



THE UNIVERSITY *of* EDINBURGH
Edinburgh Law School

Law Students' Assessment Submission Guide

Overview

The Law School uses the 'Learn' system as our Virtual Learning Environment (VLE), which hosts all assessment submission dropboxes.

This guide will show you, step-by-step, how to upload your assessment files and verify the upload.

This is a three-stage process:

- Review the Own Work Declaration
- Upload your submission
- Download the Digital Receipt and Upload as proof of submission

You **must** complete each of the three stages to ensure that your submission can be accepted.

Contents

Before you start	3
Check file type.....	3
Check file name.....	3
Check file size.....	3
Internet Connection.....	3
Check Browser	3
Submission Deadlines	3
Submission	
Step 1 - Review the 'Own Work Declaration'	4
Step 2 - Submit your assignment	6
Step 3 - Download and Submit your Digital Receipt.....	9
After the 'Post Date'	
Viewing Feedback and Grades	12
Download a PDF of your feedback.....	14
Further help and assistance	15
From within Learn.....	15
Student Help Guides from Information Services	15
Course content or administration queries.....	15
Technical problems or queries.....	15

Before you start

Check file type

Learn will accept most common **file types** (e.g. .doc, docx, pdf, ppt, pptx) but check the instructions for your course to see which file types are required for your individual assignment.

Check file name

The name of your file must conform to the **Law School naming convention**. Getting this right before you start typing will save you time and worry when submitting. The name of your file (the bit before the 'file extension', such as .doc, .docx or .pdf) should be:

- EXAMNUMBER_COURSENAME_QUESTIONNUMBER
- For example:
 - o B0123456_ComparativeCorporateGovernance_Q4
 - or
 - o B0987654_PoliceandPolicing_Q3
- At no point should you use your name, matriculation number (the number which begins with an s), or any symbols, such as *"%'#^ or brackets ()
- If your course does not have numbered questions simply omit this

Check file size

If you are using a lot of images in your submission the file can become very large. This will affect the time it takes to upload. Exceptionally large files (larger than 40Mb or more than 400 pages) cannot be submitted. You may be able to able to compress the images in a Word document by following these instructions: <http://bit.ly/1UrKN43>

Internet Connection

We **strongly** advise that you submit your assignment using a **reliable internet connection**, preferably via computer with a broadband connection. If the file is over 10MB in size, uploading may take so long that the connection is timed out. Wireless connections especially can be slow and risk a dropped connection, so if possible connect by cable to your router or ensure your device's wireless connection is Strong/Excellent.

Check Browser

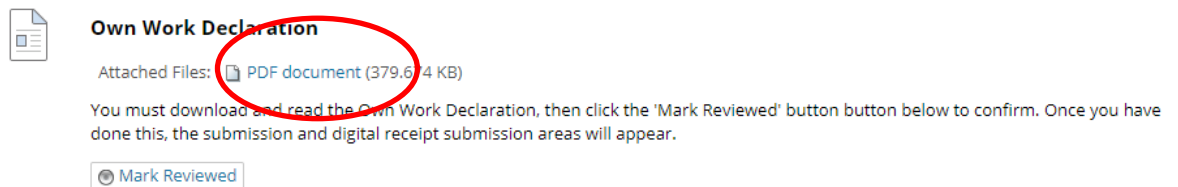
Wherever possible when submitting an assignment, use a computer and browser you are familiar with, or a computer in the open access labs on campus (find one here: <http://edin.ac/1NNqSh8>). You can check your browser compatibility from the 'Browser Support' box on the '**Help**' page inside Learn.

Submission Deadlines

Do **not** submit the assignment minutes before the deadline, because then you will have very limited time to change computers or report a problem if there is one.

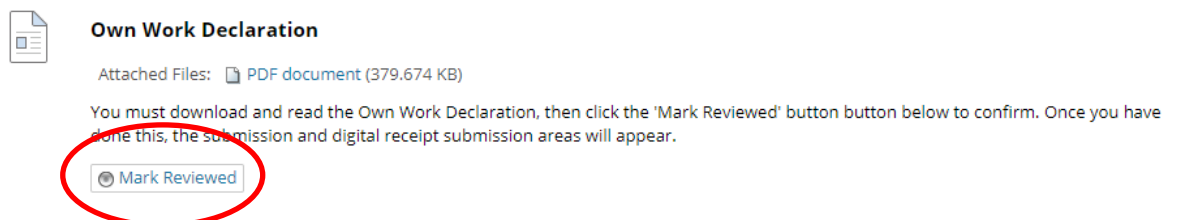
Step 1 - Review the 'Own Work Declaration'

- Navigate to the '**Assessments and Feedback**' folder within your course in Learn and click on the title to enter.
- Download and read the '**Own Work Declaration**' by clicking on the '**PDF Document**' link:



Note: you must do this for EVERY assignment, even if you have previously read and reviewed the document.

- If you accept the 'Own Work Declaration', click on the '**Mark Reviewed**' button:



The 'Mark Reviewed' button will change to read '**Reviewed**' and the assessment dropbox will appear, with the Digital Receipt dropbox below it, like this:



Own Work Declaration

Attached Files:  PDF document (379.674 KB)

You must download and read the Own Work Declaration, then click the 'Mark Reviewed' button below to confirm. Once you have done this, the submission and digital receipt submission areas will appear.

Reviewed



Summative assignment

>> [View/Complete](#)



Submit your Digital Receipt here

Once you have submitted your assignment through the link above, you will receive a Digital Receipt. this can be downloaded from the confirmation screen. You **MUST** upload your Digital Receipt here to confirm your submission.

You can now continue to Step 2.

Step 2 - Submit your assignment

Make sure you have checked your file name, type and size, as described in the section 'Before You Start', before continuing.

When your file is ready for submission:

- Click on '**View/Complete**':



Summative assignment

This assessment is worth 50% of the overall course grade. Work should be submitted as PDF file and should not exceed 2000 words. Files **MUST** be named according to the standard Law School file naming convention.

<-> [View/Complete](#)

- On the next screen, check the assignment start and due dates, then click on the blue '**Submit**' button.

Assignment Inbox: Law			
	Info	Dates	Similarity
Summative assessment		Start 25-Aug-2015 12:46PM Due 01-Sep-2015 11:59PM Post 22-Sep-2015 12:00AM	

Note: You will not be able to submit before the 'Start' date of the assignment. The 'Post' date refers to the date on which you will receive your grade and feedback.

You **will** be able to submit after the due date but your submission will be marked as late and you may be penalised.

If you have already submitted before the due date, then you will not be allowed to upload an amended or updated copy after the deadline has passed.

You will now see the 'Single File Upload' screen:

Submit: [Single File Upload](#) ▾ STEP ● ○ ○

First name

Last name

Submission title

[What can I submit?](#)

Choose the file you want to upload to TurnitinUK:

Fill in the '**Submission Title**' box , using the Law School naming convention:

EXAM NUMBER_COURSE NAME_QUESTION NO.

- For example:
 - B0123456_Comparative Corporate Governance_Q4
- Or
 - B0987654_PoliceandPolicing_Q3

At no point should you use your name, matriculation number (the number which begins with an s), or any symbols, such as *"%#'^ or brackets ()

If your course does not have numbered questions simply omit this.

Click on '**Choose from the computer**' and select the file you want to submit.

Then click the blue '**Upload**' button.

After uploading a file the confirmation screen will load (see below) allowing you to preview and confirm your submission. Check that the complete document has been uploaded. **You must confirm submission on this screen to complete the submission.**

Please note that the word count given includes all text in the document.

If for some reason you are not able to preview your file here, you must cancel and repeat the upload process above.

Please confirm that this is the file you would like to submit...

Author:
Myles Blaney_PreviewUser

Assignment title:
Turnitin Student Example

Submission title:
Completed Essay

File name:
Completed Essay.docx

File size:
12.98K

Page count:
1

Word count:
370

Character count:
1796

« Page 1 »

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Style gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Style gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Confirm Cancel

After clicking on the blue '**Confirm**' button you will receive notification that the upload has been successful:

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

An email will also be sent to your student email account (note that this may not arrive immediately, especially at busy times)

Now proceed to Step 3. **Your assignment is NOT yet complete.**

Step 3 - Download and Submit your Digital Receipt

To complete the process, you must now submit your Digital Receipt.

Your assignment is NOT complete until this has been done.

Return to the Assignments and Feedback folder, and click on **'View/Complete'**:



Summative assignment

This assessment is worth 50% of the overall course grade. Work should be submitted as PDF file and should not exceed 2000 words. Files MUST be named according to the standard Law School file naming convention.

> [View/Complete](#)

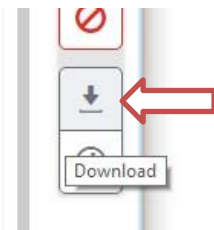
This time, select **'View'**:

Assignment Inbox: Law			
	Info	Dates	Similarity
Summative assessment		Start 25-Aug-2015 12:46PM Due 01-Sep-2015 11:59PM Post 22-Sep-2015 12:00AM	Submit View

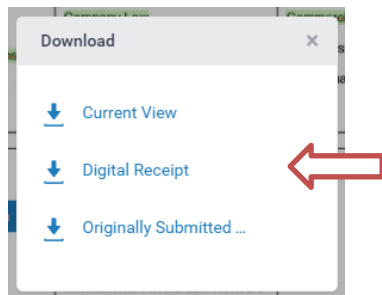
The 'Feedback Studio' window will open, showing your submission.

Again, take time to verify that your file is correctly shown, as this is what the markers will see. If it is not, repeat the upload process above.

At the right of this window, click on the download symbol:



From the menu that appears, select the middle option, **'Digital Receipt'**:

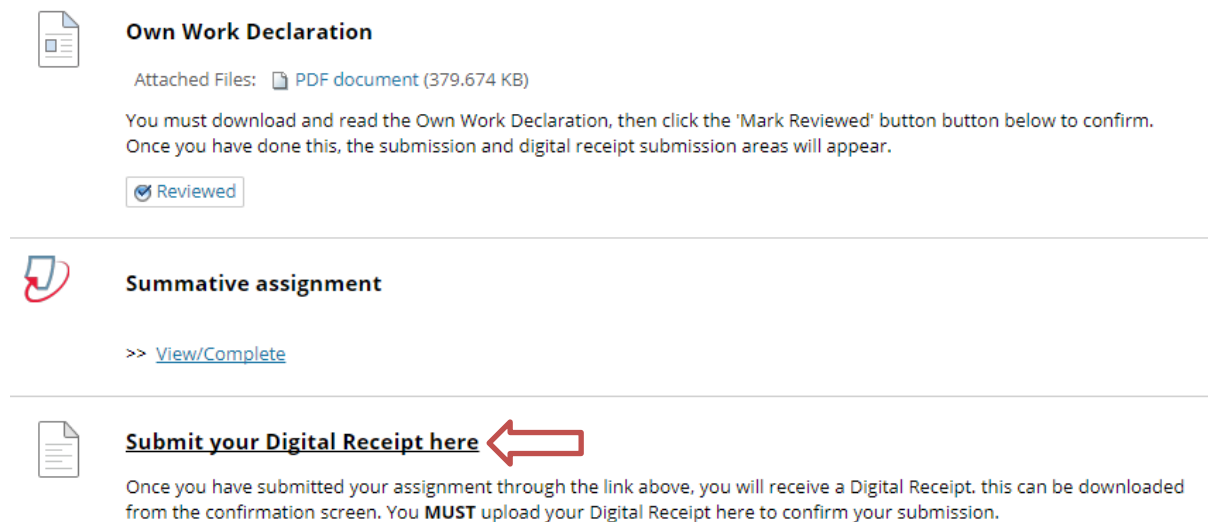



The PDF file will download to your computer. Save it to an appropriate folder.


Close the 'Feedback Studio' window and return to the course.



Navigate to the 'Assessments and Feedback' folder within your course in Learn and click on the title to enter it.

Then, click on the title of the Digital Receipt dropbox:



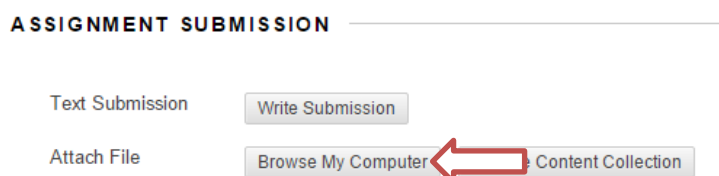
Own Work Declaration
Attached Files:  PDF document (379.674 KB)
You must download and read the Own Work Declaration, then click the 'Mark Reviewed' button below to confirm. Once you have done this, the submission and digital receipt submission areas will appear.
 Reviewed

 **Summative assignment**
>> [View/Complete](#)

 **Submit your Digital Receipt here** 
Once you have submitted your assignment through the link above, you will receive a Digital Receipt. This can be downloaded from the confirmation screen. You **MUST** upload your Digital Receipt here to confirm your submission.

On the next screen, details of the dropbox will be displayed under 'Assignment Information'

Under 'Assignment Submission', click on 'Browse My Computer':



ASSIGNMENT SUBMISSION

Text Submission

Attach File

Do not use the 'Write Submission' button.

Select the Digital Receipt PDF file which you downloaded. By default, it will have downloaded to your Downloads folder, unless you chose somewhere different.


Once you have selected the Digital Receipt from your computer, it will be visible in 'Assignment Submission' under the 'Attached files' section:

ASSIGNMENT SUBMISSION

Text Submission

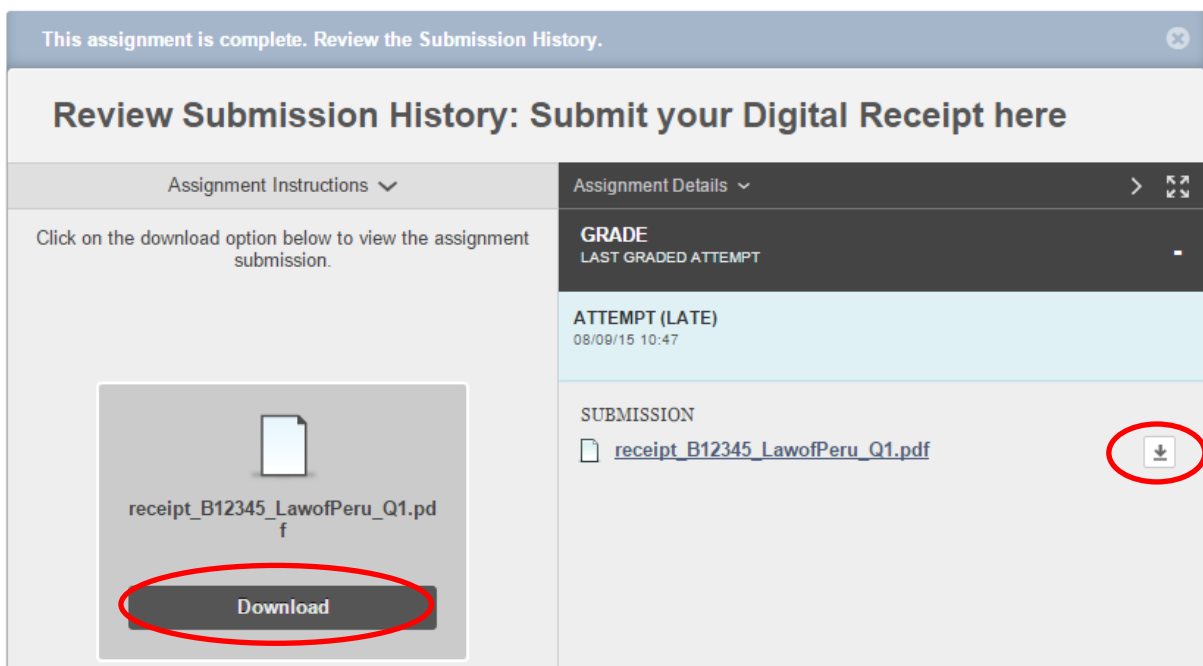
Attach File

Attached files

File Name
 receipt_B12345_LawofPeru_Q1.pdf

Click the **Submit** button to submit your Digital Receipt.

You will then see the confirmation screen, as shown:



This assignment is complete. Review the Submission History.

Review Submission History: Submit your Digital Receipt here

Assignment Instructions ▾



Click on the download option below to view the assignment submission.

Assignment Details ▾

GRADE
LAST GRADED ATTEMPT

ATTEMPT (LATE)
08/09/15 10:47

SUBMISSION

 [receipt_B12345_LawofPeru_Q1.pdf](#) 

receipt_B12345_LawofPeru_Q1.pdf

Download

You may wish to download the receipt, using either of the two links highlighted, in order to confirm the correct file has been submitted without any problems.

Viewing Feedback and Grades

Once marking is complete, grades and feedback will be released on the advertised 'post' date.

To view this, return to the Assignments and Feedback folder in the course in Learn, and click on 'View/Complete':



Summative assignment

This assessment is worth 50% of the overall course grade. Work should be submitted as PDF file and should not exceed 2000 words. Files MUST be named according to the standard Law School file naming convention.

>> [View/Complete](#)

The post date is displayed here. You will not see any marks or feedback before this date.

Assignment Inbox: Law Playground Course			
	Info	Dates	Similarity
Summative assessment		Start 25-Aug-2015 12:46PM Due 01-Sep-2015 11:59PM Post 22-Sep-2015 12:00AM	92%

Note: The percentage shown in the 'Similarity' column is not a grade. For more information on the Similarity percentages, check this student training page:

http://www.turnitinuk.com/en_gb/training/student-training/viewing-originality-reports

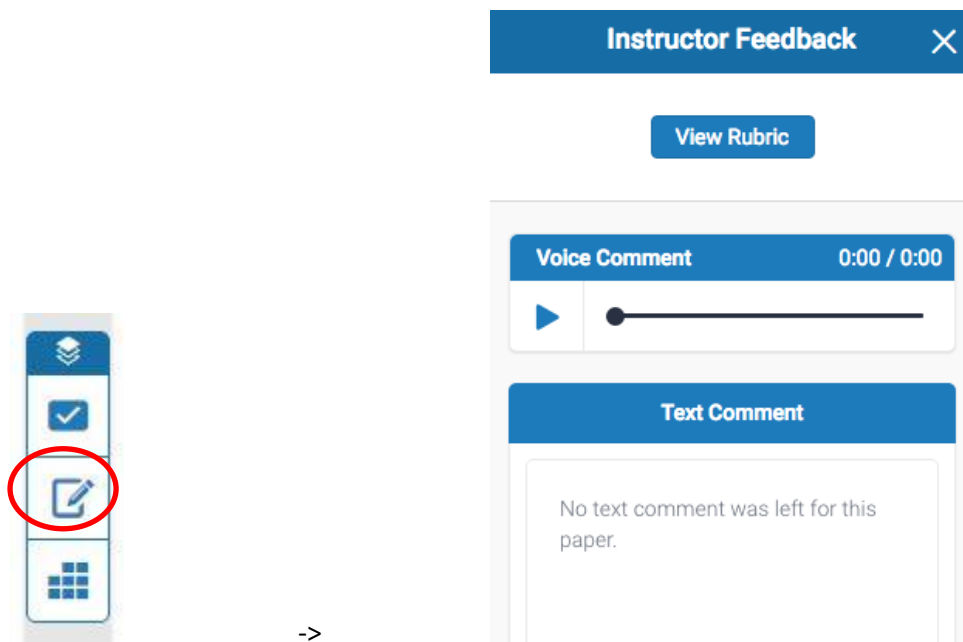
Click on 'View'

The 'Turnitin Feedback Studio' window will open, showing your submission

Your **grade** will be displayed in the top-right of the Feedback Studio window. Do not confuse this with the similarity percentage

75/100

General comments will be displayed in the panel on the right-hand side. Click on the 'Feedback Summary' icon, if you don't see it:



On the copy of your submission itself, hover the mouse over any **speech bubble icons** to reveal the comments.

Download a PDF of your feedback

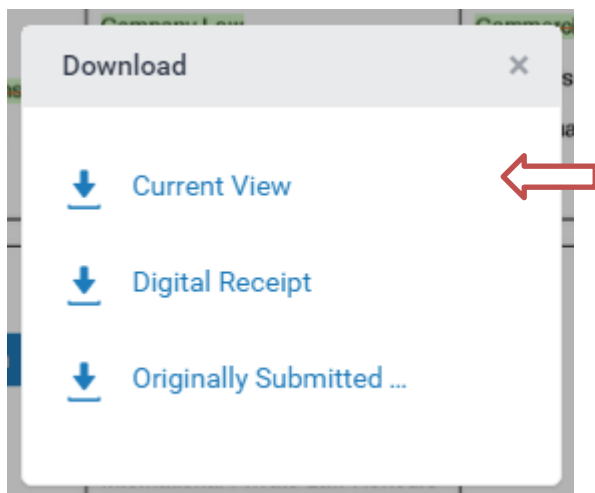
It's a good idea to download a pdf of your feedback because:

- you may find it provides a more readable version of the comments on your work
- it allows you to read your marked work after you've left the University

To download a pdf of your marked work, click the **download icon** at the right of the Feedback Studio menu:



Then choose 'Current View':



The downloaded file will include all inline comments, listed at the end of the document.

Further help and assistance

From within Learn

Click on the 'Help' tab at the top of any page to see video guidance on common topics.

Student Help Guides from Information Services

Visit <http://edin.ac/1O7VXZX>

Course content or administration queries

If you have queries related to the content or administration of your courses, these should be directed to the Course Organiser or Course Secretary. Contact details for these individuals can be found in the Course Handbook and in the Contact Details folder in the course in Learn.

Technical problems or queries

If you have any technical problems or queries please email law.support@ed.ac.uk or call 0131 650 9586 during office hours (9am-5pm, Monday-Friday). You may be asked to make an appointment to visit our office.

Urgent technical queries outside of normal office hours can be emailed to is.help@ed.ac.uk or call 0131 651 5151.