

Submission of Research and Analysis Project

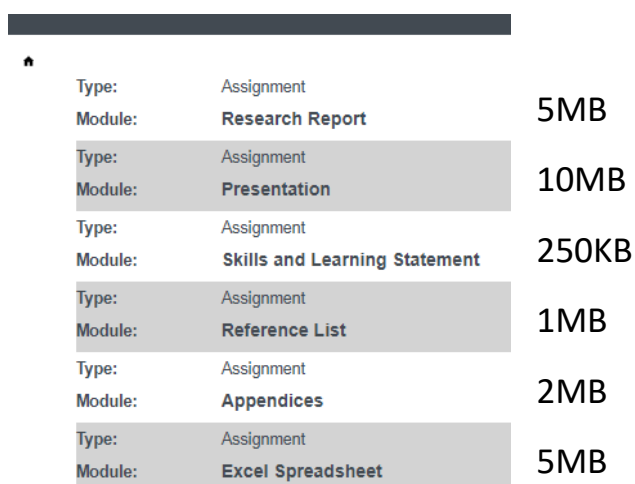
If this is your first attempt, you first need to register. The guidance notes Registration on the OBU RAP submission portal will help you.

Before you start, make sure you know where you have saved all the documents you need. Make sure you have the correct versions of the documents. It is sensible to label these with your student number.

Each element, Research Report, Skills and Learning Statement, Reference list, Excel spreadsheet, Presentation slides, and appendices (including resubmission statement, if relevant) are known as assignments.

There are two stages in the submission process, uploading assignments (the various documents) and submitting the project. The payment of the submission fee follows after submitting the project.

Assignment file sizes



Type:	Assignment	
Module:	Research Report	5MB
Type:	Assignment	
Module:	Presentation	10MB
Type:	Assignment	
Module:	Skills and Learning Statement	250KB
Type:	Assignment	
Module:	Reference List	1MB
Type:	Assignment	
Module:	Appendices	2MB
Type:	Assignment	
Module:	Excel Spreadsheet	5MB

The Appendices would include a permission letter, questionnaire or interview guide (if you are collecting primary data) and a resubmission statement if you are resubmitting.







DO NOT UPLOAD copies of the Annual Reports. Include the URLs of the reports in the reference list.

Uploading an assignment

When you log in, this screen appears. You will upload each element (presentation, research report, skills and learning statement, reference list, excel spreadsheet and appendices). The research report and skills and learning statement are uploaded to turnitin. Once you have upload all the necessary elements you will submit the project.

This guidance explains this process.

To upload the presentation, click on this icon


Type:	Assignment	Status:	Assignment Awaiting Upload	
Module:	Presentation			
Type:	Assignment	Status:	Assignment Awaiting Upload	
Module:	Research Report			
Type:	Assignment	Status:	Assignment Awaiting Upload	
Module:	Skills and Learning Statement			
Type:	Assignment	Status:	Assignment Awaiting Upload	
Module:	Reference List			
Type:	Assignment	Status:	Assignment Awaiting Upload	
Module:	Appendices (eg Financial Statements)			
Type:	Assignment	Status:	Assignment Awaiting Upload	
Module:	Excel Spreadsheet			

This screen will appear, click on the cross

Assignment For Presentation - October 2019

Presentation - October 2019

Status: Assignment Awaiting Upload File size limit: 10 MB
Due Date: 28/11/2020 Total size of uploaded files: 0.0 B



BACK

You will be asked to choose the file, choose the file from where it is stored on your computer

File size limit: 10 MB
Total size of uploaded files: 0.0 B

Upload a file

Choose file | No file chosen

Upload

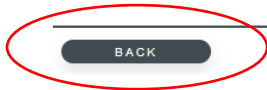
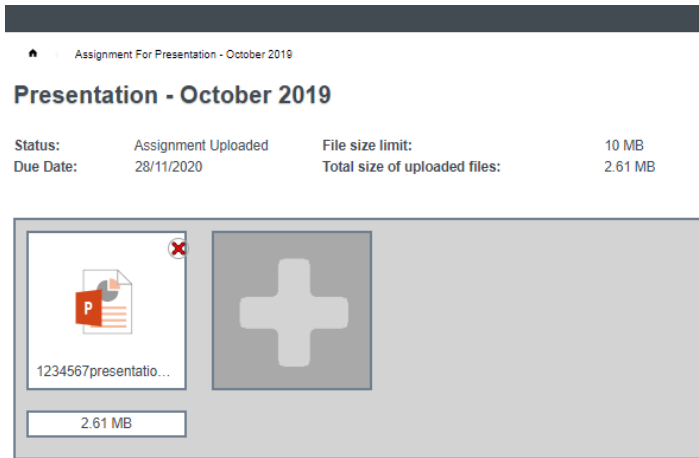
It is sensible to label your files with your ACCA number

Upload a file

Choose file | 1234567presentation.ppt

Upload

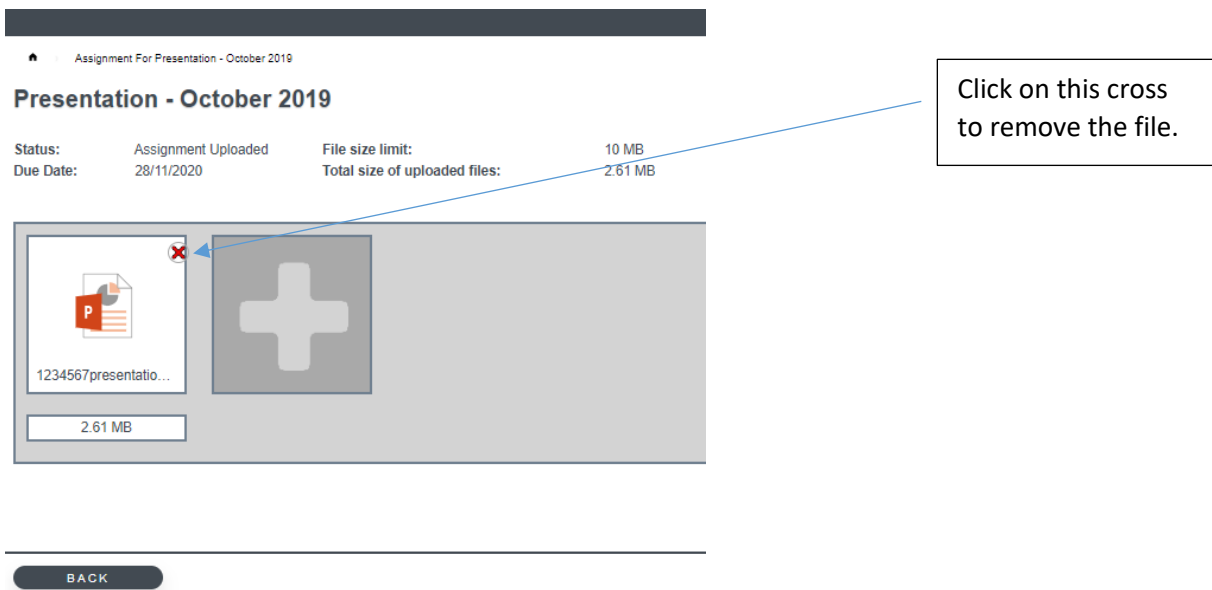
Once you have chosen the file, click upload, you will see this.



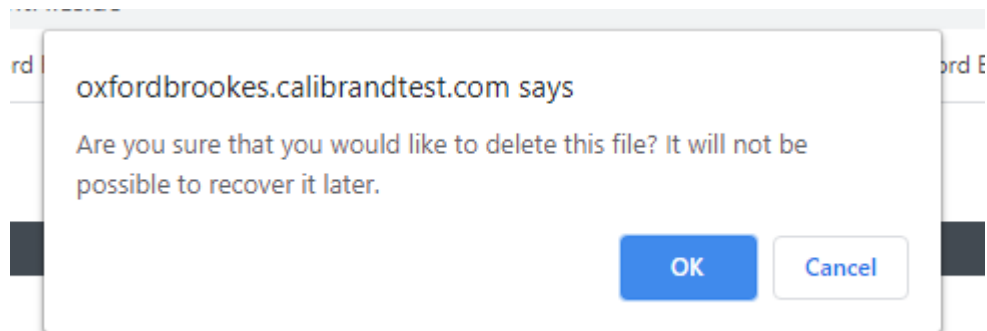
To return to the main menu click the back button

Deleting an uploaded file

It is possible to delete and re-upload any file except the research report and skills and learning statement (these are uploaded once into Turnitin, details below). If you wish to delete and re-upload a file, click on the cross in the top right corner. You will be asked to confirm the action.



This is the message asking you to confirm.



Once you have clicked OK, you can upload another file, or return to the main menu using the back button.

Reference list, excel spreadsheet, presentation slides and appendices

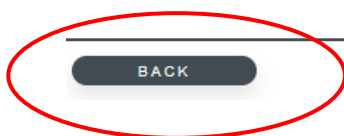
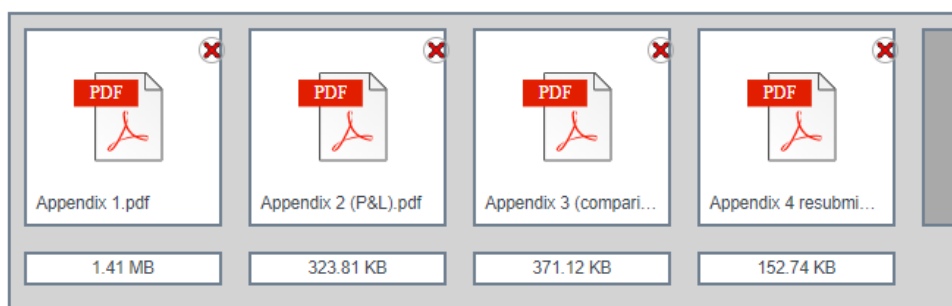
This process is repeated for the reference list, excel spreadsheet and any appendices. You can upload several appendices.

Appendices – uploading several files (files must be less than 10MB)







IF THIS IS A RESUBMISSION, THE RESUBMISSION STATEMENT IS INCLUDED AS AN APPENDIX.
LABEL AS RESUBMISSION STATEMENT

Appendices can include extracts from financial statements, permission letter for primary research, questionnaire or any other information you wish to provide.

If you wish to upload several files as appendices, click on the cross icon to add another file



To return to the main screen, click Back button

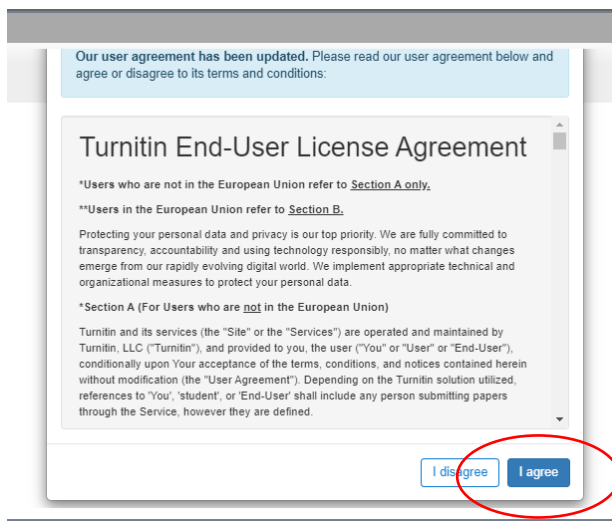
Type: Assignment	Status: Assignment Uploaded	  
Module: Presentation		
Type: Assignment	Status: Assignment Awaiting Upload	  
Module: Research Report		

Where files have been uploaded you will see Assignment Uploaded. This is not the same as submitting the project.

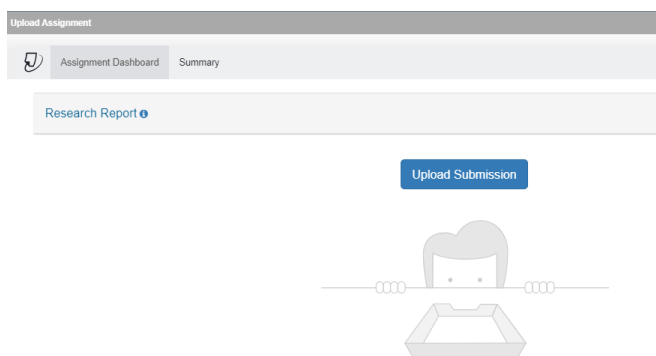
Research report and skills and learning statement

The Research Report and Skills and Learning Statement are uploaded into Turnitin. You will be first asked to agree to the terms and conditions of Turnitin. Click I agree

Check the word document for the Skills and Learning Statement is less than 250Kb



Click Upload submission



You are asked to choose file, then click upload and review

Submit File

Upload Review Complete

Upload Submission Text Input Cloud Submission

Drag and drop or select a file from your device.

Submission Title Untitled

Submission File Choose file No file chosen

Supported file types:
Text, MS Word, MS PowerPoint, Postscript, PDF, RTF, HTML, WordPerfect, Hangul, OpenOffice

Upload and Review

This may take a few minutes. You then click submit to turnitin

Upload Assignment

Assignment Dashboard Summary

Submission uploaded successfully.

Skills and Learning Statement

Paper Title	Uploaded	Grade	%
1234567SLS.docx	07 Apr 2020 16:04 BST	--	

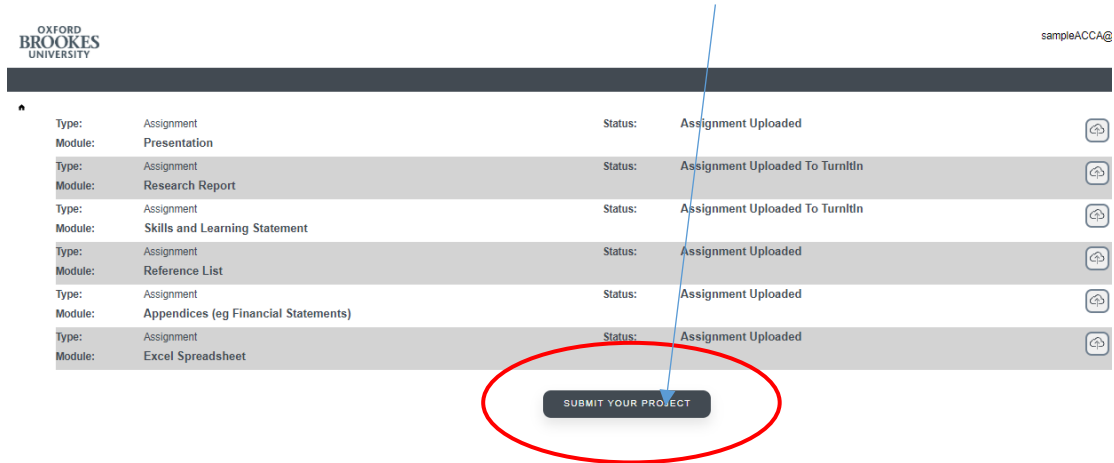
sempo...@gmail.com

Click the top right corner to close the window and return to the main menu

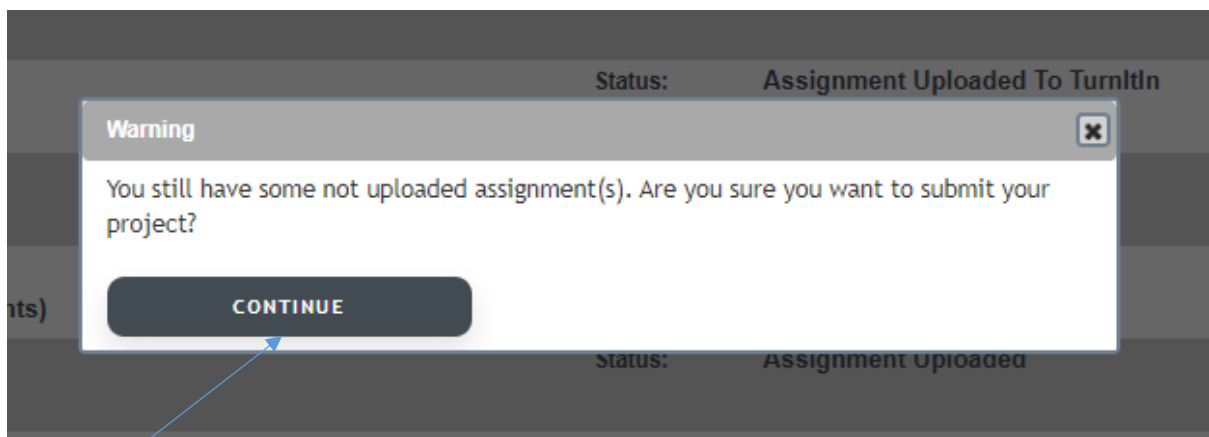
You can only upload the Research Report and Skills and Learning Statement once. Make sure you are uploading the correct file.

Submitting your project

Once you have uploaded all the necessary files, click submit your project



If you have not uploaded files for all aspects you will see a warning



Click continue when you are sure you have uploaded everything you need.

Changes to files names and sizes

When you upload your documents, the system converts the files and uploads the RR and SLS to Turnitin. This results in a change to file names and sizes, and some file types so do not be alarmed. It can take at least 24 hours for the RR and SLS files to be processed by Turnitin. Once they have been processed, you will see a file size greater than 0MB, so please recheck after 24 hours.

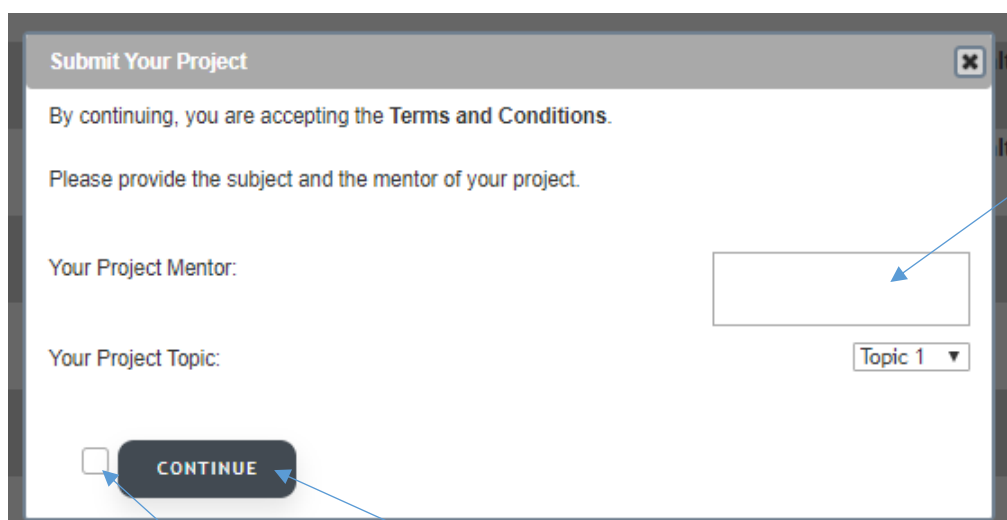
RESUBMISSION

If you are resubmitting your work then you may not need to submit all the files. The system does not know which files to expect from you. Please check you have uploaded everything you need to.

You do need to submit a Research Report and Skills and Learning Statement. If you have already passed one of these, submit the original document.

Details of your mentor

The next screen asks for the name of your mentor, and the topic number



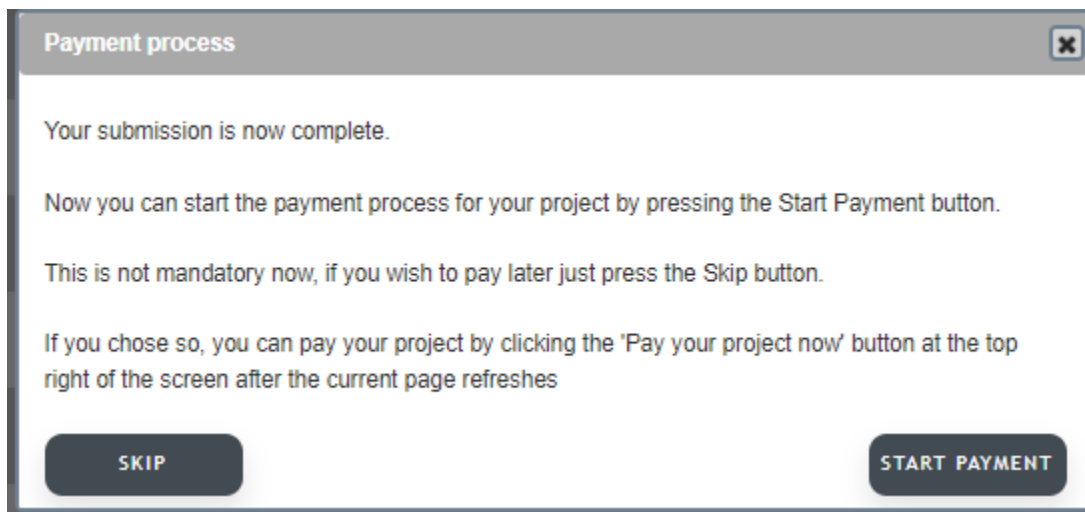
The screenshot shows a web form titled "Submit Your Project". It contains the following elements: a checkbox, a "CONTINUE" button, a text input field for "Your Project Mentor:", and a dropdown menu for "Your Project Topic:" currently showing "Topic 1". Three callout boxes with arrows point to these elements: one to the text input field, one to the dropdown menu, and one to the checkbox.

Type your mentor's name here

Choose the topic number from the drop down list

You need to click on the box and then click continue.

The next screen confirms the submission process is complete and moves onto payment.



The screenshot shows a confirmation screen titled "Payment process". It contains the following text: "Your submission is now complete.", "Now you can start the payment process for your project by pressing the Start Payment button.", "This is not mandatory now, if you wish to pay later just press the Skip button.", and "If you chose so, you can pay your project by clicking the 'Pay your project now' button at the top right of the screen after the current page refreshes". At the bottom, there are two buttons: "SKIP" and "START PAYMENT".

If you have any difficulties when submitting your work please email
acca@brookes.ac.uk