field with 'excel' and 'All Files' selected in the file type dropdown. 'Open' and 'Cancel' buttons are at the bottom.

Name	Date modified	Type
23	23-05-2023 12:24	PNG File
CERTIFICATE	26-04-2023 10:45	Microsoft Word Document
course codes and course names	16-05-2023 15:00	Microsoft Word Document
ERP Registration for BBA Jan 2023 (1)(1)	12-05-2023 12:23	Microsoft Excel Spreadsheet
ERP	05-05-2023 12:33	Microsoft PowerPoint Presentation
excel	24-05-2023 09:32	Microsoft Excel Spreadsheet
Grammarly	17-05-2023 08:50	Shortcut
How to attempt discussion forum question	18-05-2023 15:25	Microsoft PowerPoint Presentation
How to upload discussion forum question	18-05-2023 14:29	Microsoft Word Document
LMS Password	18-05-2023 11:53	Text Document
Microsoft Edge	06-12-2022 12:38	Shortcut
Document recent 22-05-2023	22-05-2023 16:25	Microsoft Excel Spreadsheet

## Step 7: Click on "Upload this file".

The screenshot shows a course submission page for "EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22". The page includes a navigation bar with "Home", "Dashboard", "My courses", and "Help". The breadcrumb trail is "Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 2 > Home assignment - 1 (copy) > Edit submission". The main heading is "EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1 (copy)".

On the left, there is a "Mark as done" button, submission dates ("Opened: Wednesday, 24 May 2023, 9:00 AM" and "Due: Friday, 30 June 2023, 11:59 PM"), a document icon for "CO-1 HA AA.docx", and an "Add submission" button. Below this is a "File submissions" section with a file upload area and "Accepted file types: PDF document .pdf". At the bottom are "Save changes" and "Cancel" buttons.

A "File picker" modal is open in the center. It has a sidebar with "Recent files", "Upload a file", "Private files", and "Wikimedia". The main area shows "Attachment: excel.pdf", "Save as:" (empty), "Author: Rachabathula Ranees Bhagyasri 22914086", and "Choose licence: Licence not specified". A red arrow points to a red-bordered "Upload this file" button at the bottom right of the modal.

## Step 8: Click on "Save changes".

This screenshot shows the same course submission page after the file upload. The breadcrumb trail is "Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 2 > Home assignment - 1 (copy) > Edit submission". The main heading is "EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1 (copy)".

The left sidebar is identical to the previous screenshot. The "File submissions" section now shows the uploaded file "excel.pdf" with a PDF icon. The "Accepted file types: PDF document .pdf" text is still present. At the bottom, a red arrow points to a red-bordered "Save changes" button, with a "Cancel" button next to it.

## Step 9: File has been submitted.

Home Dashboard My courses Help

Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 2 > Home assignment - 1 (copy)

### EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 Home assignment - 1 (copy)

Done

Opened: Wednesday, 24 May 2023, 9:00 AM  
Due: Friday, 30 June 2023, 11:59 PM

CO-1 HA AA.docx

Edit submission Remove submission

#### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 37 days 13 hours early
Last modified	Wednesday, 24 May 2023, 10:09 AM
File submissions	 excel.pdf
Submission comments	Comments (0)