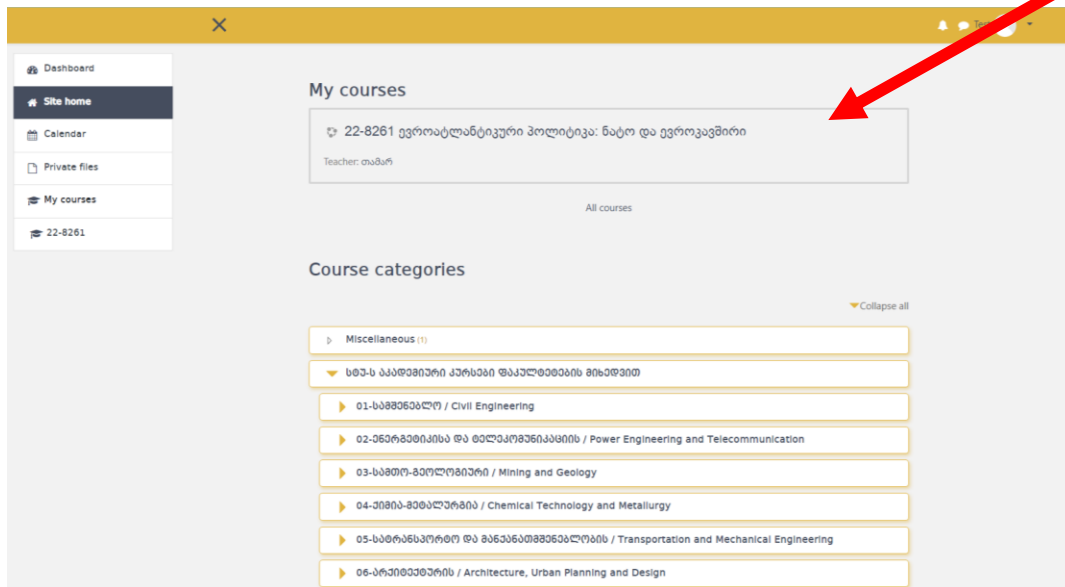


Guidelines for Using educational materials and tasks

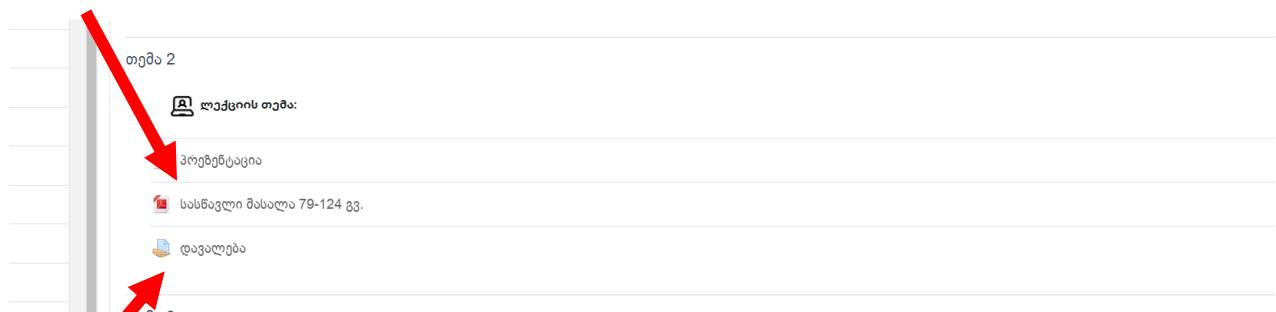
Georgian Technical University's website for the electronic learning system is elearning.gtu.ge.

1. The courses you are enrolled in this semester will be visible once you log in to the platform.



2. Select the desired course. After you pick the preferred course, a course window divided into 15 weeks will be displayed on the screen.

Learning Material



Exercise

Working on educational materials

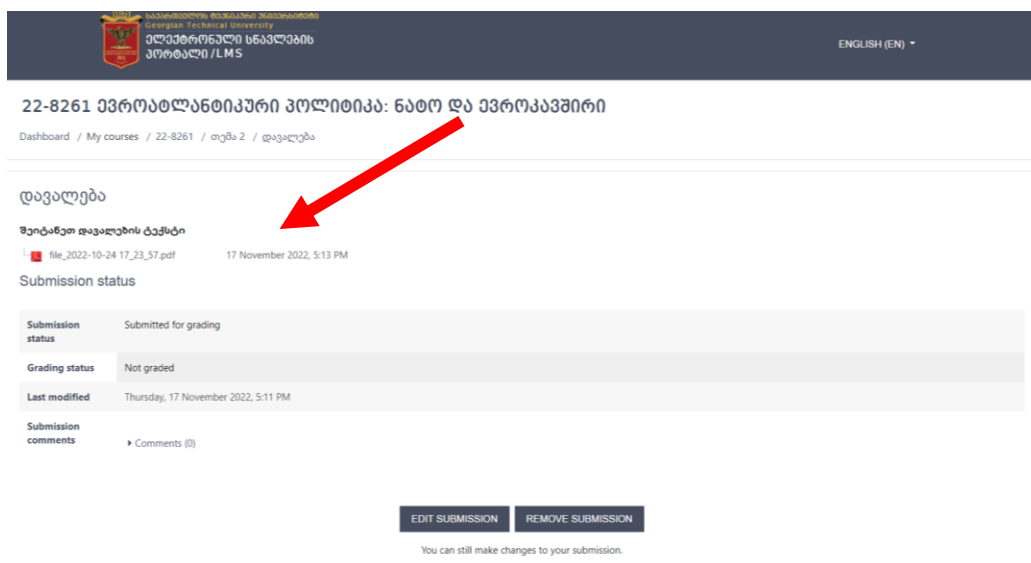
Each week, new study materials and homework are uploaded. Learning materials come in a variety of media formats, such as PDF, text, presentations, video, audio, and others.

By clicking on the study material, you can view the given material in the online environment or download it. (Download)

Working on a task

1. To receive and upload a finished task use the link **Task**.

The assignment includes concise instructions for the task to be completed and any related file(s), as well as information about the assignment's status, its evaluation, and its time limits. (Deadline)

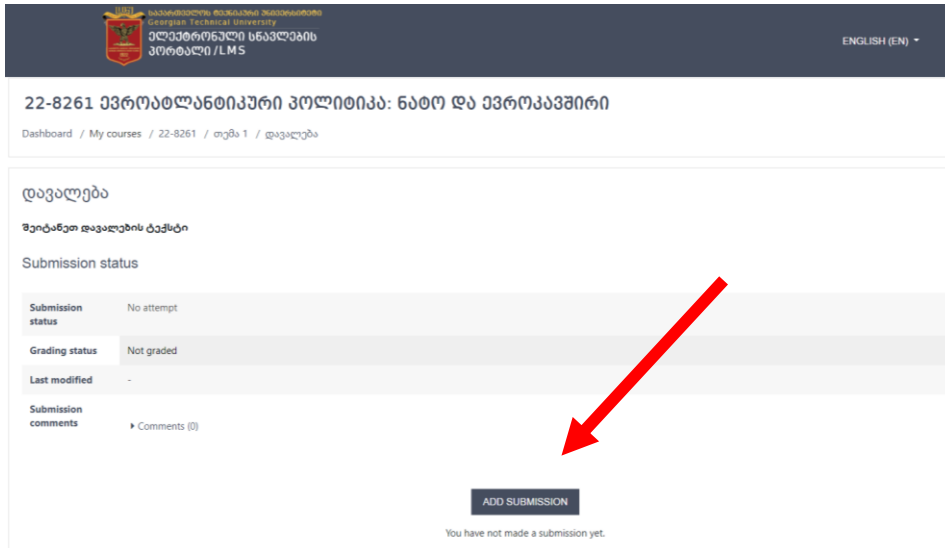


The screenshot displays the LMS interface for a course. At the top, there is a header with the university logo and name in Georgian and English, and a language selector set to 'ENGLISH (EN)'. Below the header, the course title '22-8261 მართლმადიდებელი კოლეჯი: ნათი და მართლმადიდებელი' is shown, along with a breadcrumb trail: 'Dashboard / My courses / 22-8261 / თემა 2 / დავალება'. The main content area is titled 'დავალება' (Assignment) and shows a submission for the file 'file_2022-10-24 17_23_57.pdf' submitted on '17 November 2022, 5:13 PM'. Below this, the 'Submission status' is detailed in a table:

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Thursday, 17 November 2022, 5:11 PM
Submission comments	▶ Comments (0)

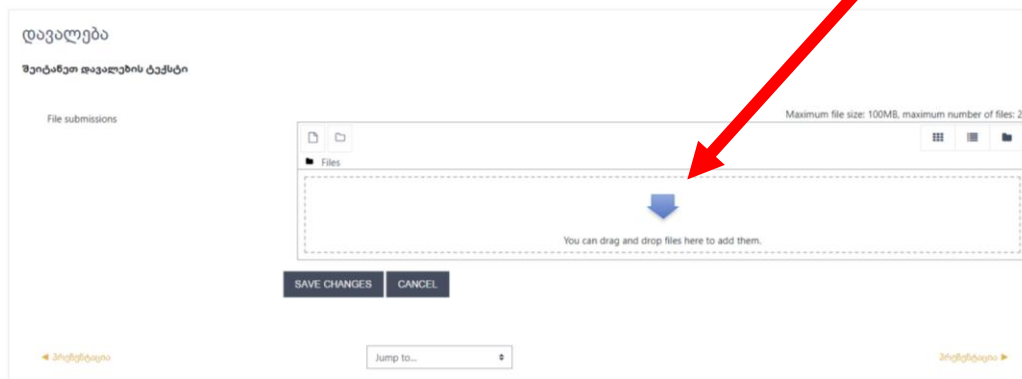
At the bottom of the submission card, there are two buttons: 'EDIT SUBMISSION' and 'REMOVE SUBMISSION'. Below these buttons, a message states: 'You can still make changes to your submission.'

- To upload the completed task, click the button **Add Submission**.



The screenshot shows the top navigation bar of the LMS with the Georgian Technical University logo and the text 'ელექტრონული სწავლების სისტემი / LMS'. Below the navigation bar, the course ID '22-8261' and the course name 'ვერტებლანტიკური პოლიტიკა: ნათი და ვერტებლანტიკური' are displayed. The page title is 'დავალეზა' (Assignment). The submission status table shows 'Submission status: No attempt', 'Grading status: Not graded', and 'Last modified: -'. Below the table, there is a button labeled 'ADD SUBMISSION' and a message that says 'You have not made a submission yet.' A red arrow points from the top right towards the 'ADD SUBMISSION' button.

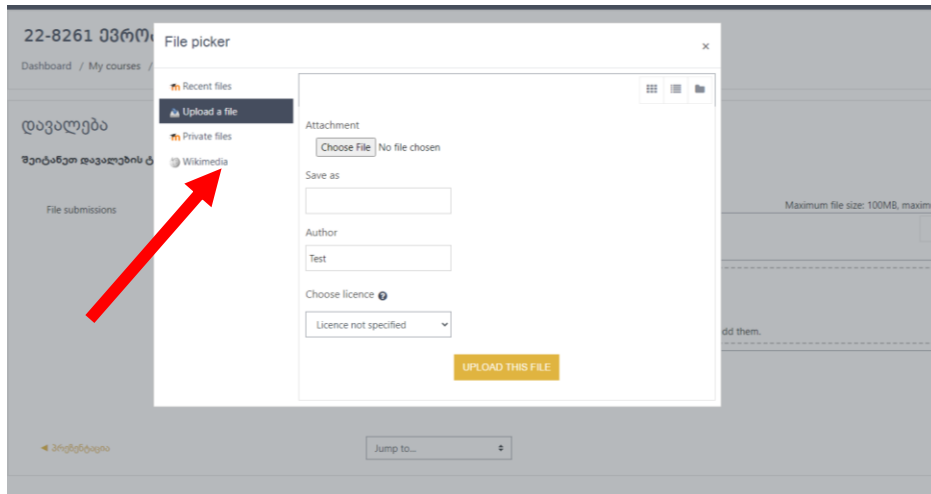
- In the field of the window that appears on the screen “You can drag and drop files here to add them” drag the file to upload.



The screenshot shows the 'File submissions' window. It features a header with 'დავალეზა' and 'ვერტებლანტიკური პოლიტიკა'. The main area is titled 'File submissions' and contains a file upload interface. At the top right, it specifies 'Maximum file size: 100MB, maximum number of files: 20'. The interface includes a 'Files' section with a dashed border and a blue arrow pointing downwards, with the text 'You can drag and drop files here to add them.' below it. At the bottom, there are 'SAVE CHANGES' and 'CANCEL' buttons. A 'Jump to...' field is visible at the bottom center. A red arrow points from the top right towards the drag-and-drop area.

Or

Use the following set of commands in the dialog window that opens after clicking the arrow to upload the file from your computer. **Upload file** → **Choose file** → **Upload this file**



4. The uploaded file will display in the upload window when you upload it, and you must click "**save changes**" to confirm task sending.

