

Commerce Student Centre Assignment Tool

Student's Guide



February 2008

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1. Introduction

The Assignment Tool allows you to submit assignment(s) to your lecturer online, off-campus or from any of the student access labs on campus. You will use the Assignment Tool to submit all your assignments for all subjects, including hardcopy assignments.

To access the Assignment Tool:

1. Log into the LMS and access the relevant LMS subject page.
2. Click on the “Assignment Tool” link located in the subject’s navigation menu.

You will now see a list of all current assignments, followed by upcoming assignments, and followed finally by past assignments. The **Assignment screen** provides important information for each assignment, such as the date after which submissions will be accepted, the due date of the assignment, when your assignment was last submitted, etc.

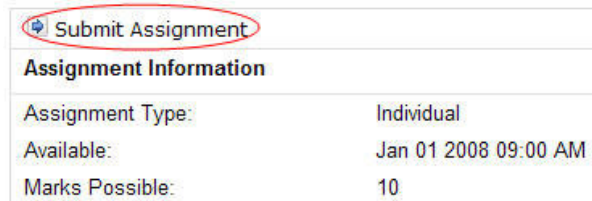
The Assignment Tool supports individual and group assignment submissions. For group assignments, your lecturer will either assign you to a group or ask you to form a group with other students enrolled in the subject or tutorial group. For information on submitting a group assignment, see Section 3.

From time to time you may be asked to submit an assignment in hardcopy to the Commerce Student Centre. This may happen when your assignment does not lend itself to being submitted electronically (for example, the assignment contains complex maths). For information on how to submit in hardcopy format, see Section 4.

2. Individual Assignments

To submit an individual assignment:

1. Make sure you’ve included your full name, student number, subject code and name, and assignment name/number on the first page of your assignment.
2. Find the piece of assessment you are submitting and click the **Submit Assignment** button.
3. Before you can submit your assignment, you must acknowledge that the work you are about to submit is not plagiarised and/or you have not colluded with other students. You must also confirm that you've included your full name, student number, subject code and name, and assignment name on the first page of your assignment.



To acknowledge that you have read and understood the declaration, click on the “I certify that” check-box and click the **Continue** button.

To acknowledge that you have read and understood the declaration, click on both checkboxes and click the "Continue" button.

I've included my full name, student number, subject code and name, and assignment name on the first page of my assignment.

I Certify That:

1. this submission is my own work
2. this submission is based on my own research
3. all sources used by me have been documented
4. this piece of work has not previously been submitted for assessment in this or any other subject
5. I accept this submission may be screened and stored by an electronic plagiarism analysis program.

Once you click Continue, you will be allowed to submit your assignment. No time limit applies to this assessment, however, the due date for this assessment is Aug 01 2008 04:00 PM. Your assignment may be penalised after that date. You may submit your assignment as many times as you like and your existing assignment will be overwritten.

[Continue >](#) [< Back](#)

4. Click on the **Browse** button to select the file that you would like to upload from your computer (ie. your assignment), and then click the **Submit** button.

Use this screen to submit your assignment. Note that you can submit your / your group's assignment any number of times before the due date. The most recent submission will be taken as final. Note the file type and maximum file size size limits shown below.

File Type(s) Allowed:	DOC
Maximum File Size:	4Mb
Last Submitted:	Not yet submitted

File must have a .DOC extension

File: [Browse...](#) *Click on the browse button to select a file from your hard-drive*

[Submit](#) [Cancel](#)

NOTE: Please make sure that the file you are about to submit is in one of the accepted formats and that the size of your file is **NOT** above the limit (usually set to 4 megabytes). The maximum file size allowed and types of files accepted are listed on the **Submit Assignment** screen.

5. Once your assignment is submitted, you will receive a confirmation message on-screen. Note that you **WILL NOT** receive email notification that your assignment was submitted. Instead, you can return to the **Assignments** screen (by clicking the link provided) to check that the “Last Submitted” date and time is correct.

3. Group Assignments

For group assignments, your lecturer will either allocate you to a group, or you will be asked to form a group with other students from your subject or tutorial. Your lecturer will give you the exact requirements of the assignment in lectures. **If you have been asked to form your own group, you must do so before you can submit an assignment on the group's behalf.**

Once your group has formed, one person from your group must be designated group leader. The group leader is responsible for registering the group name in the Assignment Tool and adding group members.

If you are the nominated group leader, you'll need to collect the email addresses from everyone in your group and decide upon a name before attempting to create the group in the Assignment Tool.

Once the group is created, you (or anyone from your group) will be able to submit the assignment on the group's behalf.

3.1 Creating a Student Group (group leader only)

To create a group:

1. Make sure that you've included the full names and student numbers of all of the members of your group, the subject code and name, and assignment name/number on the first page of your assignment.

2. Find the piece of assessment you are submitting and click the "Create a new group" link.

Assignment Type:	Group	Submission Method:	Electronic
Available:	Jan 01 2008 09:00 AM	Due Date:	Jan 20 2008 05:00 PM
Marks Possible:	10	Last Submitted:	Not yet submitted
		Submitted File:	-

Note: You are not a member of a group for this assignment.
You can [join a group](#), or, if you are the nominated group leader, you can [create a new group](#)

3. Type the name of your group into the space provided and click **Submit**.
4. A confirmation screen will appear informing you that the group has been created and that you have been automatically added as the group leader. A notification email is also sent to your UniMelb email address.

Upon returning to the Assignments screen, you will notice that the group status area has changed to display your group's name and members (although you will be the sole member at this point).

Group Name: MY GROUP [Change Name](#)
Members: Michael Chang [Add Member](#)

5. To add the remaining members of your group, click on the "Add Member" link, enter the UniMelb email address of each member into the space provided, and

click **Submit**. You will need to repeat this step for every group member. Note that notification emails will be sent to each student as they are added to the group.

3.2 Submitting the Assignment

To submit an assignment on behalf of the group:

1. Find the piece of assessment you are submitting and click the “Submit Assignment” button.
2. Before you can submit your assignment, you must acknowledge that the work you are about to submit is not plagiarised and/or you have not colluded with other students. You must also confirm that you've included your full name, student number, subject code and name, and assignment name on the first page of your assignment. You must also identify the other members of your group (by including their full names and student numbers).
3. Click on the “Browse” button to select the file you would like to upload from your computer (ie. your assignment) and then click the **Submit** button.
4. Once the assignment has been submitted, you will receive a confirmation message on-screen. Note that, unlike individual assignments, you and the other members of your group will receive an email notification that an assignment was submitted on behalf of all members of the group.

IMPORTANT NOTE:

It is a requirement that all students in a group acknowledge the Plagiarism Declaration before their assignment can be submitted for marking. If this is the case for your group's assignment, you and the other members in your group must click on the “Acknowledge Plagiarism Declaration” link located on the Assignment screen for the relevant assignment. The link will not appear if you submitted the file on the group's behalf, or you have previously acknowledged the declaration. However, you will be required to acknowledge the declaration again if the assignment is resubmitted by another member of your group.

4. Submitting a Hardcopy Assignment

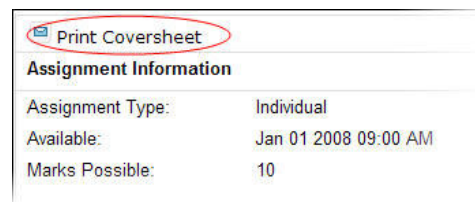
Hardcopy assignments for Undergraduate subjects must be submitted to the Student Commerce Centre by placing your assignment in the Assignment Box located in the foyer of the Babel Building. Hardcopy assignments for Postgraduate subjects must be submitted to the Melbourne Graduate School of Management reception, which is located on the 4th floor of the Alan Gilbert Building.

Note that before submitting your assignment, you must attach a coversheet. A link to the coversheet appears next to the relevant assignment in the Assignments screen of the Assignment Tool.

Refer to Section 3.1 on creating a student group if this is a group assignment and your lecturer has asked that you form your own groups, as you must first create a group and add all members before you can print the coversheet.

To print the coversheet:

1. Find the piece of assessment that you will be submitting and click the “Print Coversheet” button. The coversheet will display in a separate window.
2. Select **Print** from the File menu.
3. Read the coversheet and sign it to acknowledge that the work you are about to submit is not plagiarised and/or you have not colluded with other students.



- Note:** If this is a group assignment, all students in your group will be required to sign the coversheet. Your assignment will not be submitted for marking unless all members of your group have acknowledged the Plagiarism Declaration.
4. When your assignment has been scanned by a Student Centre staff member, the status of the assignment in the Assignment Tool will be updated to include date and time when your assignment has been scanned. Please allow at least 1 working day for the status to be updated.

Please note that assignments are due no later than 4PM on the day the assignment is due. The Assignment Box is cleared at 4PM each working day. If your assignment is submitted later than 4PM on the day the assignment is due, then your assignment may be regarded as a late submission and penalised accordingly.