

How to...

Submit an assignment

Online Learning



the assignment.

Assignments facility allows you to submit files to your tutor online. The tutor can grade and add comments to

New to WebCT?

WebCT is an Internet based online learning environment that has been adopted by Brookes to enhance its teaching and learning. The *WebCT Student Miniguide*, available online or from the Computer Services Help Desks contains further details.

Access & Help

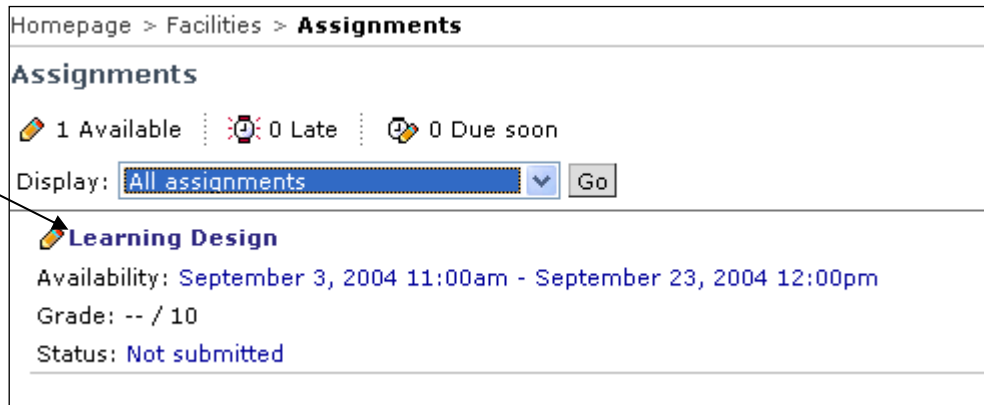
You can use either Internet Explorer or Netscape to access WebCT, both on, or off, campus.

<http://webct.brookes.ac.uk>

Where to find the Assignments?

New assignments will automatically be shown on your personal myWebCT page under the module heading.

The Assignments icon is usually found on the Facilities page or the Homepage. Clicking the icon will list the assignments and whether they are due.



NB: Before submitting an assignment make sure that the file has been saved correctly, using the following guidelines:

- filenames *can* contain any of the following: a–z, A–Z, 0–9, spaces, _, &, (), –, ., and ~
- The tilde (~) *cannot* be used as the first character in the filename.

You should also add the file extension that corresponds to the software you used. For example, if you completed your assignment in Excel, add .xls to the filename *if* the software program doesn't automatically add it.

Submitting an assignment

Submitting your assignment involves two steps: uploading the file from your local computer to WebCT, then submitting the file for grading.

1. Click the title of the title of the assignment you wish to submit, e.g. *Learning Design* in the example above.

Note: Instructors can allow late assignment submissions, an unlimited cutoff date for submission, or a specific cutoff date.

Uploading files

Homepage > Facilities > Assignments > **Learning Design**

Assignment: Learning Design

Assignment Information

Maximum grade: 10
Due date: Unlimited
Instructions: Submit your essay
Assignment files: None
Submissions: You will be able to retrieve your assignment, modify the files, and re-submit them up until the due date.
Notification: The instructor will not be notified via email when you submit this assignment.

Submit Assignment

Status: Not submitted
Student files: None

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

1. Under Student Assignment, click Upload file.
2. To locate the file from your local computer, click Browse.
3. Select the file and click Upload.
4. The Assignment screen appears and the uploaded file is added to the Student files table.

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Notification: The instructor will not be notified via email when you submit this assignment.

Submit Assignment

Status: Not submitted
Student files: To view a file, click its filename.

<input type="checkbox"/>	Files	Modification date	Size
<input type="checkbox"/>	learning_design_assignment.doc	September 14, 2004 3:54pm	106.0 KB

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.



If you want to remove uploaded files, select the appropriate check box and click `Remove files`. A confirmation message appears. Click `OK`. The file is now removed.

Submitting files for grading

1. Once you are satisfied that you have the correct files listed click `Submit assignment`. A confirmation screen appears. Click `OK`.
2. The `Assignment` screen reappears, with submitted files listed within the `Files` area.

Assignment Submission Confirmed: Learning Design

Success: Your assignment has been successfully submitted.

Name: `Chess Black`

Maximum grade: `10`

Date submitted: `September 14, 2004 4:07pm`

Student files: To view a file, click its filename.

Files	Modification date	Size
<code>learning_design_assignment.doc</code>	<code>September 14, 2004 3:54pm</code>	<code>106.0 KB</code>

Submissions: You are permitted to retrieve your assignment, modify the files, and re-submit them. You may do this at any time up until the due date.

Retrieving an assignment for resubmission:

At the discretion of your course tutor you may be able to retrieve your assignment after you submit it.

Assignment: **Learning Design**

Assignment Information

Maximum grade: `10`

Due date: `September 23, 2004`

Instructions: `Submit your essay`

Assignment files: `None`

Submissions: You are permitted to retrieve your assignment, modify the files, and re-submit them. You may do this at any time up until the due date.

Notification: The instructor will not be notified via email when you submit this assignment.

Submitted Assignment

Status: `Submitted`

Date submitted: `September 3, 2004 12:12pm`

Student files: To view a file, click its filename.

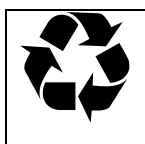
Files	Modification date	Size
<code>assignments.gif</code>	<code>September 3, 2004 12:12pm</code>	<code>1.4 KB</code>

Retrieve Assignment

Your assignment has been submitted for grading. However, you are permitted to retrieve your assignment, modify the files, and re-submit them. You may do this at any time up until the due date. To retrieve your assignment, click **Retrieve Assignment**.

If this option is available, `Retrieve assignment` button will be visible at the bottom of the `Assignments` page (see above).

1. Click `Retrieve assignment`.
2. Click `OK`. The `Retrieve Assignment` screen appears confirming that your assignment has been retrieved.



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Please look after the environment and either recycle, return or pass on this document

3. From the submission screen, click the name of the file, a new window appears. You can download the file and save it to the local computer.

Assignment: Learning Design

Assignment Information

Maximum grade: 10

Due date: September 23, 2004

Instructions: Submit your essay

Assignment files: None

Submissions: You will be able to retrieve your assignment, modify the files, and re-submit them up until the due date.

Notification: The instructor will not be notified via email when you submit this assignment.

Submit Assignment

Status: Not submitted

Student files: To view a file, click its filename.

<input type="checkbox"/>	Files	Modification date	Size
<input type="checkbox"/>	assignments.gif	September 3, 2004 12:12pm	1.4 KB

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

5. Make any necessary changes to the assignment and save.

9. Now repeat the **Submit file** section to resubmit.

Viewing Graded assignment files

Assignments that are graded display **Graded** next to **Status**.

1. From **Assignments**, next to **Status**, click **Graded**. The **Assignment Results** screen appears with graded files under **Graded files**.
2. Click the name of the file you want to view or download.

