



الجامعة العربية المفتوحة  
Arab Open University



# STMA /LMS Guide



Arab Open University

Student Version

## Students Role

### How to Download and Submit your STMA?

You have to follow 4 steps only to submit your STMA:

1- Download your STMA

2- Preparation for Submission

3- Submission

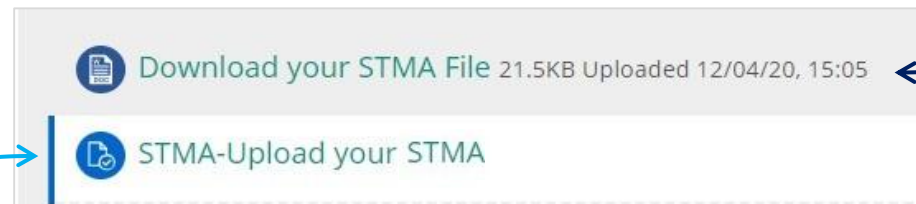
4- Notification of Submission

### 1- Download your STMA

To get your STMA, you should follow the below steps:

- a) Login to LMS
- b) Click on Course name to find the STMA link for the course
- c) Looking for the download STMA icon

The link to upload  
your STMA for  
submission



Here is your link  
to download  
and get your STMA

*Note: The interface of the Download and Upload link may vary depending on the computer. In the remaining another icon will be used.*



## 2- Preparation for Submission

Starting by solving the STMA, then when your done you should prepare to submit by the following steps:

- a) Create the document file where your detailed solution will be for the required STMA on your computer.
  - The file name format should be as “StdID\_StdName\_CourseName\_TMA.doc”.
  - The file is to be created on [only Windows platform](#) not Apple nor IOS platform.
- b) Login to LMS
- c) Click on Course name to find the submission link
- d) Looking for the submission link icon



- e) When you click on the submission link the submission page will open, and you will find:
  - Submission status
  - Grading Status
  - The due date
  - The time remaining
  - Last modified
  - Submission Comments
  - And the button “Add Submission”

### Upload your STMA File

Upload your STMA File

#### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 5 May 2020, 11:55 PM
Time remaining	27 days 15 hours
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

[Add submission](#)  
Make changes to your submission

### 3- Submission

After the steps in point 1 and 2 above, to submit your answers' file you need to click on the add submission button

**1**

Upload your STMA File

Upload your STMA File

**Submission status**

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 5 May 2020, 11:55 PM
Time remaining	27 days 15 hours
Last modified	-
Submission comments	Comments (0)

Add submission  
Make changes to your submission

**2**

Upload your STMA File

Upload your STMA File

File submissions

Maximum size for new files: 20MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Save changes Cancel

student can click on this icon to browse his computer to find his file

student can drag and drop his file directly from his computer into this area

**3**

Upload your STMA File

Upload your STMA File

File submissions

student has to wait till the file change to icon like shown in pic

123456StID\_St

Save changes Cancel

Then you have to click on "Save Changes"

## 4- Notification of Submission

Only if you have a valid email registered into the system, you will receive notification email from the system to prove that you have already uploaded your file successfully.

You can check your submission through your LMS account:

**Upload your STMA File**  
Upload your STMA File

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 5 May 2020, 11:55 PM
Time remaining	27 days 14 hours
Last modified	Wednesday, 8 April 2020, 8:57 AM
File submissions	<a href="#">123456StID_StudentName_CourseName_TMA.doc</a>
Submission comments	<a href="#">+ Comments (0)</a>

student can see the status for his submission

student can see his file and check if he need

~~Edit submission~~

Editing the Submission is Invalid for STMA, it is a one submission file

END of Guide