**Imperial College London**

Submission Instructions: PBL In-Course Assessment

This document provides instructions on how to submit your PBL in-course assessment using Blackboard.

Logging in

1. Go to http://learn.imperial.ac.uk/ and enter your login details.
2. Select the Blackboard course called **Year 1: Online Resources (2011 - 2012)**.
3. If you experience any technical problems while using Blackboard, you should run a **Browser Check** to ensure that the browser you are using is configured correctly.
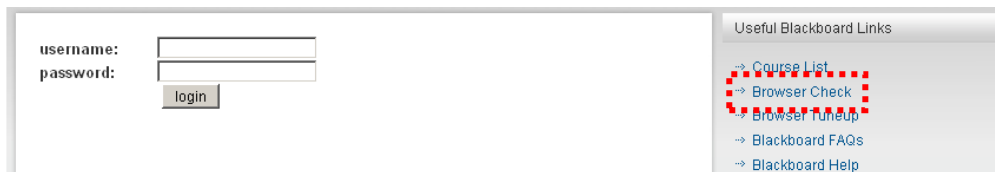
3.1. A pop-up window will open with the browser check results. If there is a problem with your browser's configuration, then this will be indicated with a red cross. To rectify any errors, scroll down and click on the relevant link under **Other Resources** and follow the instructions.

3.2. **Please note** that Blackboard is only compatible with Internet Explorer, **Firefox (recommended)** & Safari browsers. Additional help information can be found by clicking on the **Troubleshooting/Help** button under **Tools** on the left hand side (found inside all Blackboard courses).

Submitting the in-course assessment

1. Once you have logged in to Blackboard and selected the course (**Year 1: Online Resources (2011 - 2012)**), click on the **Problem Based Learning** folder from the homepage of the course.
2. Inside this folder, you will see two links relevant to your in-course assessment under the heading "Year 1: PBL in-course assessment":

   1.1 Information for students – Independent PBL Exercise Assessment Case (Required Reading)
   You must view the contents in this link before attempting to submit the report. All the following will be available via this link:
   - Overview of the exercise
   - The self-test case scenario
   - Report structure
   - Detailed assessment student guide (you must read this)
   - Report template in Microsoft Word – this must be used for the correct structure
   - A copy of this guide and some frequently asked questions

   1.2 Group ## - Click here to Submit your Independent PBL exercise: Assessment case (replace ## with your group number from A1 to D7)
   This is where you submit your report. Follow the instructions below on how to submit it.
   Important note: You can only submit a report ONCE. You must therefore ensure that the document you're submitting is your final version.

3. Once you have selected the link you will be presented with a screen (shown below), providing the start date/time & due date/ time of the submission portal.
4. **You must** click the **Show details** link (see image below) to view important information prior to submitting your report.

5. Click on the **'Submit'** button. You are then presented with various fields:

    5.1   Select the **single file upload** from the 'choose a paper item submission method' drop-down menu. **Do not select** cut & paste upload as you're likely to lose some of your formatting.
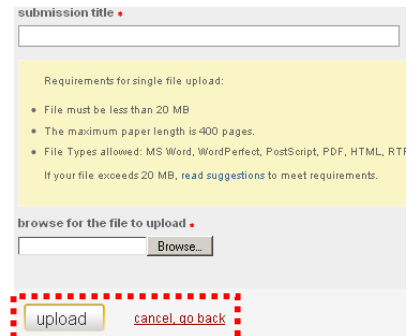

    5.2   Your name should automatically appear and you will be unable to change this.

    5.3   Enter the **submission title** in the text box provided – "Independent PBL exercise Assessment Case". Click on the **browse** button to upload a file.

IMPORTANT NOTE: You must ensure your report follows the correct structure and format as described in the first link "1.1 Information for students – Independent PBL Exercise Assessment Case (Required Reading)". Without fail or exception, all confidential and identifiable information related to patients, peers, staff and yourself **MUST** be removed from the document prior to submitting. This includes your name and any other identifiable information.

    5.4   Once you have uploaded your document, click on the **upload** button. You may cancel at this stage if you're not ready by clicking the **cancel, go back** link. Please note a list of acceptable file formats are provided in the area in yellow (as shown).

6. Once you've clicked the **upload** button, please wait for a moment while the system checks and uploads your file. **Do not close the browser**.

7. You will be automatically re-directed to "Step 2 of 3". Check that all the content from the document has been picked up here (no formatting is shown in this view).

8. If you're happy, click the **Submit** button, otherwise click **return to upload page**. **The submission process may take some time – please do not close the browser or logout.**

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