



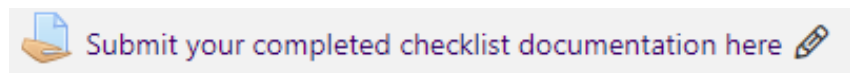
Once you and your manager or induction lead have completed your Induction Completion Checklist Form you will need to submit it to Complete your Induction.

Follow these instructions to submit your form:

1. Go to the Mandatory Training LEARN page  
<https://learn.lboro.ac.uk/course/view.php?id=14491>
2. Scroll down the page and Click on Induction Completion Checklist Form box:

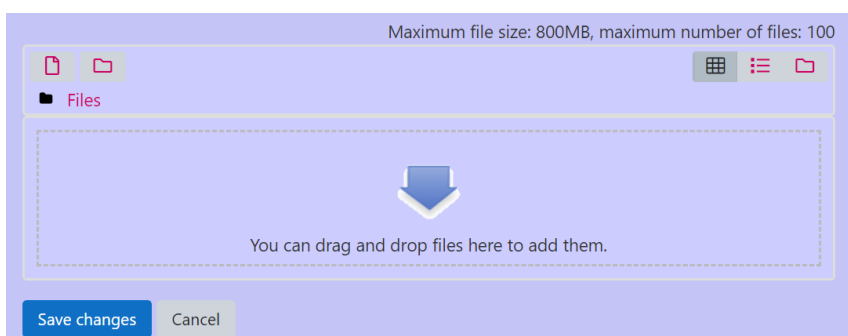


3. Scroll down and click on



4. Drag and drop your file in the file submissions box or find and upload it from your files.

5. Click Save changes



## Things to note:

You can click cancel instead of save changes if you think you have made a mistake.

## How to resubmit:

If you have been contacted to say you need to resubmit.

1. Once you have made the relevant changes go back to the Learn page and submission point.
2. Click on edit.
3. Follow steps 3-5 above.

The screenshot displays a submission status interface. At the top, it says 'Submission status'. Below this, there are several rows of information:

- Attempt number:** This is attempt 1.
- Submission status:** Submitted for grading (highlighted in green).
- Grading status:** Graded (highlighted in green).
- Last modified:** Monday, 31 January 2022, 8:50 AM.
- File submissions:** A table showing one submission: 'Induction Completion Checklist Form.docx' submitted on 31 January 2022, 8:50 AM, with a Turnitin ID of 170638533 and a 100% score. There is an edit icon next to the score.
- Submission comments:** A dropdown arrow and 'Comments (0)'. Below this, there are two buttons: 'Edit submission' (highlighted with a red box) and 'Remove submission'. Below the buttons, it says 'You can still make changes to your submission.'