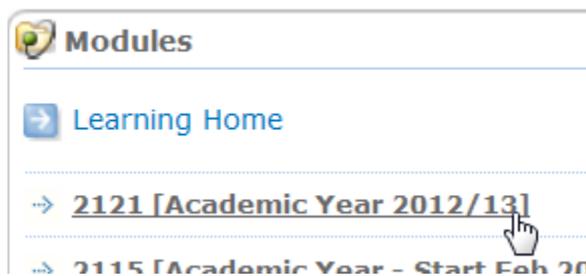


Queen's Online – Using the Assignment tool (student view)

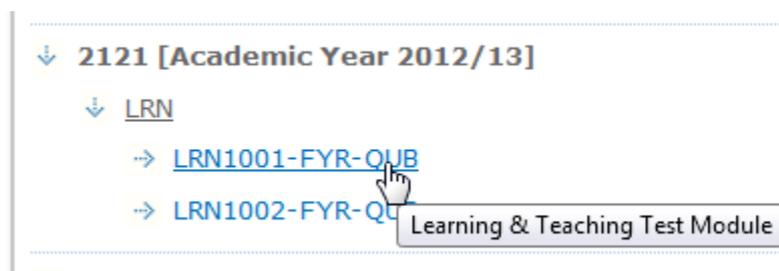
The purpose of this document is to provide an overview of the Assignment tool within Queen's Online. This is the facility within Queen's Online through which you can submit assignments. Your module tutor will inform you if they expect you to submit your work using Queen's Online.

To access the Assignment tool

1. On the Queen's Online Home page - www.qub.ac.uk/gol - select the current Academic Year. In the example below, 2012/13:



2. Select the correct module. To identify the correct module hover the mouse over the module code. In this example the module is **Learning & Teaching Test Module**.



3. This displays the Module home page. Click on **Assignment** in the left-hand panel.



4. This displays any current assignments for the module. **Open** the relevant assignment.

QOL Home Learning Home Module Home Search this

Information

- Module Description
- Staff Involved
- Resources
- Student Tracking
- Student Images

Title	Deadline	LockedSubs	LockedMarks	LockedFeedback	Open
Technology and Education - Portfolio	31/10/2012 15:30:00	0	0	0	Open

This displays details of the assignment.

QOL Home Learning Home Module Home

Information

- Module Description
- Staff Involved
- Resources
- Student Tracking
- Student Images

Communication

- Discussion Forum
- Announcements
- Email To Students

Other Resources

- Assessment
- Assignment
- Wiki

[All Site Content](#)

Assignment Submission

Assignment Technology and Education - Portfolio

Description The purpose of this assignment is to assess your understanding of the use of computers and the role they can play in teaching and learning. Consider a course you have either given or attended which was not wholly successful

Deadline 31/10/2012 15:30:00

Information Files

[Details and Marking Scheme.doc](#) **1**

Submission Time No files uploaded

Students: it is your responsibility to ensure that your material uploaded correctly. If you are in any doubt, then check you can download the file/s.

You currently have no files uploaded.

2

No feedback files have been uploaded by staff

Notes

The tutor may provide further information about the assignment (for example, **1** above indicates that the tutor has provided a Word document).

Your tutor will inform you as to 1) whether or not your assignment will be viewed with your name on it or be anonymous to the tutor; 2) whether you will be able to see the marks subsequent to submission.

5. When ready to **submit your work**: **Browse** for your assignment file and click **Upload** (2 above).

Please note there is a limit of 100 Mb for each submission. If you have several components to your work you can zip them to create a single file for submission.

The Student Computing page contains advice about compressing files, images – go to <http://go.qub.ac.uk/assignqol>

6. In the screen shot shown below you can see that a student has submitted their work as a PDF (the tutor will specify the file formats they will accept). **Once submitted**, you still have the option to **delete** the submission and re-submit (until the deadline).

Assignment Submission

Assignment Technology and Education - Portfolio

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Deadline 31/10/2012 15:30:00

Information Files
[Details and Marking Scheme.doc](#)

Submission Time 10/09/2012 18:56:02

Students: it is your responsibility to ensure that your material uploaded correctly. If you are in any doubt, then check you can download the file/s.

Student Submission File	Submission Time	Delete
Technology and Education - Portfolio.pdf	10/09/2012 18:56:02	Delete

Please note:

If the submission is after the deadline the tutor can clearly see late submissions in their view of the submitted work.

Feedback (please note this is only an example - your tutors may use the assignment tool differently)

In this example when the student subsequently opened the assignment tool, they are shown the tutor's interim (in this case) feedback plus a mark.

Assignment Submission

Assignment Technology and Education - Portfolio

Description The purpose of this assignment is to assess your understanding of the use of computers and the role they can play in teaching and learning. Consider a course you have either given or attended which was not wholly successful

Deadline 31/10/2012 15:30:00

Information Files
[Details and Marking Scheme.doc](#)

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Student Submission File	Submission Time	Delete
Technology and Education - Portfolio.pdf	10/09/2012 18:56:02	Delete

No feedback files have been uploaded by staff

This is an exceptionally insightful piece of work. There are however, a number of areas where your evidence lacks the necessary detail. At this stage I would rate this draft as 66% and I suggest we meet to suggest improvements for the final submissions

66