

On-Line Submission – Departmental Guidelines

On-line submission of coursework is an alternative method for students to submit work – but just like other methods it needs management.

The responsibility for submitting the work needs to lie with the student, and responsibility for setting up the course to allow on-line submission is the responsibility of the Department. Initial support for students submitting on-line also lies with the Department.

It is strongly recommended that staff attend training for on-line submission before a decision is made for a particular course to use on-line submission (this includes cases where a department is not intending to use on-line submission but some staff will). The majority of ‘technical’ problems reported are due to incorrectly setup assignments within the BLE.

Training on on-line submission is offered by ITS (<http://www.bbk.ac.uk/its/help/training>)

It helps the students if on-line submission is implemented consistently across the module (and ideally consistently across all modules taught within the Department).

The following issues need to be considered:

- What information is given to students
- What help and guidance is given to staff, especially those who haven’t attended training
- When are the deadlines set, will staff be available at the deadline to help students
- Late submissions (what is permitted and the procedure students need to follow)
- Are extensions permitted and what is the procedure
- Will Turnitin be used, if it is what guidance is given to students and markers
- Marking assignments – will this be on-line
- Are resubmissions permitted
- What is the procedure if a student is unable to submit on-line due to technical problems, either with the student’s home network/equipment or the College network/equipment

It is not practical for students to be expected to report problems with on-line submission to the IT Service Desk, rather students should report this to the Department and after initial checks are made the Department can report technical faults and problems to IT Services (email: moodle@bbk.ac.uk).

Any member of staff within the Department who has access to the module can check:

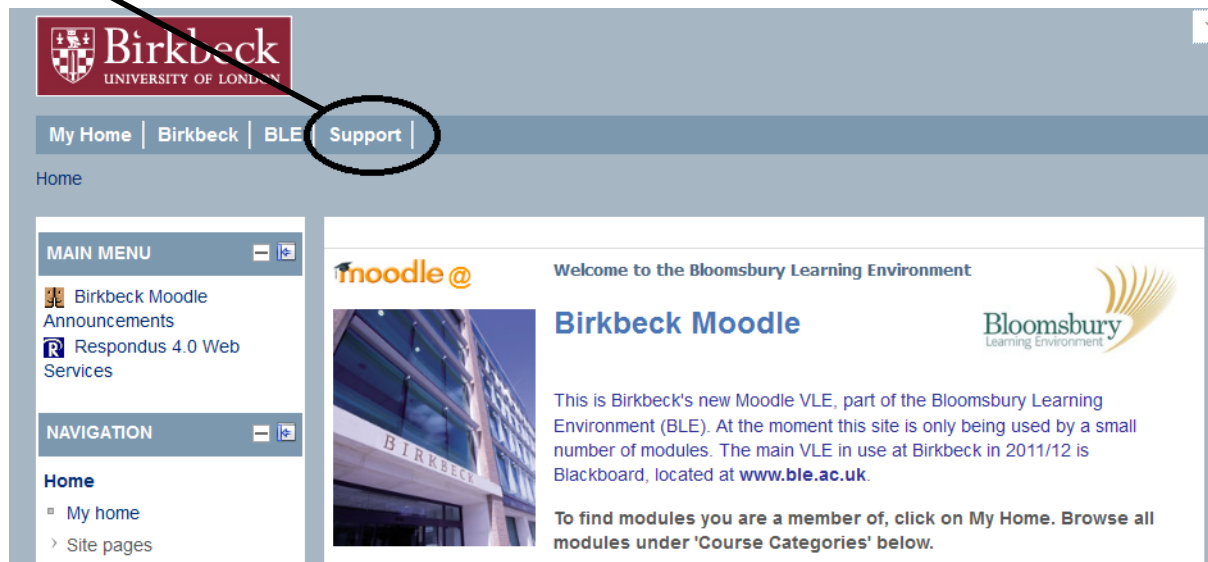
- Can the student login and access the module
- Is the assignment present in the module and setup correctly to allow submission
- Assuming the assignment is setup correctly then is the student following the instructions and using a supported web-browser and submitting a supported file type under the size restriction

If nothing seems to be wrong but the student still reports a problem, then ask the student to send the file by email. For Turnitin assignments a member of staff within the Department can then submit the work on the student’s behalf, for Moodle assignments there will be a date/time stamped copy of the work. This will ensure the work is submitted before the deadline.

Information to students

The students should be provided with on-line step by step instructions on how to submit their work, and this should be in a consistent place. This needs to include what to name the file and the type of file format to be used.

IT Services have setup Moodle support pages for Students, [Moodle Support for Students](#) is a general page explaining about on-line submission (login to Moodle required) it is accessible from the 'Support' tab in Moodle. It is recommended you direct students to this help feature.



There are also direct instructions on using the Moodle assignment tool and the Turnitin assignment tool from here.

 [How to submit Turnitin assignments](#)

 [How to submit Moodle assignments](#)

Staff can insert a 'label' above the assignment link and paste in the link to the relevant support information (depending which assignment type is being used in a given module). This is generic information so Departments could instead provide a link to more specific information that they have tailored to their own programmes.

Help for Staff

The 'Support' tab in Moodle has a section specifically aimed at staff and further help can be requested from ITS (email: moodle@bbk.ac.uk) – but as previously noted, it is recommended that staff attend ITS training on Moodle, or the Department provide sufficient help and guidance for staff.

Data Protection

The Department needs to adhere to the College's Data Protection Policy – this includes student work. Coursework should only be stored for a reasonable length of time and only stored in one place (so needs to be deleted if copied to PCs and laptops of Academic Staff once grades are confirmed). Feedback and marks are also personal data and so need to be protected.