

## Be sure that your submission is the right format

Re-read the briefs for your assessments and be sure to upload what your lecturers are looking for. For example, does your lecturer look for a particular file type (e.g. word or PDF)? Do they want you to apply certain styles re font, size, etc.? Try to be sure that your assignment meets all the specified technical requirements.

## Review the given brief for the assessment

Be sure to re-read the briefs for your assessments and follow them as closely as possible. Is there a word count? Is your submission addressing all the requirements which the assessment is looking for? If you are not sure about anything, check the assignment brief, the assignment on Canvas, and your own notes to be sure.

## Don't leave it until the last minute

Don't wait until a minute to the deadline to submit against your assignments. Your internet may drop, your laptop may run out of battery, it may need to re-upload a file, etc. Be sure to start uploading at least an hour or 2 before the assignment is due (at the latest).

## Check your deadlines

Be sure to double and triple-check any deadlines for submission which you have been given for your assessments. If in doubt, check the dates associated with these in Canvas and/ or check your Calendar in Canvas.

## Don't delay

If you do encounter difficulties, let your lecturers know about them as soon as they happen. Don't delay in making contact but rest assured every effort will be made to understand, address and, as appropriate, make allowances for any technical issues that may arise in the current remote teaching context.

## Record any technical issues

If you have any technical difficulties in uploading or accessing an assignment, be sure to make a note of this, including any feedback messages from Canvas, what time you tried to submit, etc. If you can, take a screenshot of this.

## Make sure you have the right file ready

Don't assume that you have uploaded the right file! Try to give the file you want to upload a specific name so that you know this is the right one. After you upload it to an assignment, you can view or download it again - do this to check that what you have given is correct.

## Canvas Help

If you have an urgent issue, you can talk to a Canvas 24/7 support agent through the phone or through web chat. If you are having difficulties, be sure to contact them and they can help guide you through any problems you are having.

## Don't panic!

If you submit the wrong file for an assignment, you will often still have the ability to re-submit. Simply go back into the assignment in Canvas and press the submit button again. If you don't have the ability to resubmit, contact your lecturer immediately through the Canvas Inbox to let them know what the situation is.

