

The tutors guide to e-submission

During this academic year the University is changing the way that coursework is submitted. Over the next academic year we will phase out paper copy so that all appropriate coursework will be submitted and graded electronically.

The project has become known as SaGE (Submitting and Grading Electronically).

Scope of e-assessment

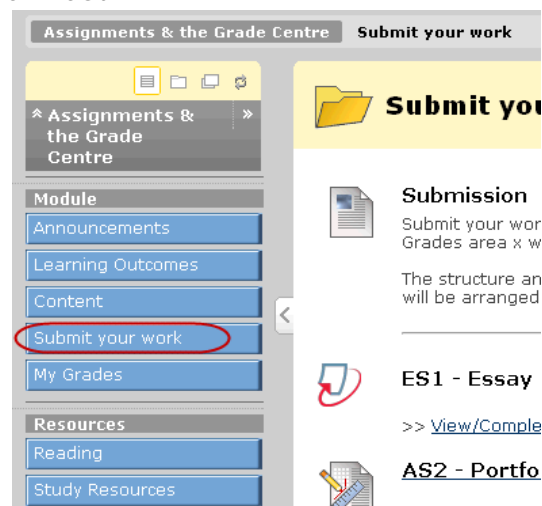
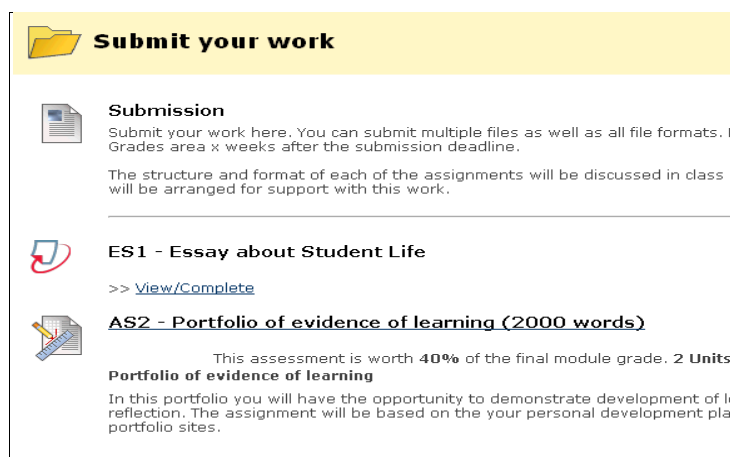
Only text based assignments will be submitted electronically. All other assignments will be dealt with as in previous years.

The process of e-submission

This is a step-by-step guide which explains how **students** should submit assignments.

In order to submit your assignment electronically, you must:

1. Go to the module site on NILE
2. Click on "Submit your work"
3. Find the submission point with the correct assessment code (ES1, AS2 etc)
4. Check the details (e.g. specific instructions)



5. Click the title or 'view/complete' (depending on the options that you see)

Your tutor will have set their assignment area in one of two ways.

How they have set it up will depend upon whether your assignment is made up of one submission (eg an essay) or whether there is a need for several uploads within the one assignment item. An example of this might be a report which must have raw data and graphs attached.

Whichever setting your tutor has used, makes very little difference to the way you submit work. One or both of the following icons will be displayed.



If you see this icon you need to:

1. Click "Submit"
2. Choose "single file upload"
3. Fill in submission title, starting with code (AS1, ES2)
4. Scroll down and read the declaration
5. Browse/Choose File to upload your paper
6. Click 'upload'
7. Confirm the paper is correct on the next screen
8. Click 'Submit'



If you see this icon you need to:

- 1 Click the title of the assessment
- 2 Attach File: 'Browse for Local File' to upload your paper
- 3 Click 'Submit'

Submitting your assignment more than once

Once you have submitted your work you will be able to resubmit it should you wish to, PROVIDED IT IS BEFORE THE DEADLINE. When the deadline is reached you will no longer be able submit.

Late submissions

You will be able to submit after the deadline if you haven't yet submitted. It will be dated as late and will be treated as a late assignment.

How to submit in hard copy

1. Check with your tutor if a front cover is required. If it is, attach it to the front of your work.
2. If you have been granted an extension attach the authorised extension form to the assignment prior to handing in. Without it the assignment will be recorded as late.
3. Attach a fully completed receipt form to the assignment. Do not separate the copies of the receipt. Assignments will not be accepted without fully completed receipt forms.

Guidance for tutors about electronic submission, regulations etc

Until tutors are able to grade electronically students are expected to submit 2 copies of their assignments, paper and electronic.

Both copies should be identical. In order to ensure that students are most likely to submit identical copies it may be helpful to avoid telling students whether you will be grading the e-copy or the hard copy. This has been an issue in other institutions when students have known in advance that the paper copy is to be graded.

You are not expected to look at both submissions. If you have concerns about the hard copy not being original then you are able to refer to the e-copy. It is unlikely to be necessary in reverse.

Although we are trying to sound hard-line about the requirement to submit a paper copy and an electronic copy until told otherwise, in reality there is no sanction that can be imposed if one is submitted and not the other.

Potential anomalies:

1. If the hard copy is being marked: Student submits hard copy but not e-copy the hard copy will be marked. The students will not be penalised but they will also gain experience of e-submission.
2. If the e-copy is being marked: Student submits hard copy but not e-copy the hard copy will be marked. The students will not be penalised but again they will not gain experience of e-submission.

This anomaly is unfortunate but unavoidable and as soon as we are through the interim period it will no longer be an issue.

If you have been involved with SaGE already or have been using e-submission and have not been using paper copies anyway, you should tell your students not to submit a paper copy.

The next stage

Once there is electronic submission, the next stage is grading electronically. The ethos of SaGE is to encourage tutors to find the most suitable way for them to grade and feedback to students. There is training and advice available. The deadline for e-grading is March 2013 so there is considerable time for each field to feel sufficiently confident in e-grading before stopping students submitting hard copy.

Guidance on setting up submission points, and how to feedback to your students through NILE is on the [Help tab](#) on NILE. You can also contact your school [Learning Technologist](#) for advice on the tools and processes to go through.