

Submitting your assignment electronically

Important Note:

You must either append a copy of the **Cover Sheet** for WebCT to your submission OR submit a filled in copy at the same time. Either way we **MUST** have a cover sheet, filled in appropriately for you!

File format

You must submit your file as one of the following file types:

- ⇒ Word document
- ⇒ Text or RTF file

Microsoft Publisher, Open Office, PDF and Microsoft Works files will not be accepted.

Filling in your Cover Sheet

You must fill in a cover sheet for your submission, and this must be submitted alongside your coursework. Go into the course area on WebCT for which you are submitting work. Under **Assessment** there should be a link called **Cover Sheet for Submission via WebCT**. Click on this link to either save it or open it directly to fill it in. If you have problems downloading this file, it is also available at: <http://www.arcl.ed.ac.uk/ODL/>.

Fill it in and save it somewhere sensible. You can either:

- 1) copy and paste the cover sheet into your essay
- 2) append (by copying and pasting) your essay to the cover sheet
- 3) save both separately, and upload both files at the same time, to WebCT.

Prepare your essay (and cover sheet) and save both somewhere you can easily find.

Accessing WebCT

Log into MyEd (<https://www.myed.ed.ac.uk>). You should be already familiar with how to access WebCT. Go into the course area where you wish to upload the assignment.

Uploading your file(s)

There are two stages to submitting your assignment electronically. You must **upload** the submission file(s) and then **submit** them.

1. From the course homepage (in WebCT), click on **Assessment**.
2. The **Assessment** page will open. Click on the name of the assignment you want to upload (it will probably be called *Postgraduate Essay Drop Box* or something similar).
3. To **upload** your file(s):
 - 3.1. Press the **Add Attachments** button. A **Get Files** window will open. The **My Computer** applet should load (figure 1) – it might take a few seconds. Click on it. A normal **File Open** dialogue box will appear; navigate to find your assignment on your computer as you would normally do (Figure 2).

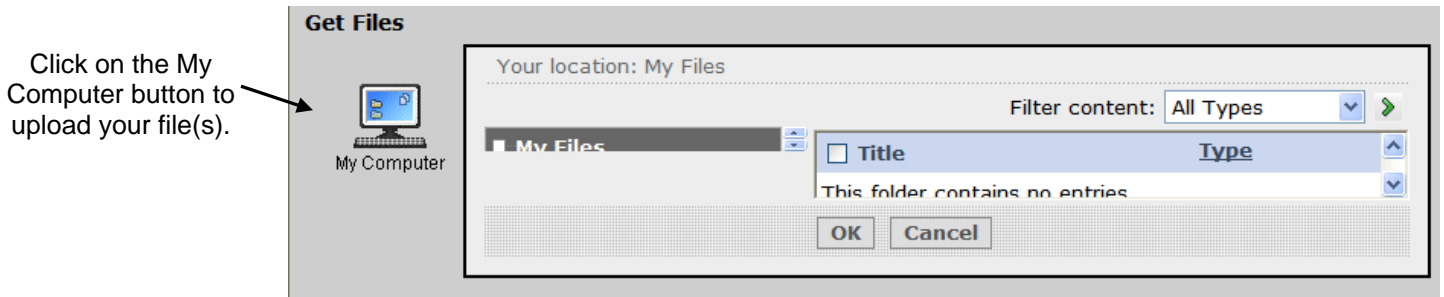


Figure 1. The **My Computer** Applet

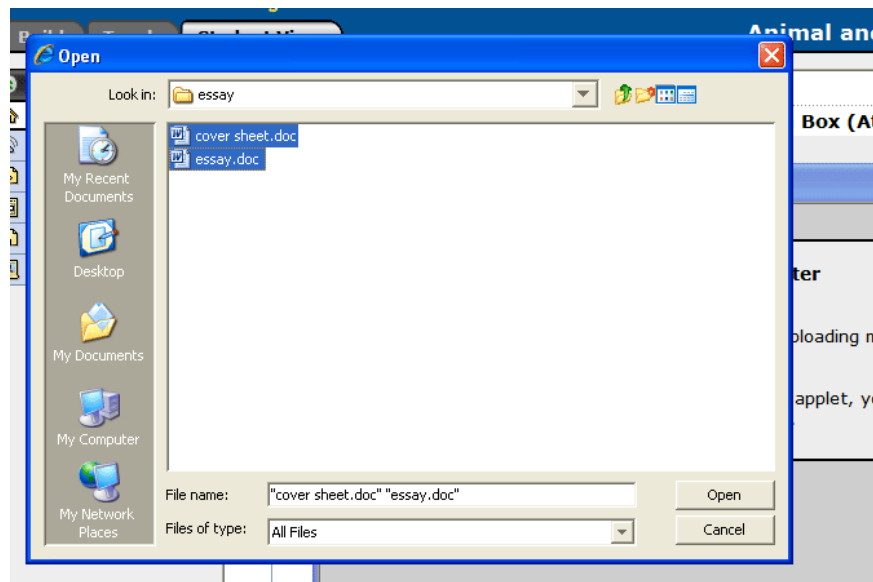


Figure 2. Selecting files to upload. Use the <CTRL> button on your keyboard to select multiple files for upload.

Click on the file(s) and press the **Open** button. If you are uploading your declaration as a separate file, make sure you select both the declaration file and the file containing your work (<ctrl> button allows you to select multiple files) at the same time.


- 3.2. A window will open telling you how the transfer is progressing; this will close once the uploading is done (this may take some time if the file is large, or your internet connection slow).
- 3.3. Once the file has been uploaded, your file name should now be present above the **Add Attachments** button (figure 3). This file name is a link; you can check you have submitted the correct file by clicking on it and opening the file. If you have uploaded the wrong file, click on the button () to the right of the file to remove it and then restart the upload procedure from 3.1 to load the correct file.



Figure 3. The files you've uploaded. You can click on the small button beside the date to remove them. Once the **Submit** button is pressed, you can't change your submission in any way.

4. Once you have submitted your assignment you can no longer change it. If you are sure your submission is correct press the **Submit** button. Your assignment has now been submitted.
5. If you discover that you have made a mistake you must contact Karen Howie (karen.howie@ed.ac.uk) or the course organiser/secretary and request that your assignment drop box is reset. You will need to contact them with details of: who you are, your student ID and which course essay you need to be reset.

Please keep your assignment files virus free! The IS helpdesks in the main library can advise you on how to ensure your computer stays virus free.