

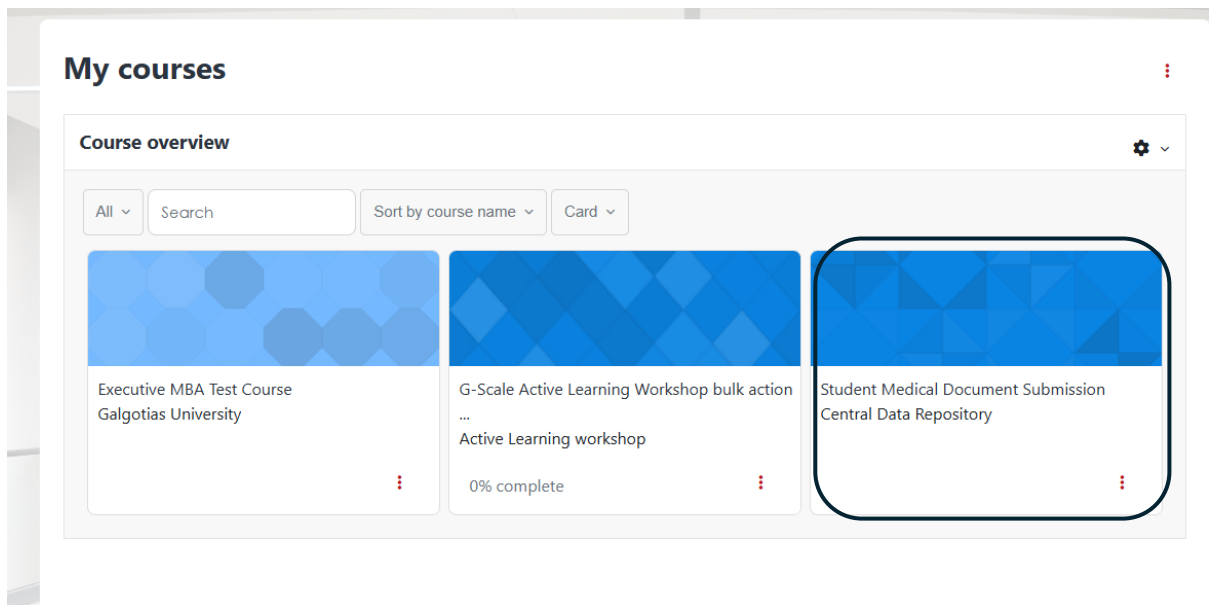
# Medical Report Submission: SOP

## Purpose:

Students can submit their medical reports for attendance consideration and approval.

## Steps to Submit Medical Report

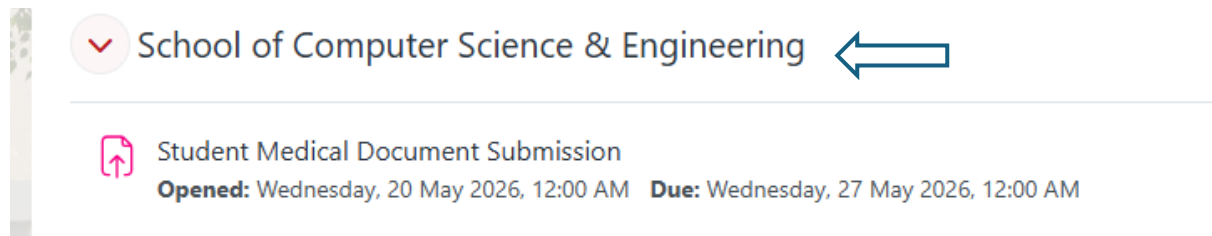
1. In the Course Overview, you will find a course titled “Student Medical Document Submission”, which has been specially created for medical document submissions.



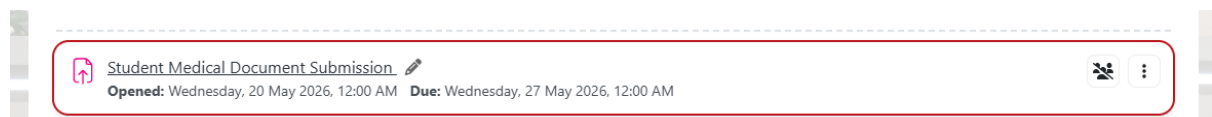
2. Open the course to view the list of departments.

- > Department of Civil Engineering
- > Department of Electrical Electronics & Communication Engineering
- > Department of Mechanical Engineering
- > Galgotias Polytechnic
- > School of Agriculture
- > School of Allied & Health Sciences
- > School of Basic Sciences
- > School Of Biological Sciences & Technology
- > School Of Biomedical Sciences
- > School of Business
- > School of Computer Application and Technology
- > School of Computer Science & Engineering
- > School of Design
- > School of Education

3. Students are requested to expand/select their respective department section. For example, if you belong to the SCSE Department, you should expand the SCSE section.



4. After expanding your department section, you will find an assignment activity named “Student Medical Document Submission.”



5. Open the assignment activity and upload your medical report/document.

## Student Medical Document Submission

### Student Medical Document Submission

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**Opened:** Wednesday, 20 May 2026, 12:00 AM  
**Due:** Wednesday, 27 May 2026, 12:00 AM

[Add submission](#)



#### Submission status

<b>Submission status</b>	No submissions have been made yet
<b>Grading status</b>	Not marked
<b>Time remaining</b>	5 days 7 hours remaining

#### Grading criteria

<b>Level 1 - School</b> Maximum score 1
<b>Level 2 - Center</b> Maximum score 20

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## Student Medical Document Submission

### Student Medical Document Submission

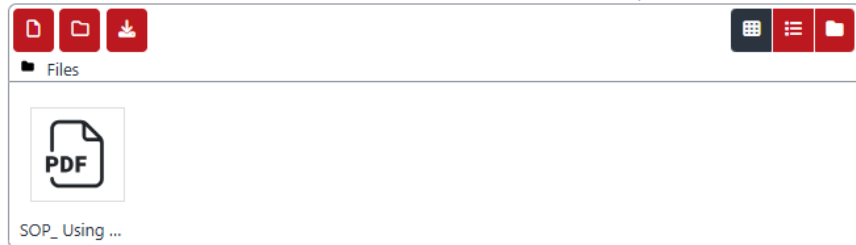
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**Opened:** Wednesday, 20 May 2026, 12:00 AM  
**Due:** Wednesday, 27 May 2026, 12:00 AM

#### Add submission

File submissions

Maximum file size: 50 MB, maximum number of files: 20



The file submission interface includes a toolbar with icons for adding files, folders, and deleting. Below the toolbar, a file named 'SOP\_Using ...' is shown with a PDF icon. The file name is partially truncated.

Save changes Cancel



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6. Once submitted, you can check the status of your submission by opening the same activity again.

## Student Medical Document Submission

### Student Medical Document Submission


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**Opened:** Wednesday, 20 May 2026, 12:00 AM  
**Due:** Wednesday, 27 May 2026, 12:00 AM

[Edit submission](#)

[Remove submission](#)

#### Submission status

<b>Submission status</b>	Submitted for grading
<b>Grading status</b>	Not marked
<b>Time remaining</b>	Assignment was submitted 5 days 7 hours early
<b>Last modified</b>	Thursday, 21 May 2026, 4:27 PM
<b>File submissions</b>	 SOP_Using NotebookLM with Moodle (External URL Method).pdf 21 May 2026, 4:27 PM
<b>Submission comments</b>	<a href="#">▶ Comments (0)</a>

#### Grading criteria

Level 1 - School Maximum score 1
Level 2 - Center Maximum score 20

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## Student Medical Document Submission

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Opened: Wednesday, 20 May 2026, 12:00 AM

Due: Wednesday, 27 May 2026, 12:00 AM

[Edit submission](#)

[Remove submission](#)


### Submission status

Submission status	Submitted for grading
Grading status	Released
Time remaining	Assignment was submitted 5 days 7 hours early
Last modified	Thursday, 21 May 2026, 4:27 PM
File submissions	 SOP_Using NotebookLM with Moodle (External URL Method).pdf 21 May 2026, 4:27 PM
Submission comments	<a href="#">▶ Comments (0)</a>

### Grading criteria

Level 1 - School Maximum score 1
Level 2 - Center Maximum score 20

### Feedback

Grade	16.00 / 21.00
Graded on	Thursday, 21 May 2026, 4:32 PM
Graded by	 Adarsh Kumar Shah Department of ERP

### Grade breakdown

Level 1 - School Maximum score 1	Accepted	1 / 1
Level 2 - Center Maximum score 20	Accepted	15 / 20

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**Note:** Level 1 is used only for the approval or rejection of the submitted medical report. Level 2 points are considered as the number of attendance days granted to the student. For example, in the screenshot above, the student has been granted **15 days of attendance**.

