

Submitting your work online

(Assignments & Proposals)

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3 Simple Stages to Submit your Assignment or Proposal

Preparing

1. At the beginning of the module session check the deadline for the assignment. Make a note of the date by which you need to 'Sign Up' and the date by which you need to 'Submit'. This information can be found under '**Online Submission**' on the Blackboard menu bar.
2. Download the [AGC Form](#). This can also be found under '**Programme Info**' on the Blackboard menu bar.
3. Write your essay within the AGC Form document and complete Section 1 & 3 of the AGC Form.
4. Save the resulting file using the following format (your surname_your first name_your agent_your region.doc) e.g.
[Smith_Bob_EFA_USA.doc](#). Students serviced directly by ULSM should type [Smith_Bob_Open_USA.doc](#)

Submitting

1. You need to 'Sign Up' in advance of the actual submission to let the University know that you wish to submit your work. You can do this by going to '**Online Submission**' on the Blackboard menu bar.
2. Allow approximately 4 working days for your request to sign up to be authorised by the University. Once you are authorised the submission portal will appear directly below the 'Sign Up' tool. You may need to refresh your browser.
3. Read the Student declaration and select 'View/Complete'.
4. You will be transferred to the 'Turnitin' submission site. Select the 'Submit' icon.
5. Your details will be presented. The **Title** of your work is your surname_your first name_your agent_your region - see example below ([Smith_Bob_EFA_USA](#)). Select the file that you wish to submit using the 'Browse' facility. When you are happy with the information you have been provided with press **Submit**.
6. You will be presented with a text only based version of your work to view for checking. If you are happy that this is what you wish to submit please select '**yes submit**'. Please note that the University will receive the original document and not the 'text only' based version.

Checking

1. Once submitted you will receive a **Paper ID** number - please keep a record of this. You will also receive an email via your University of Leicester email account to confirm submission.
2. You can also check that you submitted by going to 'Online Submission' on the Blackboard menu. Select the module that you submitted to. Click on '**View/Complete**' at the Turnitin submission portal. You will be presented with details of your submission. This information will be available until the submission deadline.

More detailed instructions with graphical illustrations are provided overleaf.

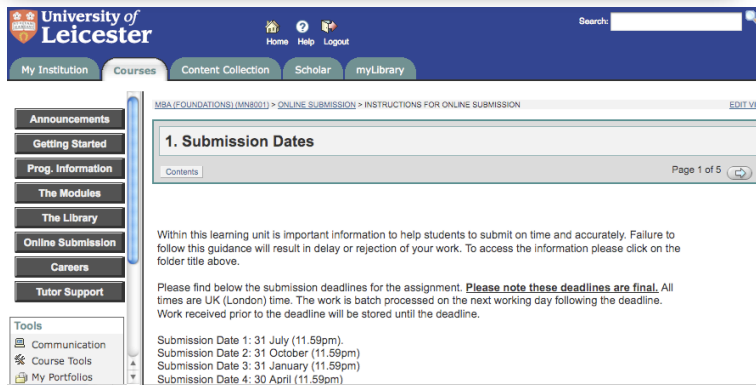
The Simple Steps to Submit your Assignment with Graphical Detail

Preparing

Step

1

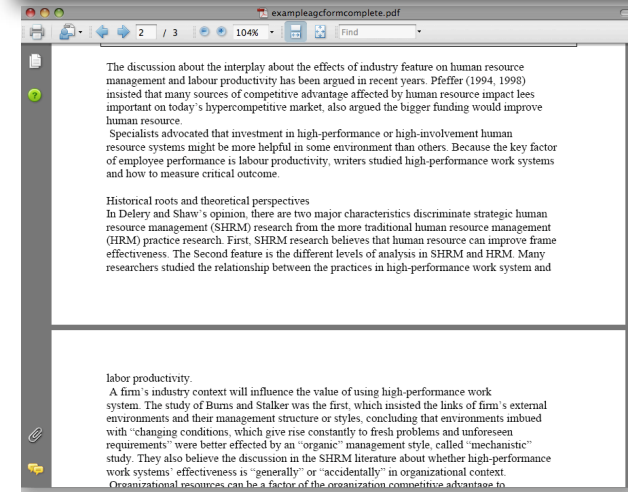
At the beginning of the module session check the deadline for the assignment. Make a note of the date by which you need to 'Sign Up' and the date by which you need to 'Submit'. This information can be found under 'Online Submission' on the Blackboard menu bar.



Step

3

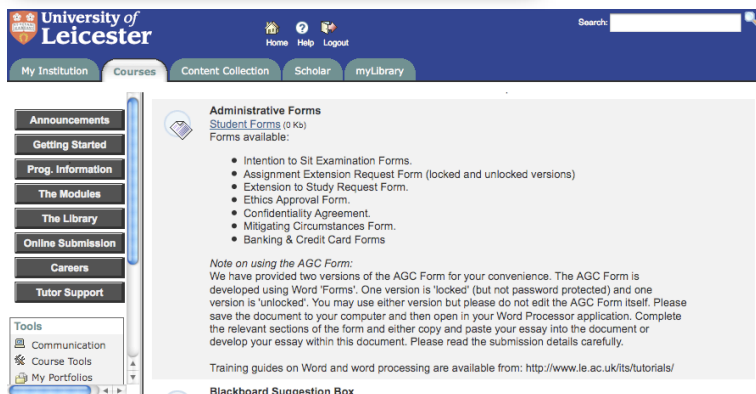
Write your essay within the AGC Form document and complete Section 1 & 3 of the AGC Form.



Step

2

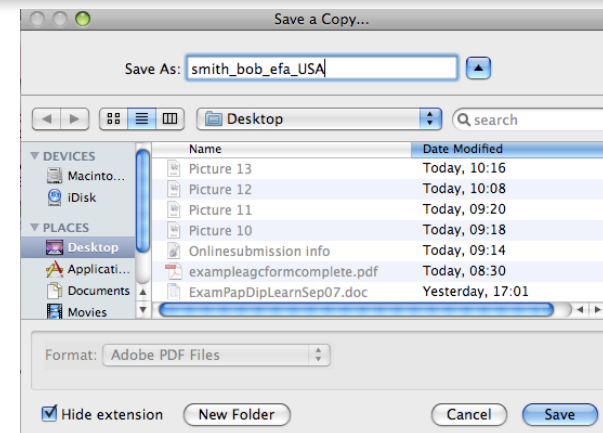
Download the [AGC Form](#). This can also be found under 'Programme Info' on the Blackboard menu bar.



Step

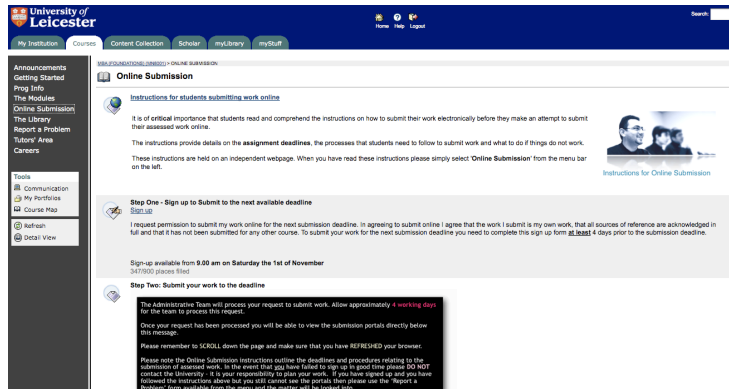
4

Save the resulting file using the following format (your surname_your first name_your agent_your region.doc) e.g. [Smith_Bob_EFA_USA.doc](#). Students serviced directly by the University should use 'Open' for 'your agent' and their country of residence. You can see a completed AGC Form by clicking on this [hyperlink](#).

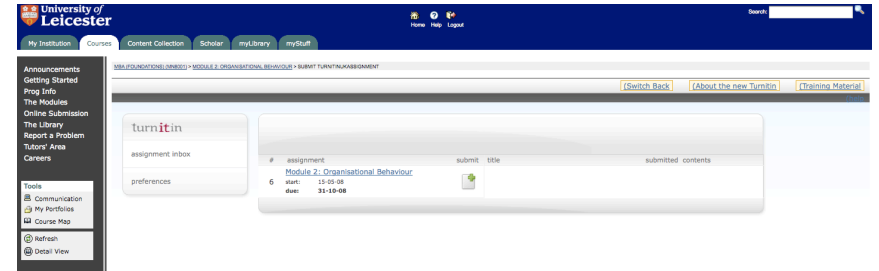


Submitting

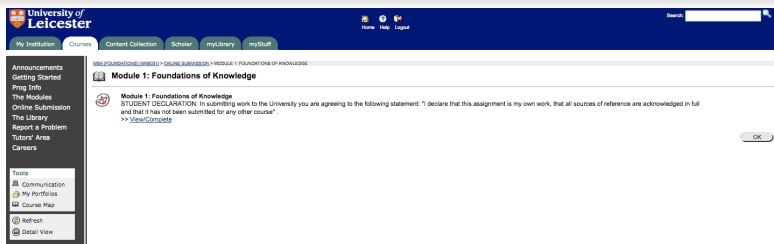
Step 1 You need to 'Sign Up' in advance of the actual submission to let the University know that you wish to submit your work. You can do this by going to '**Online Submission**' on the Blackboard menu bar. The 'Sign Up' Tool will be visible, Simply select 'Sign Up' and then 'Sign Up Now'. Your name will be added to the list. You should wait approximately 4 working days. The University will register you on the Online Submission so that you can submit your assignment.



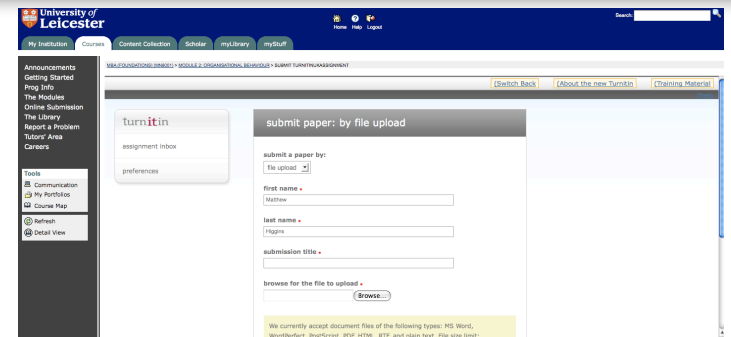
Step 3 You will be transferred to the Turnitin submission system. Your module title will be listed. You will see a submission icon. Select the 'submission icon'.



Step 2 Once you are authorised the submission portals for the next submission deadline will appear directly below the 'Sign Up' tool. If it does not appear REFRESH your browser. Read the Student declaration and select 'View/Complete'.



Step 4 Your details will be presented. The **Title** of your work is your surname_ your first name_ your agent_ your region - see example below (**Smith_Bob_EFA_USA**). Select the file that you wish to submit using the 'Browse' facility. When you are happy with the information you have been provided with press **Submit**.



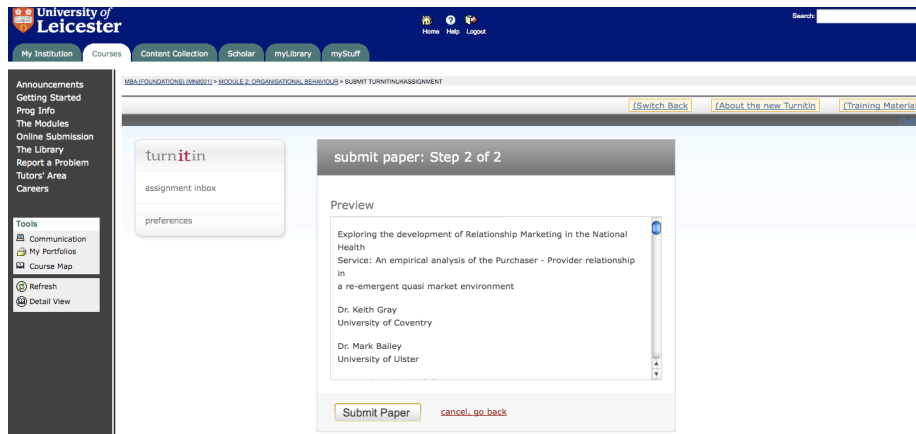
Submitting

Step

5

You will be presented with a text only based version of your work to view for checking. If you are happy that this is what you wish to submit please select '**yes submit**'.

IMPORTANT: Please note that the University will receive the original document and not the 'text only' based version.



The screenshot shows the Turnitin submission interface on the University of Leicester website. The page title is "submit paper: Step 2 of 2". The main content area displays a preview of the submitted paper, which includes the following text:

Exploring the development of Relationship Marketing in the National Health Service: An empirical analysis of the Purchaser - Provider relationship in a re-emergent quasi market environment

Dr. Keith Gray
University of Coventry

Dr. Mark Bailey
University of Ulster

At the bottom of the preview area, there are two buttons: "Submit Paper" and "cancel_go back".

The left sidebar contains navigation links for "Announcements", "Getting Started", "Prog Info", "The Modules", "Online Submission", "The Library", "Report a Problem", "Tutors' Area", and "Careers". Below these are "Tools" including "Communication", "My Portfolios", and "Course Map".

Checking

Step

Once submitted you will receive a **Paper ID** number - please keep a record of this.

1



Step

3

You can also check that you submitted by going to 'Online Submission' on the Blackboard menu. Select the module that you submitted to. Click on 'View/Complete' at the Turnitin submission portal. You will be presented with details of your submission. This information will be available until the submission deadline. If you wish to view your work after this time select 'My Institution' on the Blackboard tab and view 'My Grades'.

Step

2

You will also receive an email via your University of Leicester email account to confirm submission. If you do not believe you have received this email please **DO NOT** contact the School of Management and see Step 3.

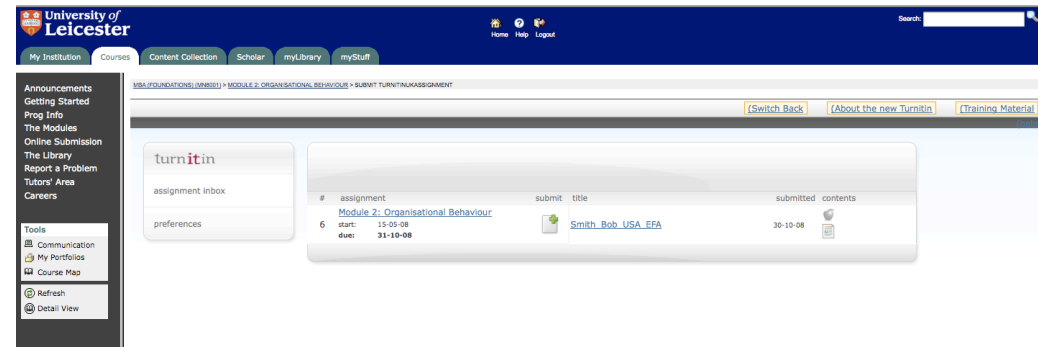
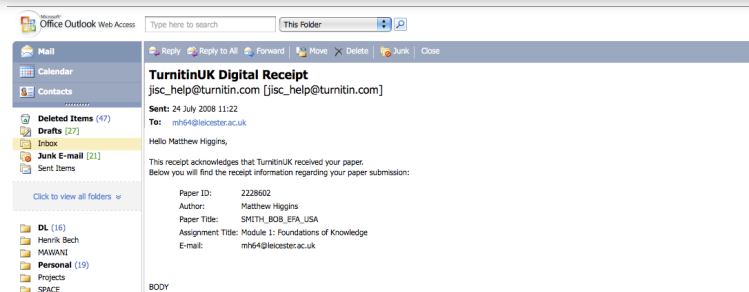


Image 1:

The Student Cohort Report. All students are listed with a Turnitin Report Score. The names have been blacked out in this image.

report	grade	gm	file	paper ID	date
78%	--		.doc	2148999	21-05-08
71%	--		.doc	1690501	28-02-08
69%	--		.doc	1670579	26-02-08
63%	--		.doc	2224732	07-07-08
61%	--		.doc	1694277	29-02-08
60%	--		.doc	1681742	26-02-08
58%	--		.doc	2108770	14-05-08
58%	--		.doc	1638525	14-02-08
57%	--		.doc	2205249	18-06-08
57%	--		.doc	2176294	31-05-08
55%	--		.doc	1718664	06-03-08
54%	--		.pdf	1780443	15-03-08
52%	--		.doc	1670920	24-02-08

Image 2:

The Student Report. Your document will be reviewed by Turnitin and similarities with other published sources (and fellow student work) is identified and the original source provided.

turnitin Originality Report

Processed on: 21-05-08 8:25 PM BST
ID: 2148999
Word Count: 16945
Submitted: 1

Similarity: 78% [exclude quoted](#) [exclude bibliography](#) mode: show highest matches together

With it's gold and accessible coastline "Ghana" becomes the centre of all European activity in West Africa.[6

11]

In 1806 the Ashanti-Fante War broke out as the Fante were abandoning the allegiance to the Ashanti in favor of the British. This sparked a long series of wars, as the Ashanti tried to minimize European power in the region. From 1826 to 1900, the British fought a series of campaigns against the Ashantis. In 1902 the British succeeded in establishing firm control over the Ashanti region and making the northern territories a protectorate.[12] The 50

colonial powers were weakened after World War 2 due to pressures 6

from

USA and USSR for African independence. Ghana's Legislative Council had a majority of black Africans, when the British little by little gave in to the pressure for African political representation. The rule of the colony was still entirely within the hands of the British though[13]. The Gold Coast 6

- 7% match (Internet from 09/06/06) <http://www.migrationdrc.org>
- 7% match (Internet from 21/05/08) <http://www.ires.ucl.ac.be>
- 6% match (Internet from 17/12/07) <http://www.who.int>
- 3% match (Internet) <http://www.medicusmundi.org>
- 3% match (Internet from 10/07/06) <http://www.libyaforum.org>
- 2% match (Internet from 12/11/07) <http://crawford.dk>
- 2% match (student papers from 03/05/08)
Class: Dissertation (MBA & MSc) Support
Assignment: The Dissertation
Paper ID: 2038156
- 2% match (Internet from 12/05/08) <http://www.economist.com>
- 2% match (Internet) <http://www.un.org>

Troubleshooting Tips

Problem	Action
<p>I cannot access Blackboard</p>	<p>If you experience difficulties at logging into the Blackboard service, then it is most likely caused by problems with your CFS username and password. You may check your username and password by accessing your University email box at http://webmail.le.ac.uk. If you failed to open your email box with your username and password, please contact our IT Services Help Desk via: email: ithelp@le.ac.uk or telephone: +44 (0)116 252 2253</p>
<p>I cannot see the sign up tool</p>	<p>The sign up tool will be visible until the 'sign up' deadline. It will be available again shortly after the formal submission deadline for the next module session. If you cannot see the sign up tool please check the deadline dates advertised on Blackboard. If, after checking the calendar, the tool should be visible, please refresh your browser. If this fails to make the tool visible please use the 'Report a Problem' form.</p>
<p>I have signed up to submit but I cannot see the submission portal.</p>	<p>Please allow 4 working days (Monday-Friday) for the university to register you for submission. If you have allowed 4 days and the portal is not visible ...</p> <ol style="list-style-type: none"> (1) log out of Blackboard and close your browser. (2) Re-open your browser and fully refresh your browser. (3) Log in to Blackboard and select 'refresh' on the Blackboard menu bar. <p>This should fully refresh your browser so that you can see any changes made to the page. If this has failed to work please use the 'Report a Problem' form.</p>
<p>I can see the submission portal but each time I click view/complete my browser is directed to the Turnitin Homepage</p>	<p>We are aware of an issue with IE7 and the browser security settings. There is information on how to deal with this issue provided under the FAQ section of the Online Submission Instructions provided on Blackboard.</p>
<p>When I see the preview of my work all my formatting and images is lost</p>	<p>Please read step 5 on submitting your work again. The preview screen is text only and is offered for checking that this is the correct work only. The actual work the University receive is your original document.</p>
<p>I have not received my submission receipt.</p>	<p>The submission receipt is provided on screen at the end of the submission process. The submission receipt is also sent to your Webmail email account. If you have not received this email you can try one of the following to obtain your receipt:</p> <ol style="list-style-type: none"> (1) Select 'View my Grades' when you log on to Blackboard. (2) Select 'view/complete' under the module submission portal. <p>If neither of these approaches is successful please contact blackboard@le.ac.uk</p>

Problem	Action
I cannot see my grades	We do not use Blackboard for displaying grades. Students should be able to see that they have submitted their work by clicking 'View Grades' when they login to Blackboard. If you cannot see your work and you have submitted please read the information providing under the FAQ section of the Online Submission Instructions.
I have not received my AGC Form back	The School advertise the expected return dates for work on Blackboard. If the work has not been returned by this date do allow a week to make sure the work is not in the post etc. At that point please contact the ULSM administrative team who will advise you on the status of the work. Delays are most commonly caused due to the work needing further marking, a review of the marking or plagiarism checking. Your patience whilst we undertake this important quality assurance exercise is appreciated. You will find the contact details under 'Prog Info' on Blackboard.
The firewall's on my office pc prevent me using Blackboard/Turnitin	Students are advised to find alternative computer facilities (e.g. internet cafe/ library/home etc). In the event that this is not possible please provide an account of your situation to ulmsubmiss@leicester.ac.uk and we will advise you accordingly.
My problem is not listed here.	In the first instance contact your Resource Centre (or the School of Management if serviced directly by the University). The administrator responsible for online submission can be contacted at ulmsubmiss@leicester.ac.uk



Submitting your work online Booklet produced by: Dr. Matthew Higgins

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