

# 10 TIPS FOR SUBMITTING SUCCESSFUL LEARNONLINE ASSIGNMENTS



- 1. Plan ahead.** Early in the course, review all assignment requirements and due dates. As the course moves quite quickly, it's important to plan time to work on assignments as you keep up with other course requirements (e.g., readings, discussion forums).
- 2. Ask for help.** After reviewing assignment requirements, if anything is unclear, ask about it in the Course Questions forum or send an email to your instructor. Asking questions early will ensure you don't waste time moving in the wrong direction. Previous students have shared some examples of successful assignments in the [Resource Library](#).
- 3. Prepare your document.** Assignments should be prepared/submitted in [Microsoft Word](#). In most cases, special formatting is not necessary – we recommend keeping default page orientation, margins, headers/footers, font, spacing, etc. Inserting page numbers can keep you on track in terms of length. A formal title page isn't necessary; however, if you don't include one, be sure to include your name somewhere on the document.
- 4. Pay attention to the grading criteria.** The grading criteria provides you with clues on how to structure your assignment (e.g., what headings/sections to include) and the relative weight of each section (e.g., something out of 6 points should generally be twice as long, or take twice as much effort, as a section worth 3 points). A small portion of points will be allocated for writing style and format; although we aren't training you to be professional writers, poorly written, error-filled writing impacts the effective communication of your assignment content. You can expect feedback on your writing within most assignments; you may find [10 Tips for Writing Professional Documents](#) helpful if you are struggling.
- 5. Keep it applied.** LearnOnline assignments are not structured to be traditional academic research papers; they are applied in nature, requiring students to take what they've learned in the course (and in their practice) and apply it in ways that will be relevant for their practice (e.g., tip sheets, case analysis).
- 6. Reference material that isn't your own.** It's best to present information in your own words. When you use ideas or words that aren't your own, be sure to include a reference to the source. Read more about plagiarism and appropriate referencing in the [Student Handbook](#). There are several formal referencing styles (e.g., [APA](#), [MLA](#)); we welcome you to use whatever format you are familiar with. The key is to be consistent.
- 7. Understand how grades are allocated.** The [Student Handbook](#) provides important grading policies; be sure to review them. We support a mastery learning format requiring an overall grade of 80% or higher. If you don't achieve 80% on any one assignment, you can resubmit it. See the [Student Handbook](#) for details.
- 8. Submit your assignment.** Select the relevant assignment activity on the main course page and upload your assignment. We request that you submit a Word document; PDF documents do not facilitate detailed feedback from your instructor.
- 9. Ask for an extension.** Late assignment submissions will receive a 5% deduction per day. If you're concerned that you may not be able to complete your assignment on time, ask your instructor (before the due date) if an extension might be possible. Alternatively, consider purchasing a [Course Extension](#).
- 10. Review instructor feedback.** Instructors will provide detailed feedback on your assignment, mostly through Word's reviewing features (e.g., Track Changes, Comments). If you've opened your graded assignment and can't see feedback, ensure your review settings are set to show the markup.

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