

eFundi Tutorial: Assignment - Additional



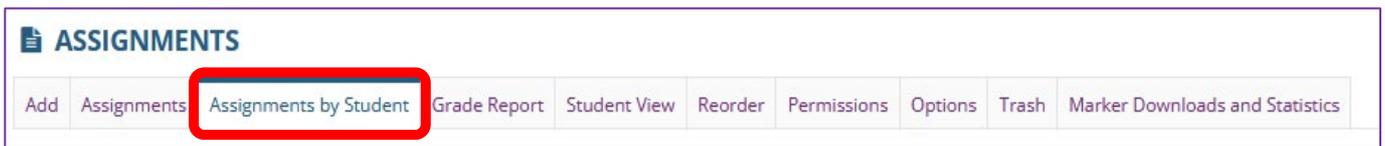
How to submit an Assignment on behalf of a student?

The Assignments tool provides site instructors with the ability to submit an assignment on behalf of a student. The following steps describe how to submit assignments on behalf of students.

Note: For the steps below to work, the assignment due date must still be open.

Tip: If the due date has already passed, simply edit the date for the moment, upload the assignment and change the due date back to the original.

Step 1: In the eFundi site go to the **Assignments tool** and click on the **Assignments by Students** tab.



Step 2: Navigate to the implicated student and click on their name. A list of all the assignments will appear

Student	Assignment
▼ DE BEER, CHRISTELLE (22268537)	
	Essay Assignment 2 Submit on behalf of Student
	Essay Assignment 1 Submit on behalf of Student (not available after due date)

Step 3: If the assignment due date is still open, there will appear below the assignment title an option to “Submit on behalf of the Student”. If it is available, click on **Submit on behalf of Student**.

Remember: If the due date has already passed, simply edit the date for the moment, upload the assignment and change the due date back to the original.

Step 4: Click on Browse to search for the file on your computer and upload it. Click on Submit to save the submission. If the student has already submitted, eFundi would see this as a resubmission and you will first have to delete the first submission for it to run through Turnitin.

Note: If Resubmission was not allowed, you will also have to allow this for the student. Click [here](#) how this can be done.

Resubmission

Submit on behalf of Student

CHRISTELLE DE BEER

Attachments

 ELI7173.pdf (435 KB; 14-Mar-2022 13:28) [Remove](#)

Select more files from computer No file selected.

▶ **Previous Grade(s)**

You may resubmit if you modify this submission.

Step 5: Keep a screenshot of the Proof of Submission in case there is an error in the submission. IT may need the details to help troubleshoot.

Submission Confirmation

You have successfully submitted your work. You will receive an email confirmation containing this information.

User: CHRISTELLE DE BEER (22268 . .)

Class site: ABCD(NS) 111 MPV Year 2021

Assignment: Essay Assignment 2

Submission ID: **a674eaf9-16b0-48da-bb3b-4afdbd9**

Submitted on: 20-Sep-2022 14:54

Your submission included the following:

Submitted Attachments

Booklet Research Workshop.pdf (355 KB; 20-Sep-2022 14:54)