Imperial College London

IN-COURSE ASSESSMENT SUBMISSIONS: INTRODUCTION

This document provides instructions on how to submit your In-course Assessment using Blackboard.

BLACKBOARD LOGIN & TROUBLE-SHOOTING

Please log into Blackboard http://learn.imperial.ac.uk/ and select the appropriate BSc Blackboard course to submit your In-course Assessments.

If you are experience any technical problems with submitting your essay, you should run a **Browser Check** to ensure that the browser you are using is configured correctly.

A pop-up window with open with the browser check results. If there is a problem with your browser's configuration, then this will be indicated with a red cross.

To rectify any errors, scroll down and click on the relevant link under **Other Resources** and follow the instructions.

Please note that Blackboard is only compatible with Internet Explorer, **Firefox (recommended)** & Safari browsers.

Additional help information can be found by clicking on the **'Trouble-shooting tab'** (on the left hand side) inside all Blackboard courses.
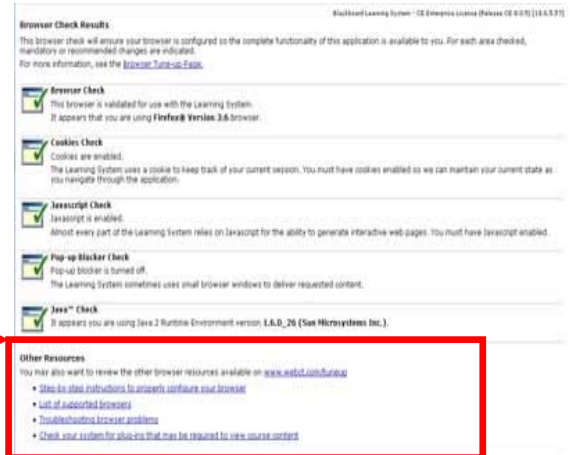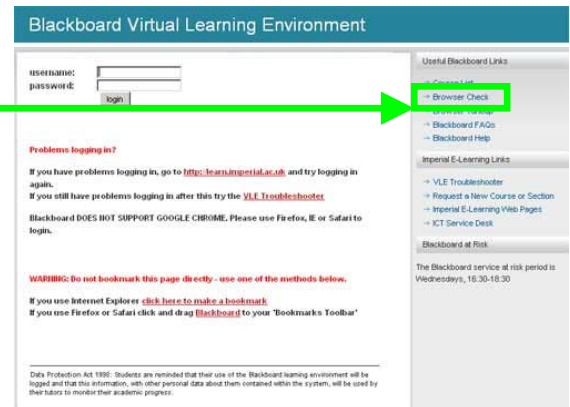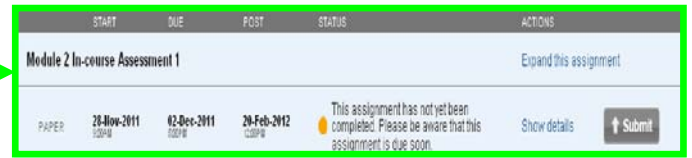
BLACKBOARD COURSE – SUBMITTING THE IN-COURSE ASSESSMENT

Once you have logged into Blackboard and selected your relevant BSc course, click on the module folder, from the homepage of the course.
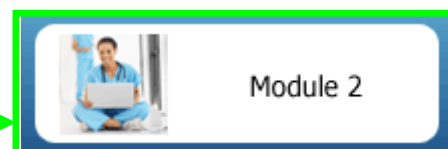
Inside the folder you will see a link to submit your In-course Assessment.

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Once you have selected the link you will be presented with a screen (as shown) providing the start date/time & due date/ time of the submission portal.

Click on **'Submit'** button. You are then be presented with two options:

Option 1	Select the **single file upload** from the 'choose a paper item submission method' drop-down menu.	choose a paper submission method: single file upload
	Enter the **submission title** in the text box provided. Click on the **browse** button to upload a file. Once you have uploaded your document, click on the **upload** button. Please note a list of acceptable file formats are provided in the area in yellow (as shown).	submission title Requirements for single file upload: • File must be less than 20 MB • The maximum paper length is 400 pages. • File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text. If your file exceeds 20 MB, read suggestions to meet requirements. browse for the file to upload Browse... upload cancel, go back

Option 2	Select the **Cut & Paste** from the 'choose a paper item submission method' drop-down menu.	choose a paper submission method: single file upload single file upload cut & paste upload
	Enter the **submission title** in the text box provided. Copy the text from a text document and paste it in the text box provided. **Do not manually type an entire paper** in the copy/paste field, as this could cause you to be timed-out, losing all the entered data. Once you copied the data into the box, click on the **upload** button.	submission title: * cut and paste your paper: *

Once you have submitted successfully, you will get a digital receipt of your submission, as shown below.

Your submission is still being processed. This digital receipt is a record of your submission. When your submission is fully processed, it will only contain the text that you submitted.