HOW TO UPLOAD ASSIGNMENTS/ CATs TO THE ELEARNING PORTAL

1. Login to elearning.spu.ac.ke From your home page, navigate to where the assignments/Cats are. (Shown Below by the yellow mark) Or click on my units, then click on the unit you want to submit to, further click on the uploaded assignment/CATs with 📄 this icon

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2. After clicking on the assignment icon/name, a page such as the one below will open. This will have your assignment/ CAT instructions, the assignment/CAT file and your submission status. To add/edit your assignment/CAT, kindly click on the ADD/EDIT submission button at the bottom of the page. (As shown Below)

3. There two types of submissions allowed. Online text and/or file submission. Be careful to upload as per your lecturer instructions. To add a file submission (for Video uploads proceed to step 4), there are two methods, either through browsing through your computer and attach the file or via drag and drop. To attach the file, click on the file icon as shown below. A file picker pop up will appear. Click on browse to locate your file on your computer then click on attach/open. Enter how you want the file to appear to the lecturer and what name to be saved as then click on upload. If you do not have any other file/video to upload click on save changes at the bottom of the screen. Your submission will now have been sent to your lecturer.

4. To add a video or any other form of media, scroll down up-to online text. Click on the media icon as shown below. An insert media pop up window will appear, proceed to click on Browse repositories. The system will now navigate you to the file picker, where you browse through your computer to attach the media from the local location where it is saved. Enter the name that the media will be saved under then click on up-load. The upload process might take several minutes depending on the size of your media/video.
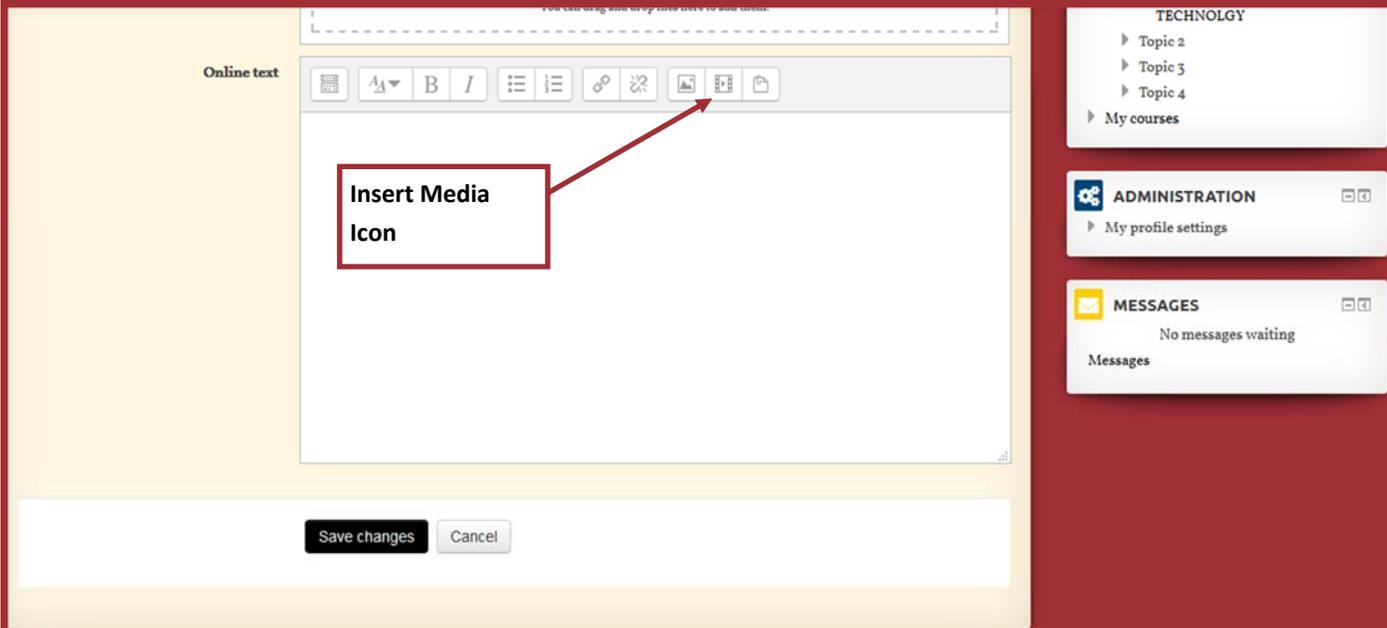
Once uploading is done, the below pop up will appear, kindly enter the name of your video again then click on insert media.
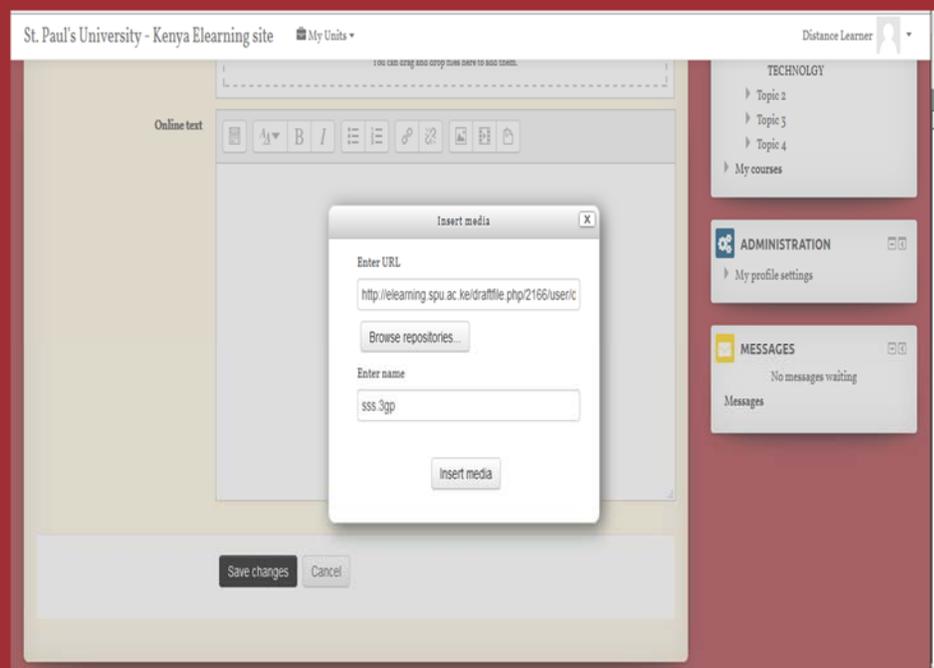
After this, just click on save changes/submit. Your video will now be uploaded for view to your lecturer.