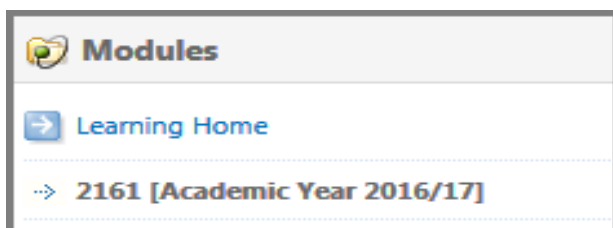


Using the Assignment tool in Queen's Online (QOL) (Student View)

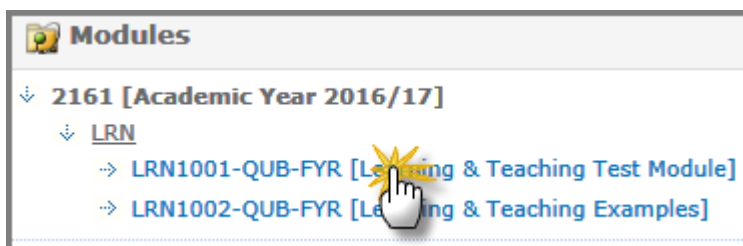
The Assignment tool within Queen's Online is the facility through which you can submit assignments. Your module tutor will inform you if they expect you to submit your work using Queen's Online.

To access the Assignment tool

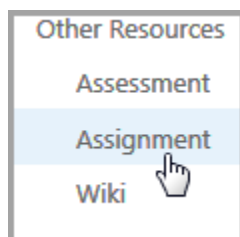
1. On the Queen's Online Home page - www.qol.qub.ac.uk/ - select the current Academic Year. In the example below, 2016/17:



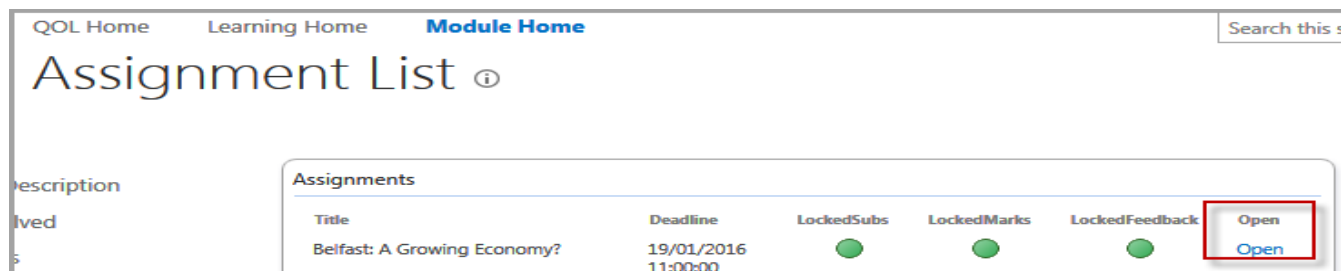
2. Select the correct module. In this example the module is **Learning & Teaching Test Module**.



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.




This displays details of the assignment.

Notes:

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

Your tutor will inform you as to a) whether or not your assignment will be viewed with your name on it or be anonymous to the tutor; b) 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** ( 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.

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 [Help](#)

Assignment Belfast: A Growing Economy?
Description Discuss
 Deadline 11/07/2016 11:00:00

Information Files
[Assignment Details.docx](#)

Submission Time 25/05/2016 11:57:30

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.

By uploading your assignment you are agreeing that you have read the University regulations on plagiarism and that the attached submission is your own original work.

Student Submission File	Submission Time	Delete
BelfastA Growing Economy.pdf	25/05/2016 11:57:30	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, the tutor's feedback is attached plus a mark.

Assignment Submission [Help](#)

Assignment Belfast: A Growing Economy?
Description Discuss
 Deadline 11/07/2016 11:00:00

Information Files
[Assignment Details.docx](#)

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Student Submission File	Submission Time	Delete
BelfastA Growing Economy.pdf	25/05/2016 11:57:30	Delete

Feedback Files

[Feedback A.docx](#)
[5000002-5000002-BelfastA Growing Economy.pdf](#)

Mark

Notes

Action	File Name	Time Stamp
Access Page		25/05/2016 11:46:24
Upload File - Started	BelfastA Growing Economy.pdf	25/05/2016 11:57:30
Upload File - Finished	BelfastA Growing Economy.pdf	25/05/2016 11:57:30