If you are making a coursework submission online or preparing a file to be uploaded to Weblearn you will need to ensure the file is compatible. Below are some essential tips which will help you prepare your files.

|	
Keep the file name as short as possible	The maximum length for file names is 126 characters. If the maximum length is exceeded, your file will be corrupted and can't be marked.
Do not include spaces or special characters (eg *&^%$") in file names	Spaces and/or special characters may be interpreted by different web browsers in different ways and result in the file not being found. If you need to separate words use an underscore (_) or hyphen (-) instead.
Do not exceed the maximum file size	**Turnitin – max file size 20MB** The file size may not exceed 20MB. If your file exceeds 20MB you can try to reduce the file size by saving it as a PDF or reducing the size of large images. **Note:** Text only files may not exceed 2 MB. **Weblearn – max file size 200MB** The file size may not exceed 200MB. If your file exceeds 200MB you can try to reduce the file size by saving it as a PDF, reducing the size of large images or send it to a compressed (zipped) folder.
Submit the correct file type (eg .docx or .pdf)	**Turnitin Assignments** Turnitin accepts the following file types: • Microsoft Word™ (DOC and DOCX) • HTML • Adobe PostScript® • Portable Document Format (PDF) • Plain text (TXT) • Rich Text Format (RTF) **Note:** PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. **Weblearn Assignments** If you are required to submit your work in a particular file format you must only submit in that format. Failure to do this may result in your lecturer not being able to open your file. If you are unsure which file format to submit your work in please ask your lecturer. **Tip:** When converting a file to a new file format, users should rename their file with a name other than that of the original file. This will prevent permanent loss of the original file due to it being overwritten.
Format your document for Turnitin The following recommendations are designed to ensure your file uploads without any problems. You should:	• Set the line spacing in the document to 1.5 lines. • Produce or assemble your written assignment in MS Word (or Open Office Writer), where possible. • Avoid using WordArt in MS Office applications. • Avoid using text boxes where possible. • Use standard common font types. (e.g. Arial, Verdana, Helvetica, Times New Roman). • Copy and paste in text to your file as 'plain text' to remove any hidden code, especially where this is taken from web pages. • Insert graphics, photos or charts as images that are in either png, jpeg or gif format.

Locate the correct **Assignment** title and click on **View/Complete** (Turnitin) or the assignment title (Weblearn assignment).

If you are unsure where the assignment is located ask your lecturer.
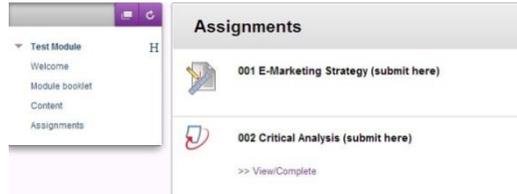
Submitting to Turnitin

Next you will be taken into the Assignment inbox.

➢ Click Submit when you are ready to submit your assignment.

Unless advised by your tutor, leave on the default **Single file upload** setting. Your name will automatically appear in the relevant fields.

➢ Enter a title for the submission

➢ Select the **Choose from this Computer** link and attach your assignment file. The name of the file will be displayed.

➢ Click **Upload**

Note: You have not yet submitted your work.

➢ Check information in the preview of your uploaded assignment.

➢ If details correct click **Submit**

Submitting to a Weblearn Assignment

Next you will be taken into the submission page.

➢ Click **Browse My Computer**

➢ Locate your coursework file

➢ Click **Open**

➢ The uploaded file will appear

Note: You have not yet submitted your work.

➢ Add additional information for your lecturer in the textbox (optional)

➢ Click **Submit**

To check your submission:

- ➢ Go to your module
- ➢ Find the location where you submitted your assignment
- ➢ Click on the assignment link

Assignments

001 E-Marketing Strategy (submit here)

002 Critical Analysis (submit here)

\>> View/Complete

Turnitin:

- ➢ Click on **View**

Assignment Inbox: Test Module

Info | Similarity
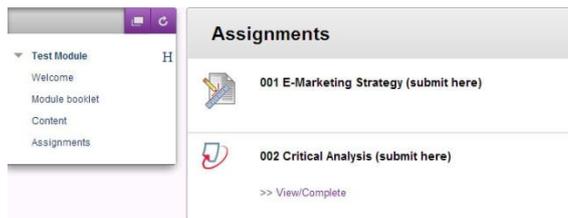
002 Critical Analysis (submit here) | 100% | Resubmit | View

The GradeMark tool will now appear. This shows a preview of the work has been submitted.
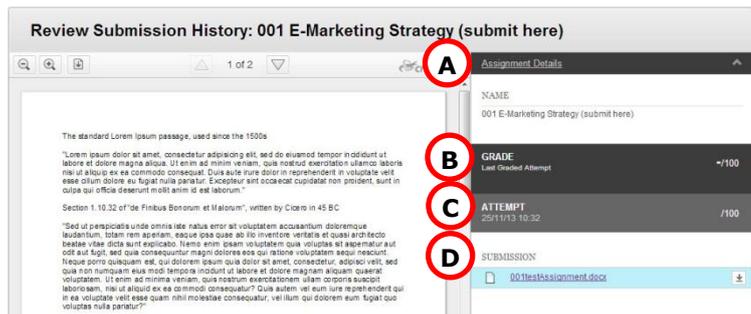
Save a copy of the Digital Receipt:

- ➢ Click on the printer icon
- ➢ Select Download PDF of digital receipt for printing
- ➢ Save the file for your records.

Download PDF of current view for printing
Download PDF of digital receipt for printing

PAGE: 1 OF 2
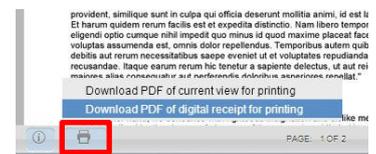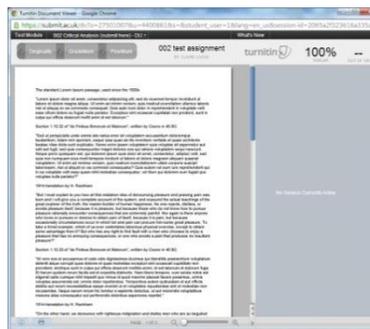
WebLearn Assignments:

A. If you expand the **Assignment Details** you will see the assignment name and instructions.

B. The **Grade** shows what grade has been awarded for this submission.

C. **Attempt** shows the date and time the submission was made.

D. The **Submission** section shows the file that has been submitted.

Review Submission History: 001 E-Marketing Strategy (submit here)

Assignment Details

NAME
001 E-Marketing Strategy (submit here)

GRADE
Last Graded Attempt --/100

ATTEMPT
25/11/13 10:32 /100

SUBMISSION
001testAssignment.docx

Download and check your submitted file:

- ➢ Click on the download icon or the assignment name
- ➢ Download and open the file to ensure the correct file has been submitted.

SUBMISSION

001testAssignment.docx

Make a copy of your submission details:

- ➢ With your submission details displayed on your computer screen, press **Prt Scr** on your keyboard
- ➢ Open a word document or image software.
- ➢ Right click the screen and select **Paste**. The print screen will now be displayed.
- ➢ Save the file and keep it for your records.

Cut
Copy
Paste Options:

A Font...
Paragraph...
Bullets
Numbering
Styles
Hyperlink...
Look Up
Synonyms
Translate
Additional Actions

I can't submit online, what should I do?	If you are unable to submit online for any reason you must submit at your Student Hub by 3pm on the due date.
I can't find where to submit my coursework, what should I do?	If your lecturer has instructed you to submit online, but you are unable to find where to submit your coursework on Weblearn, please submit at your Student Hub by 3pm on the due date
	Not being able to find where to submit your coursework online is not an acceptable reason for submitting your coursework late.
I have submitted the wrong file, what do I do?	If you discover the incorrect submission before your deadline please contact your lecturer ASAP. Your lecturer may be able to clear your submission so you are able to resubmit.
	Once your deadline has passed, the file submitted online will be marked and no other submissions will be accepted. Make sure that you always check the file(s) you're submitting when you are uploading your coursework.
I submitted on Weblearn, but eVision says I did not submit	Don't worry - submission confirmation won't show on eVision for a while after you have submitted online. If you have submitted online, you can check that you have submitted successfully by checking your submission info on your Weblearn Assignment. Your submission data will be transferred to eVision at a later date.
	If your Weblearn assignment shows you have submitted, and the submission time is before 3pm on the day of your deadline you have submitted correctly.
	If your lecturer is using Turnitin for online submissions, you should also receive a confirmation email from the system after you submitted. We recommend that you take a screenshot of your submission confirmation screen for every online submission you make.
How do I check my submission?	Instructions can be found overleaf.
How do I access my feedback?	Your lecturer may choose to provide your feedback in a variety of ways. To find out where your feedback is stored please ask your lecturer.
	Accessing feedback via the 'My Grades' tool:
	If your lecturer has provided a link to the 'My Grades' tool (sometimes called 'Feedback') you can access all published feedback from that link.
	Accessing feedback via the Assignment:
	As long as the link where you originally submitted your assignment is still available, you can access your feedback by clicking on that link.
	If your assignments are not visible anymore and you can't see your feedback, please ask your lecturer to enable the 'My Grades' tool for your module.
I have submitted online, but my lecturer can't see my coursework	If you have submitted online and your deadline has passed, but your lecturer can't see your coursework please contact your Student Hub for advice.