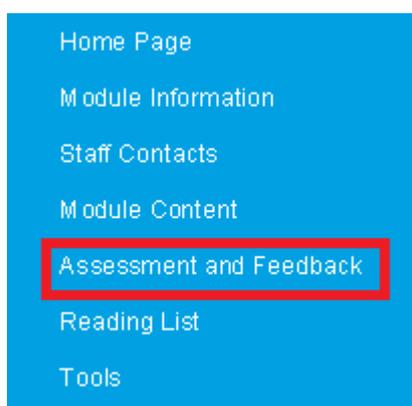


Electronic submission of coursework

Please note the following points before you begin:

- You may only submit **once**. Please do not attempt to submit draft copies of work, as this will prevent you from being able to submit any further copies. Take care to ensure that what you submit is the **final** version of your work.
- When submitting a piece of group work, please nominate **one** member of your group to submit. Do not allow multiple group members to submit the same piece of work, as this will result in a high TurnItIn score and confusion with the marking process. All group members will be held responsible for ensuring that the work is submitted on time, so please make sure you organise in advance how you will do this.
- You **must** include the appropriate electronic cover sheet as the first page of your work.
- When your submission has been successful you will be given a, 8-digit submission ID number. You must **keep a note of this number**, either by writing it down or taking a screenshot. If there are any problems with your submission we will need this number before we can resolve them.
- Blackboard cannot upload your file instantaneously, and at busy times (such as when everyone is trying to submit work at once) it may take several minutes for your submission to be completed. **Do not leave it until the last minute before the deadline to submit your work**, as you will risk the possibility of your submission not registering until after the deadline and a late penalty being applied as a result.

It is important that you take care when submitting your work, as mistakes are difficult to correct and can interfere with TurnItIn scores and the marking process.



First log in to Blackboard and access the appropriate module site. Click the Assessment and Feedback menu button which appears on the left of the screen, and then select the Coursework folder.

In this folder you will see a file entitled 'Student Declaration form'. You need to complete this form and incorporate it as the first page of your coursework (not two separate files). **Please do not submit coursework without the Student Declaration form as it is essential. Coursework submitted without the declaration form will be marked but the mark will be withheld until such time as the student completes a hard copy of the student declaration form and submits it to the Client Experience Office in lieu of the digital copy.**



Click on the coursework submission link in the Coursework folder, which will have a TurnItIn icon against it like the one shown here. There will be a declaration of originality and a link to complete your submission.

Please read this statement carefully before you continue. By clicking "View/Complete" I confirm the following to be true: I certify that this is my own work, except where otherwise indicated as collaborative work within a College/Department, and that the use of material from other sources has been properly and fully acknowledged in the text. I have read the University's definition of Unfair Practice including plagiarism and the College's/Department's advice on good academic practice. I understand that the consequences of committing unfair practice, if proven, may include failure. I also certify that neither this piece of work, nor any part of it, has been submitted in the same format in connection with another assessment. >> [View/Complete](#)

To submit your coursework, locate the correct file on your computer by clicking the "browse" button and enter a title for the coursework. **This should be the module code and your student ID**, e.g. "MNB108 123456"). Click SUBMIT (please note that BLACKBOARD will not permit you to submit an empty file).

You will then be asked to check if the document is the one you wish to submit and if so click "YES, SUBMIT". This may take a few moments, so please be patient. **If you close the page before it has completed the submission your work will not be uploaded.** You should then receive a message saying "paper successfully complete".

You will be taken to a digital receipt page which should show the first page of your work. This confirms that your work has been successfully submitted. On this page will be your 8-digit submission ID number – **please make a note of this number.**

If you return to the View/Complete page after this step you will notice that the button is now labelled Resubmit and it says Processing. Blackboard will then send you an automated confirmation email of submission. This will not arrive instantly, and can take some time to be sent. Please keep this receipt safe as evidence of your submission.

If you experience any difficulties submitting your work via TurnItIn please contact the Client Experience Office straight away.