



Instructions for Submitting Your SIPTU College Assignments

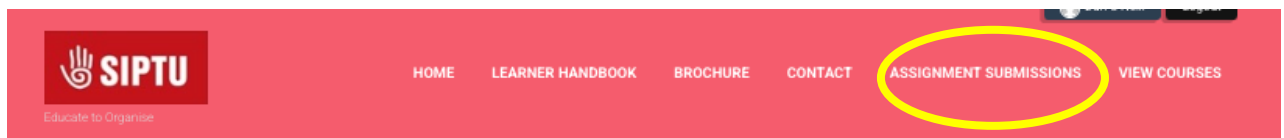
These instructions are written to help SIPTU College students submit their assignments easily. Follow the steps below carefully.

1. Log in to [siptuLEARN.ie](https://www.siptulearn.ie)

- Go to www.SIPTULearn.ie.
- Enter your email address and password to log in.
- If you have trouble logging in, contact Eileen Meier at SIPTU College. Her email is emeier@siptu.ie.

2. Find the Assignment Submission Option

- At the top of the screen, you will see several options.
- Click on "Assignment Submissions". It is the second option from the right.



Home

3. Enter Your Details

- On the next screen, fill in your details in the boxes provided.
- You can add an optional message for your tutor if needed.
- Select the name of your tutor from the drop-down menu.



 **SIRTU**
Educate to Organise

HOMELEARNER HANDBOOKBROCHURECONTACT

Forename (required)

Joe

Surname (required)

Blogs

Your Email (required)

joeblogs@madeupemail.com

Your Message (optional)

I enjoyed doing this assignment. |

Select your tutor

Dan O'Neill

(.doc) (.docx) (.pdf) formats accepted

Choose file No file chosen

Declaration

I Declare that the document uploaded above is all my own work and does not contain un-referenced material copied from any other source.

If it is shown that material has been plagiarised or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions such as a zero mark being awarded with the reason for such a mark being recorded on my file.

☐ I agree with the above declaration ***required**

Submit Assignment

4. Upload Your Assignment

- Upload your assignment file. It must be in .doc, .docx, or .pdf format.
- If you are submitting video or audio files, your tutor will give you separate instructions for uploading them.

5. Check Your Assignment

- Before uploading, proofread your work carefully.
- Make sure it follows the style and referencing format your tutor has specified.



6. **Submit Your Assignment**

- Read the declaration at the bottom of the page, and click the box beside “I agree...”
- Click the "Submit Assignment" button.
- Your assignment will be sent to your tutor and securely stored in the central SIPTU College folder.

7. **Keep a Copy**

- Save a copy of your assignment on your computer or another safe place until you complete the course.
- This is important in case the file we receive is damaged or corrupted.

If you have any questions, contact your tutor or Eileen Meier at emeier@siptu.ie.