

ITEE Online Assignment Submission Service: A Student Guide

The School of Information Technology and Electrical Engineering offers many courses that utilise electronic submission mechanisms for assignments. This document outlines the assignment submission procedure for the Online Assignment Submission Service.

Note that the ITEE Online Assignment Submission Service is quite friendly to use, displaying tips regarding the submission process at the top of every page. These instructions may be more up-to-date than this document and should be consulted if there is any ambiguity.

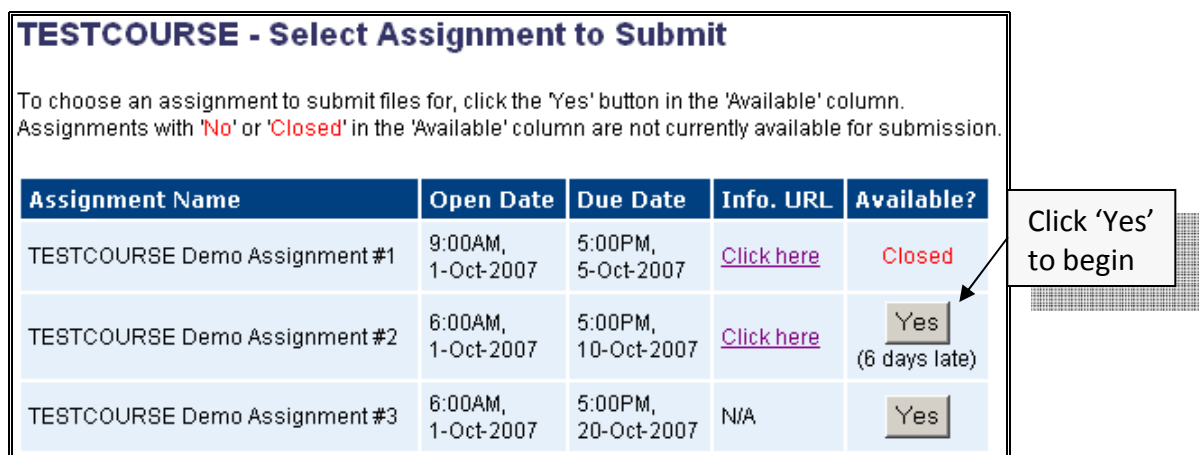
1. Selecting an Assignment

1.1. To select an Online Assignment to submit, follow the link from your course website.

A list of available assignments for the relevant course will be displayed. The list contains at least the following information about each assignment:

- **Assignment Name:** a descriptive name for the assignment
- **Open Date:** when this assignment will become available for submission
- **Due Date:** the last time that this assignment may be submitted without academic penalty
- **Information URL:** a link to extra information about the assignment
- **Availability:** if the assignment is currently available for submission

1.2. If the assignment is available for submissions, the available column will have a 'Yes' button as shown in Figure 1. Click on this button to commence submission of the associated assignment.



TESTCOURSE - Select Assignment to Submit

To choose an assignment to submit files for, click the 'Yes' button in the 'Available' column. Assignments with 'No' or 'Closed' in the 'Available' column are not currently available for submission.

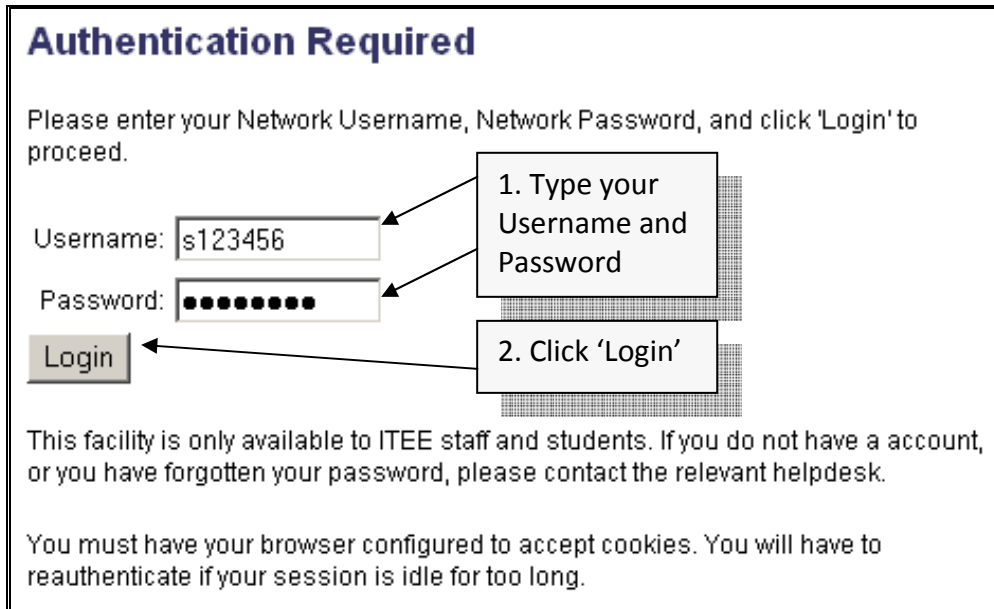
Assignment Name	Open Date	Due Date	Info. URL	Available?
TESTCOURSE Demo Assignment #1	9:00AM, 1-Oct-2007	5:00PM, 5-Oct-2007	Click here	Closed
TESTCOURSE Demo Assignment #2	6:00AM, 1-Oct-2007	5:00PM, 10-Oct-2007	Click here	<input type="button" value="Yes"/> (6 days late)
TESTCOURSE Demo Assignment #3	6:00AM, 1-Oct-2007	5:00PM, 20-Oct-2007	N/A	<input type="button" value="Yes"/>

Click 'Yes' to begin

Figure 1 – Assignment Selection screen

2. Authentication

- 2.1. After selecting an assignment to submit, you must identify yourself to the service. This is done by completing a form similar to the one shown in Figure 2.



Authentication Required

Please enter your Network Username, Network Password, and click 'Login' to proceed.

Username: s123456

Password: ●●●●●●●●

Login

1. Type your Username and Password

2. Click 'Login'

This facility is only available to ITEE staff and students. If you do not have a account, or you have forgotten your password, please contact the relevant helpdesk.

You must have your browser configured to accept cookies. You will have to reauthenticate if your session is idle for too long.

Figure 2 – Authentication Form

- 2.2. If you enter incorrect authentication details, you will be returned to the *Authentication Required* page with a relevant error message. Make sure that you are entering the username and password that is being requested, and try again.
- 2.3. After authentication, you may see a message stating that you are being redirected to an insecure web site. Select the appropriate option in your browser to proceed.

3. Uploading Files

- 3.1. Once you have successfully identified yourself, you will be presented with the *File Upload, Acknowledgement and Submission* page – the top of which is shown in Figure 3. Note that this page shows any comments or errors related to your most recent request immediately beneath the title, and you should check here if you encounter any difficulties uploading.



TESTCOURSE Demo Assignment #2
File Upload, Acknowledgement and Submission

Note: This assignment submission is currently 6 days late.

Look here for notes about your submission

Figure 3 – File Upload, Acknowledgement and Submission page – Title section

3.2. The second part of the *File Upload, Acknowledgement and Submission* page is the *File Transfer* section, shown in Figure 4. It contains a **'File Upload'** box used to select the file you wish to upload, a **'Send File'** button to send the selected file, an **'Uploaded Files'** list showing files you have already uploaded, and a **'Remove'** button to remove previously uploaded files from your submission.

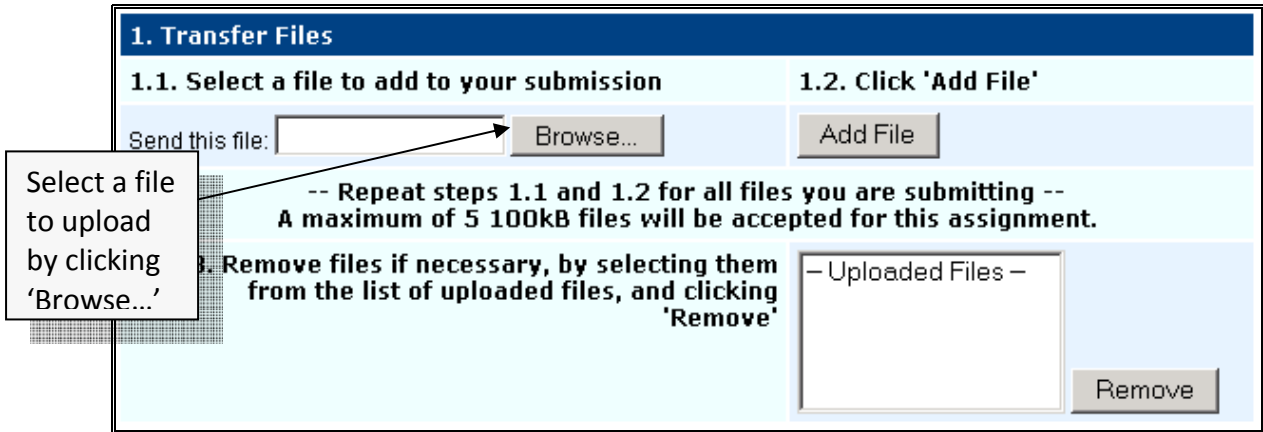


Figure 4 – File Upload, Acknowledgement and Submission page – File Transfer Section

Click on **'Browse...'** to select a file to upload. This will bring up a file selection dialog which shows files on your local computer, similar to that shown in Figure 5. The exact format of this dialog will vary dependent on your computer's Operating System and WWW Browser. Locate the file you wish to submit and click on **'Open'**.

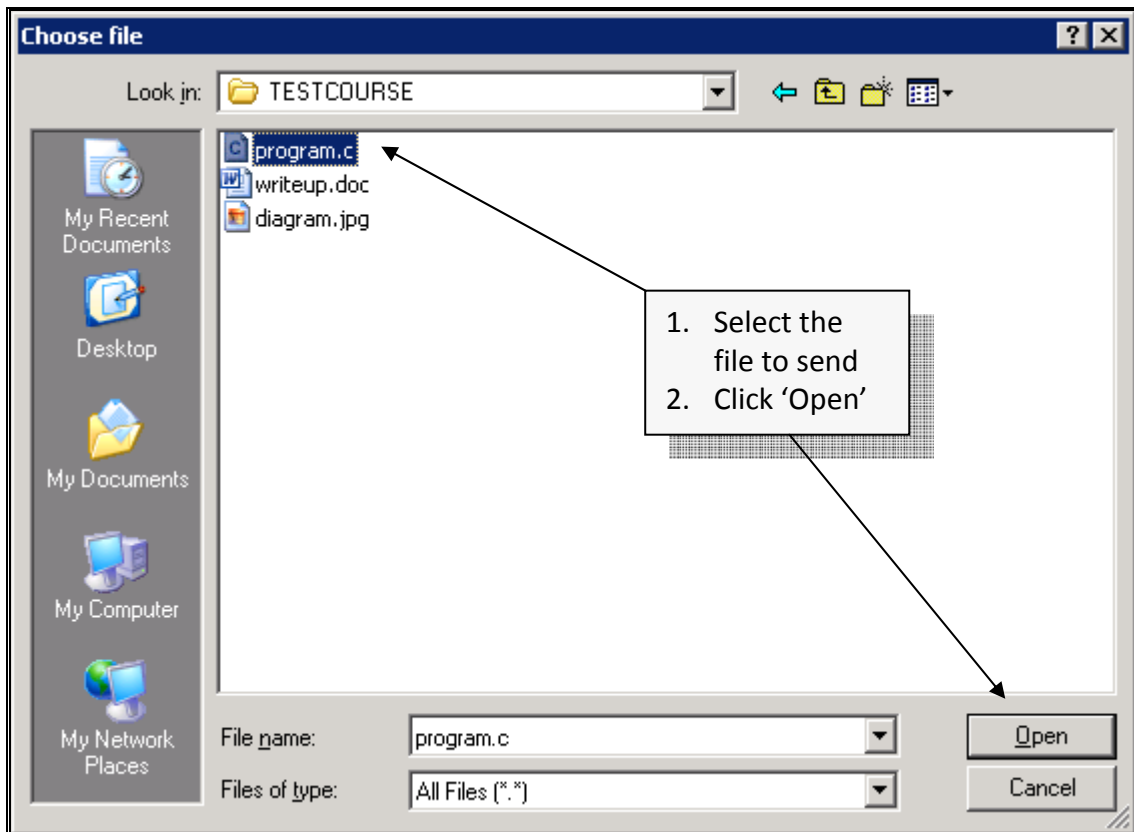


Figure 5 – File selection dialog

3.3. The filename will appear next to the words **'Send this file:'** as shown in Figure 6. Click on **'Add File'** to upload the file and add it to your submission. The file upload process may take several minutes, dependent on the speed of your Internet connection and the current load on the Online Submission Service servers.

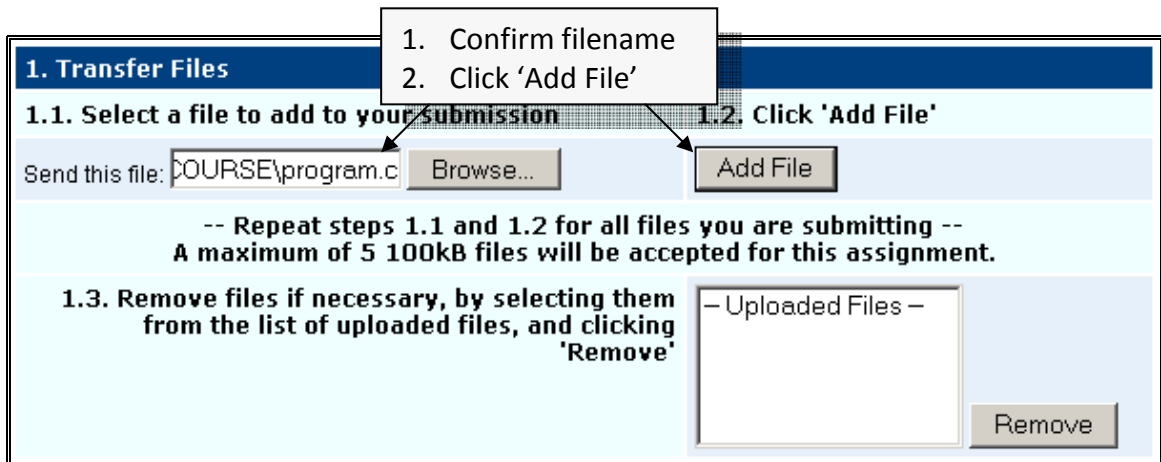


Figure 6 – File Transfer section – Ready to upload file

3.4. If the upload was accepted, an information message will be displayed below the title section informing you of this, and the file that you uploaded will appear in the **'Uploaded Files'** list. If any errors were encountered during the upload process, an error summary will be displayed and the file may not be added to the list. A successful file submission message and uploaded file is shown in Figure 7.

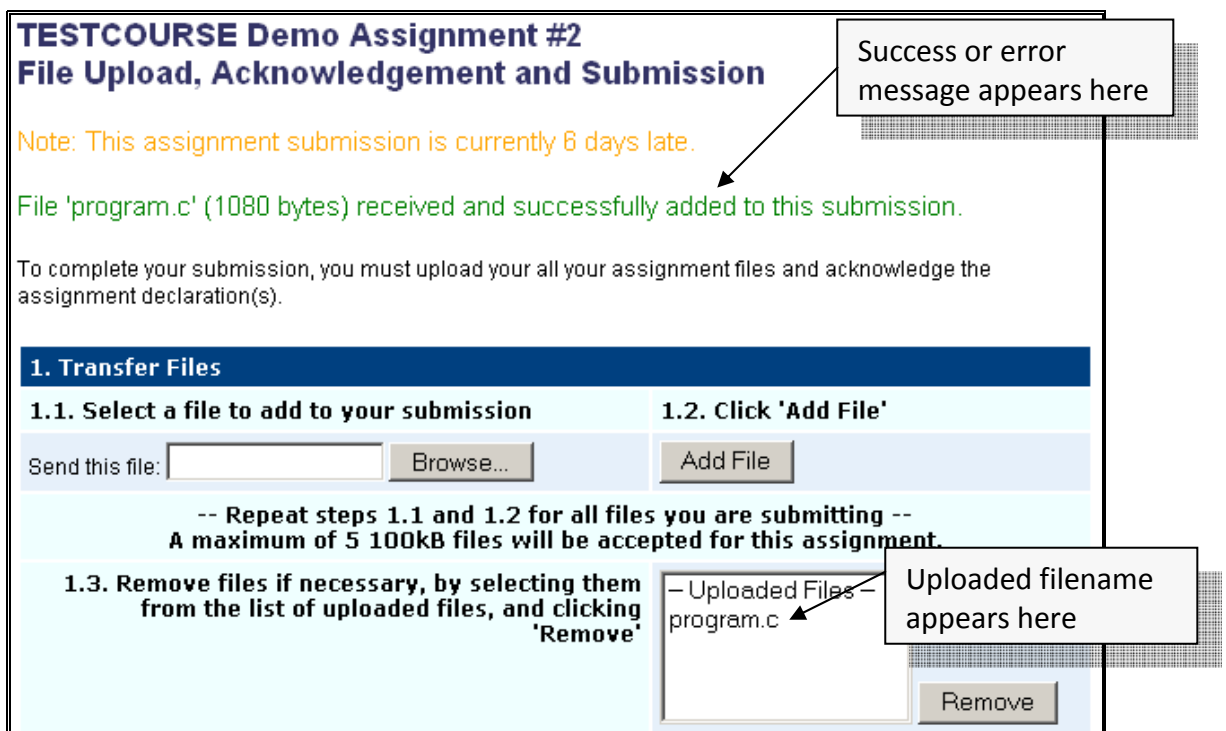


Figure 7 – Title and File Transfer section after a successful upload

3.5. Repeat steps 3.2 to 3.4 for each file you wish to submit as part of this assignment. Each successfully uploaded file will appear in the **'Uploaded Files'** list.

- 3.6. If you make a mistake and need to remove a file from your submission, select it in the 'Uploaded Files' list, as shown in Figure 8, then click 'Remove'. You may remove multiple files simultaneously by holding down CTRL and selecting more than one file before clicking 'Remove'.

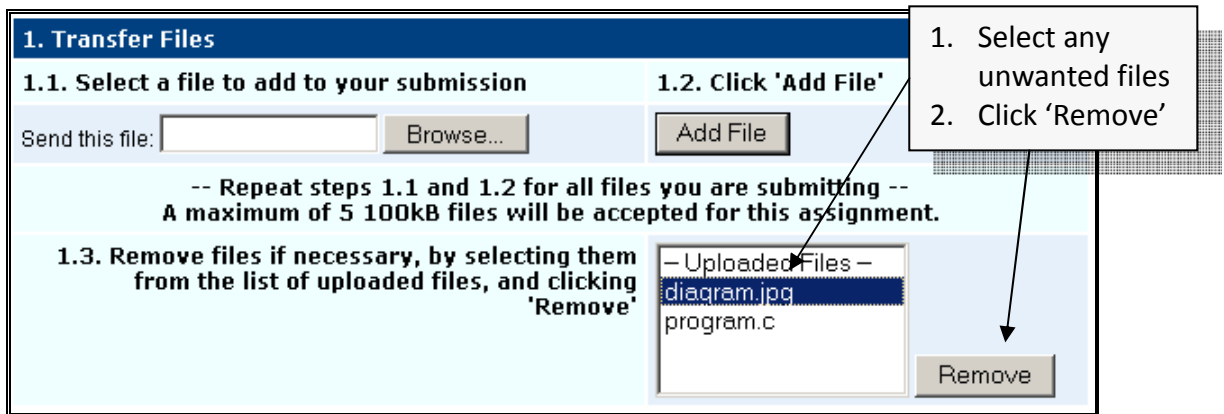


Figure 8 – File Transfer section – Selecting a file to remove

- 3.7. If the removal request was successful, an informational message will appear and the removed file(s) will no longer show in the 'Uploaded Files' list.

4. Submitting your Assignment

- 4.1. Once you have uploaded all the correct files for this assignment, it is time to submit your assignment. The bottom part of the *File Upload, Acknowledgement and Submission* page contains the current 'ITEE Plagiarism Statement' (which may vary to that which is shown in this document – you MUST read it), followed by an 'Acknowledgement Checkbox' and a 'Submit Assignment' button. This section is shown in Figure 9.

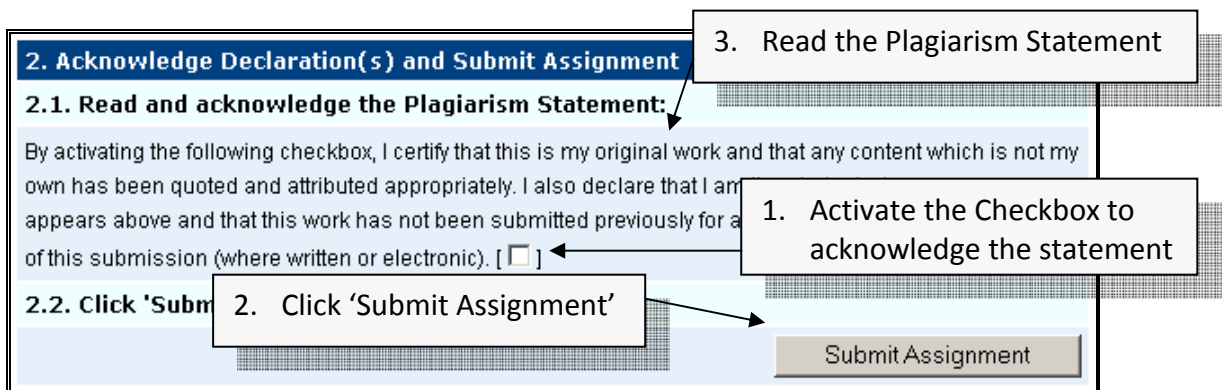


Figure 9 – Plagiarism Statement and Submission section

- 4.2. To complete your submission, activate the 'Acknowledgement Checkbox' to indicate you acknowledge the 'Plagiarism Statement' and click 'Submit Assignment' to complete your submission. If you fail to acknowledge the Plagiarism Statement, your assignment will not be accepted by the Online Assignment Submission Service and your work will not be assessed.

4.3. After successful submission of your assignment, a Submission Confirmation page will be displayed, similar to the one in Figure 10. You should record the details in this dialog as a record that your submission completed successfully.

TESTCOURSE - Submission Confirmation

Your assignment submission has been accepted.
Keep a copy of these details for your records - they will help prove that you submitted this assignment.

Course:	TESTCOURSE
Assignment Description:	Demo Assignment #2
Submission ID:	79220
Submission Date:	16-Oct-2007
Submission Time:	12:03PM
Days Late:	6
Files Submitted:	diagram.jpg (3852 bytes) program.c (1080 bytes)

You should [log out of the Online Assignment Submission Service](#) once you have recorded the above details.

Record these details for your records

Figure 10 – Submission Confirmation page

4.4. Finally, you should click the ‘log out’ link to prevent further accesses to the Online Assignment Submission Service in your name.

5. Acknowledgements

ITEE thanks Swinburne University of Technology’s Learning and Teaching Support section for their permission to use concepts of their “Online Assignment” system in the development of our Online Assignment Submission Service.

6. Feedback

Please direct any feedback on this document or the ITEE Online Assignment Submission Service to student-helpdesk@itee.uq.edu.au.