

Submission Instructions: In-Course Assessment

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

Submitting the in-course assessment

1. Go to <http://bb.imperial.ac.uk/> and enter your login details
2. Click to open the course for which you are submitting work, e.g. *Year 1 – FCP – First Clinical Attachment, Year 1 – Dr and Patient – PBL* or *Year 2 – Science and Patient*, etc.
3. Click on **Learning Materials** from the homepage of the course
4. Navigate to the folder where the In-course Assessment is located. This will be clearly labelled
5. Underneath the assignment portal that you wish to submit to, click on the **View/Complete** link
6. Once you have selected the link you will be presented with a screen (see figure 1 below), providing the start date/time & due date/ time of the submission portal

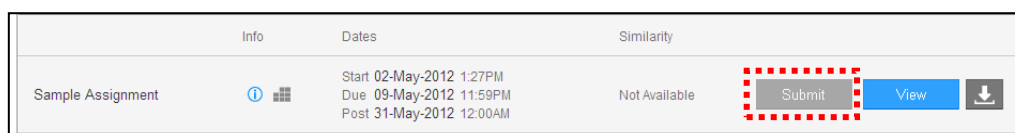


Figure 1

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

Important note: You can only submit a report ONCE. You must therefore ensure that the document you're submitting is your final version.

- 7.1 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.

choose a paper submission method:



You must use the template, if provided

- 7.2 Your name should automatically appear and you will be unable to change this
- 7.3 Enter the **submission title** in the text box provided
- 7.4 Click on the **browse** button to upload a file

IMPORTANT NOTE: Please REMOVE your name, CID & group details from your essay before submitting to the plagiarism software, as all submission should be anonymous. All patient identification MUST also be removed.

- 7.5 Once you have selected the file, 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 (see figure 2 overleaf)

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

If your file exceeds 20 MB, read [suggestions](#) to meet requirements.

browse for the file to upload

Browse...

upload [cancel, go back](#)

Figure 2

8. 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**
9. 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)
10. 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**
11. Once you have submitted successfully, you will get a digital receipt of your submission (see figure 3 below)

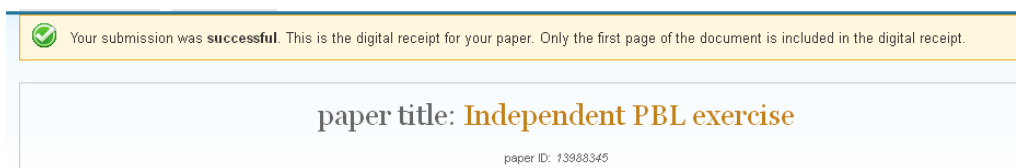


Figure 3

Please note that the digital receipt is on screen only. We suggest you take a print screen of the screen and store it for your records. Emailed receipts are currently not being sent upon submission.