# ASSIGNMENT SUBMISSION GUIDELINE

You must follow the instructions listed in this guideline when submitting any assessment. Fail to do so will result in **ZERO**, and you **may not** be given another chance to submit!

<mark>Submission Instructions - **Presentations**</mark>

You may do either of the following:
1) Presentation through in-person/online meeting.
   **STEP 1**: Submit your slideshow (PowerPoint) into the Dropbox. (in PDF format)
   **STEP 2**: Make an appointment with your teacher and present.

2) Screen-record
   - You only need the slideshow and your voice
   - Must be in MP4 format

Upload the video (MP4 format) AND the slideshow (PDF format) into dropbox.
*you may upload into dropbox any other supporting documents such as a report/research* (**convert it to PDF format**).

Presentation Requirements:
- Length: Minimum of 10-15 minutes
- Slideshow:
  - Title Page (First Slide): Full Name, Course Code, Date, Name of your teacher, Title of your assignment
  - References (Last Slide): Cite your sources in APA format

What to include when you are submitting your essays/research:
- Your full name
- Date
- Course Code
- Unit/Lesson Number
- Assignment Title
- Proper citations in APA format

1. Convert your document into PDF format
2. Upload your essay into dropbox

*This includes any other assignment that requires **writing**.*

What to include when you are submitting your reports/essays:
● Your full name
● Date
● Course Code
● Unit/Lesson Number
● Assignment Title
● Proper citations in APA format

Submission Instructions - **Uploading onto the Class Forum**

1. Ensure that you go into the relevant unit, (i.e. Unit 1 → Class Forum), and post your essay/journal into the forum directly.
2. Make sure you submit a copy of your work in PDF format and upload it into dropbox as well.

What to include when you are submitting:
● Your full name
● Date
● Course Code
● Unit/Lesson Number
● Assignment Title
● Proper citations in APA format