

## PROCEDURES TO SUBMIT ASSIGNMENTS TO AIU

### First Phase:

1. Click on “**Calendar of Assignments**”.
2. Click on the “**Schedule your next Course**” in order to add a new document.
3. Go to “**Select a Course**” and choose one of the eight options available for the first phase.
  - Communication & Investigation (Comprehensive Resume)
  - Organization Theory (Portfolio)
  - Academic Evaluation (Questionnaire)
  - Experiential Learning (Autobiography)
  - Professional Evaluation (Self Evaluation Matrix)
  - Fundament of Knowledge (Integration Chart)
  - Development of Graduate Study (Guarantee of an Academic Degree)
  - Fundamental Principles I (Philosophy of Education)
4. From this screen, **fill in** the different boxes that describe your paper, including the submission date and the phase (in this case, Phase I). Then, click on “**Submit**.”
5. At this point, the system will take you to the “**Calendar of Assignments**” screen where you will confirm the specific course or document you will have to select.
6. In order to actually send this course to AIU, click on “**Submit**” located next to the title of the course you want to submit. At this stage, you will still have the options to either edit the information you have entered or cancel the operation if you so desire.
7. The system will then take you to a new screen so you can select the correspondent file associated with the assignment. This will require the corresponding file to have been previously saved in your computer (please make sure you save files in Microsoft Word, Excel, Power Point, or Adobe Acrobat Reader). When you click on “**Browse**” you will need to locate the file and click on it to complete the process. You will confirm that “**File1**” corresponds to the correct document, and you will be able to send up to 5 files to the same course: if you need to send several courses, you will have to repeat the process for each course separately. You will be allowed to add comments if necessary, and you will click on “**Submit**” again in order to finalize the submission. Please go to section “**B Academic Information**”, **Phase I Assignments**, in your student section to confirm that your assignment is listed there and has the “Submitted” word as its status. If it is, it means that the Advisor has received it and will begin the evaluation process, if not; you will need to submit it again.
8. After you click on “Submit” the Academic Department will receive your assignment and begins its evaluation. Please expect the outcome of the evaluation in the Student Section **within 3 business days**, after which period you will be able to retrieve your transcript and grade assigned to your performance. If you do not see the evaluation by then, please send a message to your Advisor so that appropriate action can be taken.

## **Second Phase:**

1. Click on “**Curriculum Proposal**”. In the lower portion of your screen (in order to upload your own curricula, the “Curriculum Design” course must have been previously graded and approved by your Academic Advisor)
2. Click on “**Add new Course**” to add a new assignment.
3. **Fill in** the boxes with the appropriate information about the course, from its title to the bibliography.
  - Development of College Education II - (Bibliography)
  - Seminar Cultural Development I -"The Hidden Connections" (Essay)
  - Seminar Administrative Development I – "What the βίαια dθ wΣ (Κ)τωι? (essay)
  - Seminar International Development I - (Essay)
  - Seminar International Development II –(Essay)
  - Curriculum Design
4. Click “**Update**”.
5. In the section under “**Curriculum Proposal**” you will see the course you have just added.
6. Choose “**Calendar of Assignment**” once more.
7. Select “**Phase II**”
8. This time click “**Schedule your next Course**”.
9. In the course list, you will see the course you have just added in point #5.
10. Finish completing the information and choose “**Phase II**”.
11. Click “**Submit**”.
12. Now in the “**Calendar of Assignments**”, select “**Phase 2**” you will see the course you have just added. Choose “Submit” at the right of the course name.
13. This will require the corresponding file to have been previously saved in your computer (please make sure you save files in Microsoft Word, Excel, Power Point, or Adobe Acrobat Reader). When you click on “**Browse**” you will need to locate the file and click on it to complete the process. You will confirm that “**File1**” corresponds to the correct document, and you will be able to send up to 5 files to the same course: if you need to send several courses, you will have to repeat the process for each course separately
14. Click “**Submit**” Please go to section “**B Academic Information**”, **Phase II Assignments**, in your student section to confirm that your assignment is listed there and has the “Submitted” word as its status. If it is, it means that the Advisor has received it and will begin the evaluation process, if not; you will need to submit it again.
15. After you click on “Submit” the Academic Department will receive your assignment and begins its evaluation. Please expect the outcome of the evaluation in the Student Section **within 3 business days**, after which period you will be able to retrieve your transcript and grade assigned to your performance. If you do not see the evaluation by then, please send a message to your Advisor so that appropriate action can be taken.

16. In this Phase, you can “Add new Courses” based on the “Curriculum Design” approved by your Academic Advisor and also select the Second Phase courses given by AIU.

### **THIRD PHASE:**

1. Click on “**Calendar of Assignments**”.
2. Click on the “**Schedule your next Course**” in order to add a new document.
3. Go to “**Select a Course**” and choose one of the eight options available for the first phase.
  - Thesis Proposal
  - Final Thesis
4. From this screen, **fill in** the different boxes that describe your paper, including the submission date and the phase (in this case, Phase III). Then, click on “**Submit**.”
5. At this point, the system will take you to the “**Calendar of Assignments**” screen where you will confirm the specific course or document you will have to select.
6. In order to actually send this course to AIU, click on “**Submit**” located next to the title of the course you want to submit. At this stage, you will still have the options to either edit the information you have entered or cancel the operation if you so desire.
7. The system will then take you to a new screen so you can select the file associated with the assignment. This will require the corresponding file to have been previously saved in your computer (please make sure you save files in Microsoft Word, Excel, Power Point, or Adobe Acrobat Reader). When you click on “**Browse**” you will need to locate the file and click on it to complete the process. You will confirm that “**File1**” corresponds to the correct document, and you will be able to send up to 5 files to the same course: if you need to send several courses, you will have to repeat the process for each course separately. You will be allowed to add comments if necessary, and you will click on “**Submit**” again in order to finalize the submission. Please go to section “**B Academic Information**”, **Phase III Assignments**, in your student section to confirm that your assignment is listed there and has the “Submitted” word as its status. If it is, it means that the Advisor has received it and will begin the evaluation process, if not; you will need to submit it again.
8. After you click on “Submit” the Academic Department will receive your assignment and begins its evaluation. Please expect the outcome of the evaluation in the Student Section **within 3-5 business days**, after which period you will be able to retrieve your transcript and grade assigned to your performance. If you do not see the evaluation by then, please send a message to your Advisor so that appropriate action can be taken.



## **FOURTH PHASE:**

1. Complete, sign and scan the “Graduation Letters” AIU sent you as “Phase IV” and save them in your computer
2. On section “**D. Communication and Assignments**”, please select “**Add New Comments**”
3. Please send a brief message which must have the subject “**Graduation Letters**”. Click on “**Browse**” to locate the file you just saved.
4. Click on “**Post Message**” to send this communication with the attachment.

For more information about the use of your [Electronic Student Section](#), please go to the [Student Resources](#) on the AIU Online Library.

We are sure of your success,

Sincerely;

Student Services  
[Atlantic International University](#)

