

Student Guide

How to Submit an HE Assignment and view your feedback

Contents

Join the Submission Area for your Course	2
Uploading your files	3
Modifying your submission	4
Urkund	5
Viewing Your Grade and Feedback.....	5

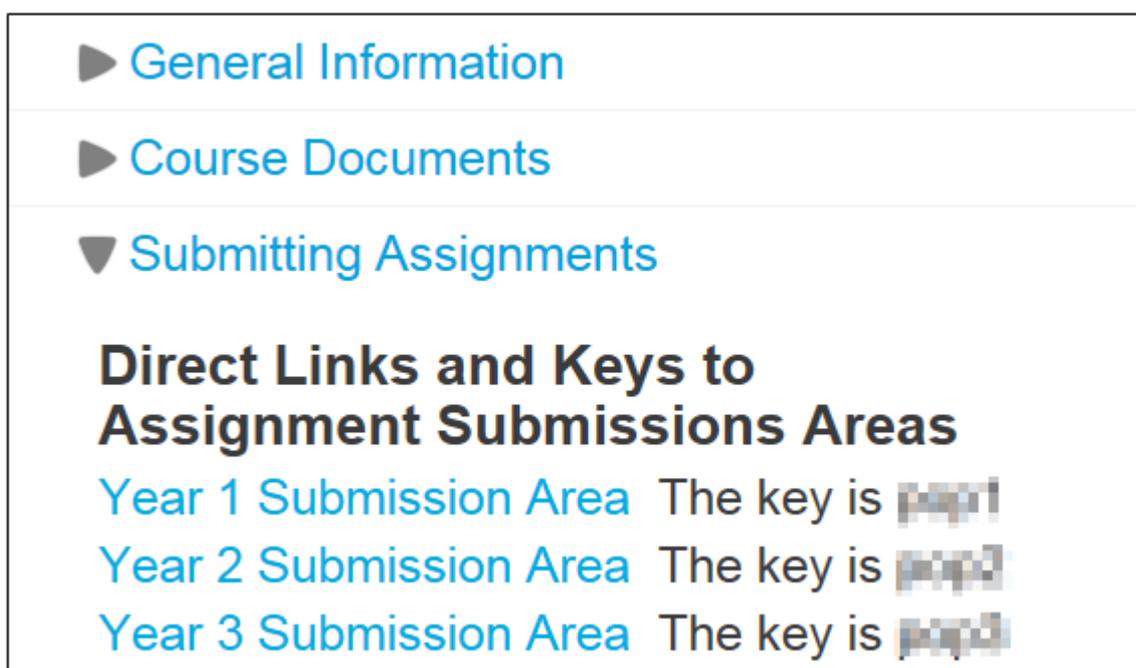
Join the Submission Area for your Course

You join your assignment area through the Moodle 'General Information' course for your degree. Your tutor will provide you with the enrolment key and guidance on how to join your 'General Information' course.

(Note that the following screenshot is for illustration only, your own 'General Information' course may not look exactly the same).

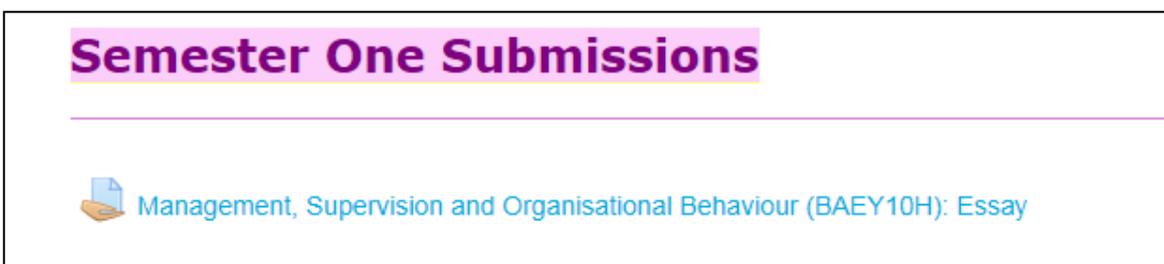
Find the link for your assignment area. Beside it will be the enrolment key. Click on the link and enter the enrolment key when prompted.

If you are unable to find this information, consult your tutor.



The screenshot shows a Moodle course navigation menu with three main items: 'General Information', 'Course Documents', and 'Submitting Assignments'. The 'Submitting Assignments' item is expanded, showing a sub-section titled 'Direct Links and Keys to Assignment Submissions Areas'. Under this sub-section, there are three links: 'Year 1 Submission Area' with the key 'pqp1', 'Year 2 Submission Area' with the key 'pqp2', and 'Year 3 Submission Area' with the key 'pqp3'. The keys are partially obscured by a blurred area.

Find the assignment title in the correct semester that you will be uploading work for. For example if you were uploading for 'Management, Supervision & Organisational Behaviour' in Semester 1, you would click on the assignment below.



The screenshot shows a Moodle page titled 'Semester One Submissions'. Below the title, there is a horizontal line and a document icon next to the text 'Management, Supervision and Organisational Behaviour (BAEY10H): Essay'.

Click on the 'add submission' button

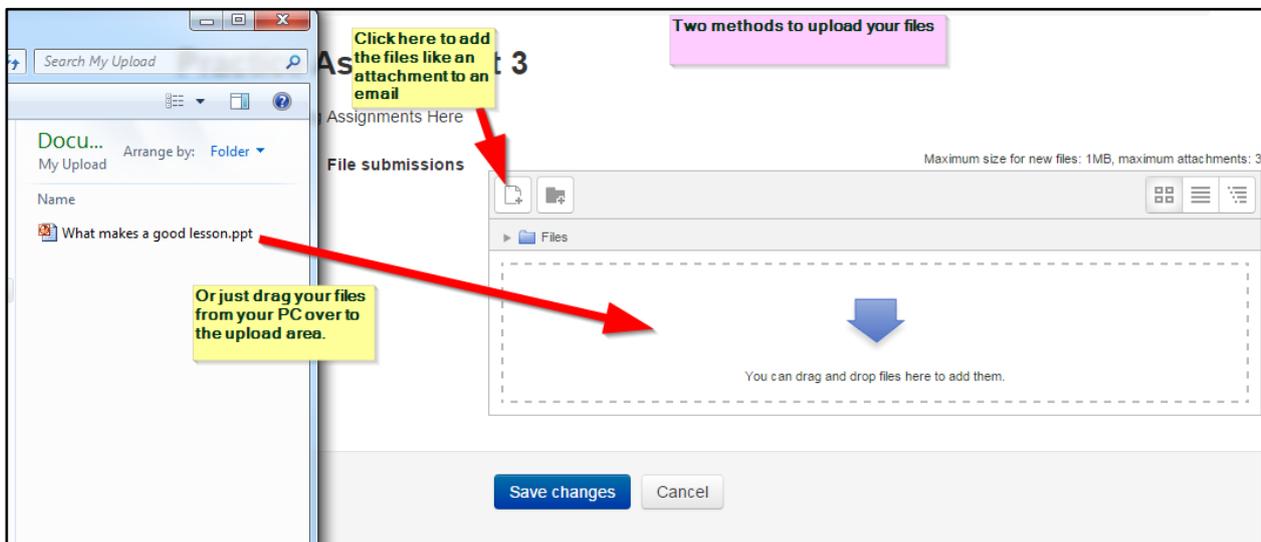
Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 10 November 2020, 10:00 AM
Time remaining	8 days 1 hour
Last modified	Thursday, 10 November 2020, 10:00 AM
Submission comments	▶ Comments (0)

Add submission 

Uploading your files

You can upload your file by dragging and dropping your file into the submission area. You can also add it like an attachment to an email.



Click here to add the files like an attachment to an email

Two methods to upload your files

Or just drag your files from your PC over to the upload area.

File submissions

Maximum size for new files: 1MB, maximum attachments: 3

You can drag and drop files here to add them.

Save changes Cancel

Modifying your submission

Once you have clicked on '**Save Changes**', you will see your files in the Submissions area with a 'Submitted for Grading' status. You will also be sent a confirmation email to your college email account.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 26 September 2017, 12:00 PM
Time remaining	9 mins 16 secs
Last modified	Tuesday, 26 September 2017, 11:50 AM
File submissions	<div style="display: flex; align-items: center;"> L <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; width: 100px; height: 15px; background-color: #e0e0ff; display: flex; align-items: center; justify-content: center;"> [File Name] </div> </div> </div>
Submission comments	<div style="display: flex; align-items: center;"> Comments (0) </div>

Make changes to your submission

(**New Feature**) you no longer have to click a 'Submit Assignment' button to finalise your submission. As soon as you upload your file it is submitted for grading. You can also edit your submission up until the assignment due date which is shown on the submission status screen, as illustrated in the above screen shot.

Note: if you edit your submission after the assignment due date has passed, your submission will be marked as late with a corresponding cap on your maximum grade.

Click on the 'Edit submission' button if you wish to make changes. To rename or delete a file, click on the file's icon and you will be offered those options.

To add more files, go through the same uploading process as detailed above.

When you have no further changes to make, click on **Save Changes**.

You are strongly advised to submit your work well in advance of the due date/time, as technical problems will not be accepted as a reason for late submission.

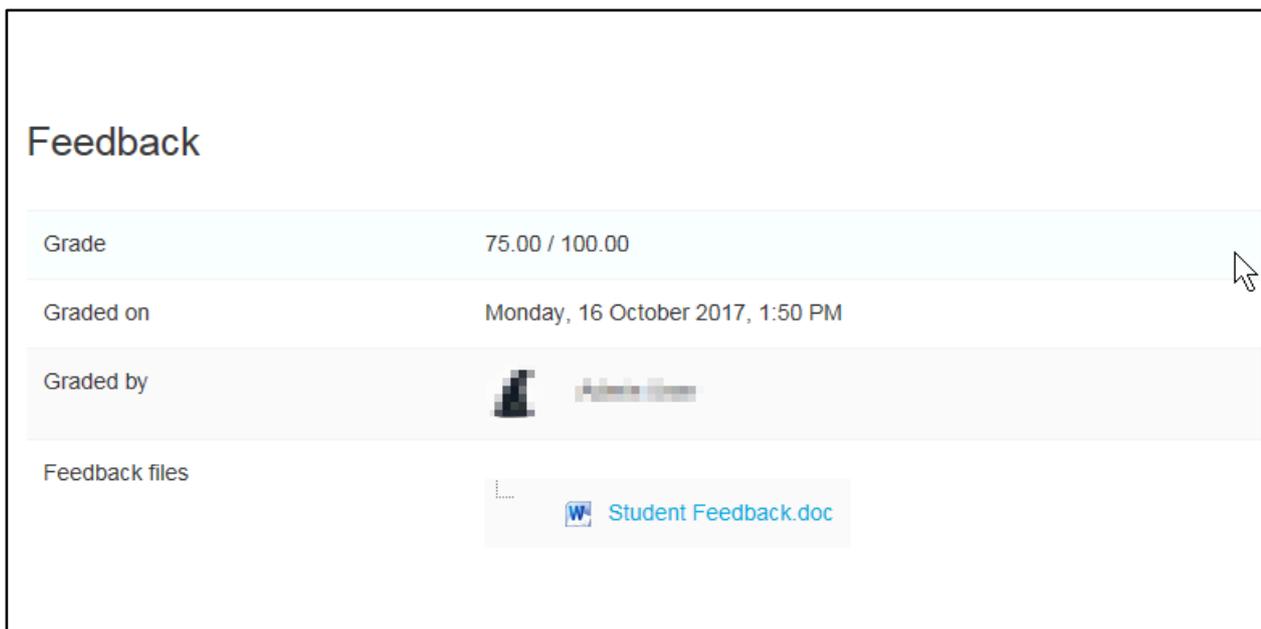
Urkund

All essays are run through Urkund, the college's tool for reporting unoriginal text. This will show initially as a small gear-wheel next to an essay and later as a percentage figure, which you can click on to see a report. Urkund is designed to analyse essays in the form of normal word-processed documents. If you submit a file which does not fall into this category, such as a scanned document, a picture, a zipped file etc. Urkund will put an exclamation mark next to the file, indicating it cannot process it and will send an email informing you of this. Please do not contact Moodle Support in such instances. It is not a cause for alarm. For more detailed information on the use of Urkund at Colchester Institute [click here](#).

Viewing Your Grade and Feedback

You will be emailed when your work has been assessed, at which point you will be able to see your feedback by clicking on the email link, or by visiting the submission area again and clicking on the assignment.

Your assessment will normally take the form of a grade for the assignment and a feedback file, which you will see underneath your submission.



Feedback	
Grade	75.00 / 100.00
Graded on	Monday, 16 October 2017, 1:50 PM
Graded by	 [Name]
Feedback files	 Student Feedback.doc

Click on the file link and you will be prompted to open or download the file. Your tutor will advise you on the exact details of the feedback to expect on your course.