

Tutor guide to accessing ePortfolio submissions and managing late submissions

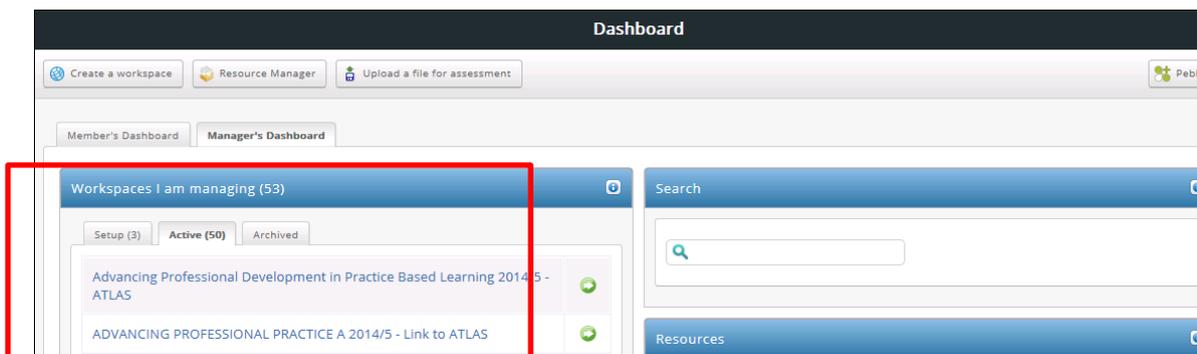
1. Accessing submissions

To mark and add feedback on ePortfolio submissions, tutors need to access the relevant workspace in ATLAS.

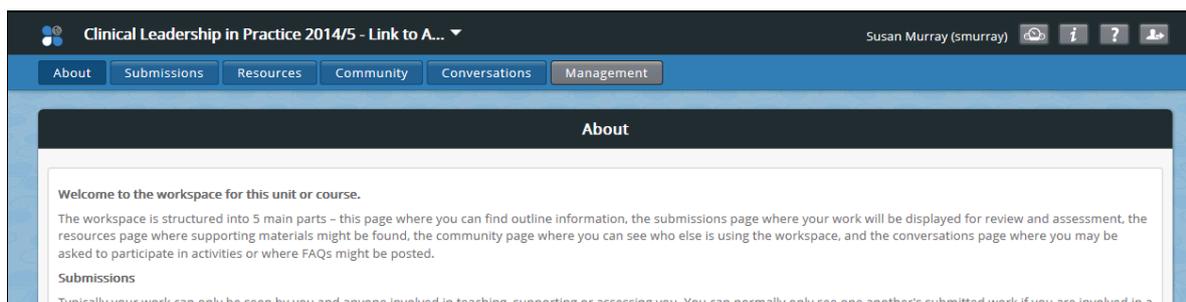
To locate ATLAS, log-in to ePortfolio (Pebble+) and select the globe icon.



Once you have opened ATLAS, locate the workspace on your ATLAS dashboard – under **Workspaces I am managing**.



Click on the title of the workspace and the entry page will open (see image below).

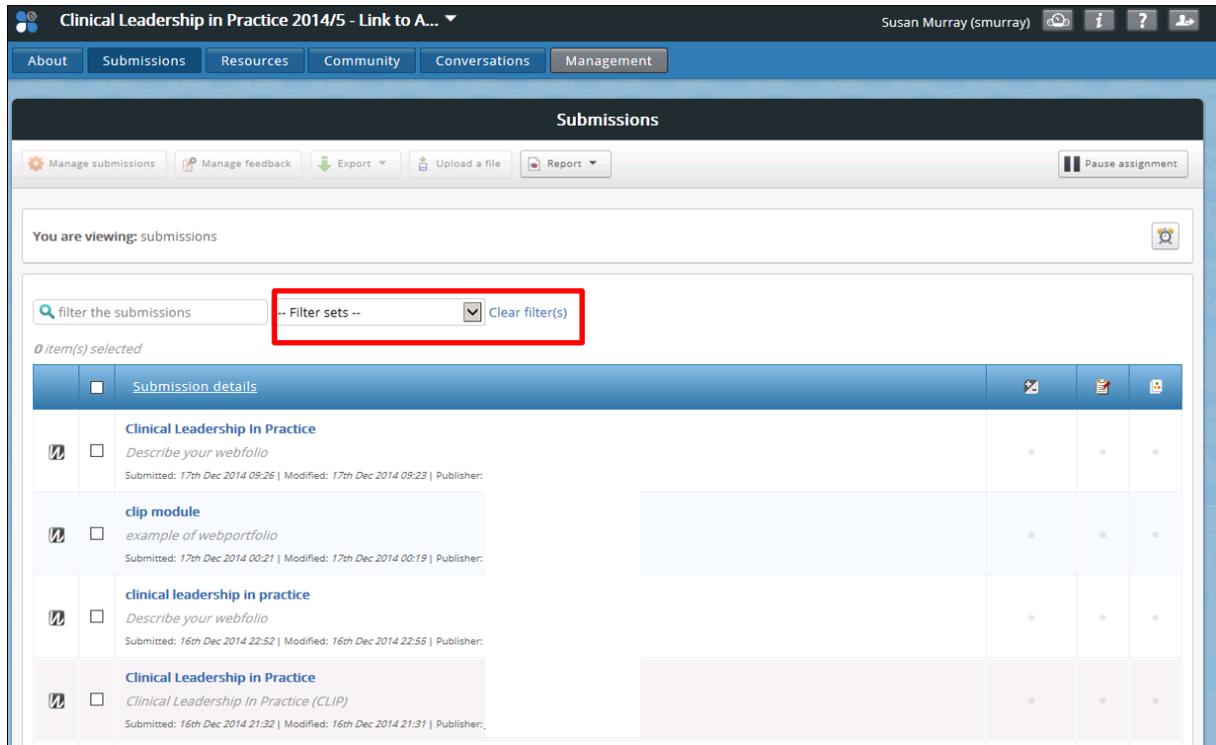


Please note: It is advisable to check the **Assignment settings** and **Feedback release settings** before commencing marking (i.e. check that the assignment deadline has passed before commencing marking and also check that Feedback release settings are set to the option **Assessors cannot release their own feedback** to ensure that feedback is not released until you are ready to release it). Details of managing Assignment and Feedback settings, as well as further information about adding feedback and grades, can be found in the following document:

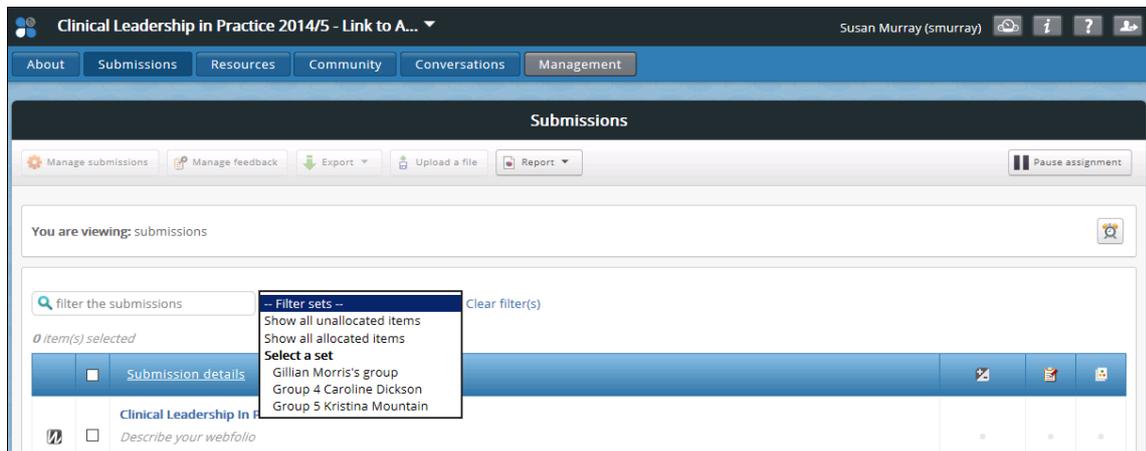
<http://www.qmu.ac.uk/eportfolio/documents/MarkingandfeedbackATLASv3.pdf>

Once you are ready to mark the submissions, select the blue **Submissions** tab.

On the **Submissions** page you will be able to see a list of all submissions in the workspace. If you have groups set up for marking, select the group from the drop-down menu on the submissions page (see example in image below).



From the drop-down **Filter sets** menu select the group of submissions you wish to view. You should then be presented with a page which just shows the submissions for that particular group.

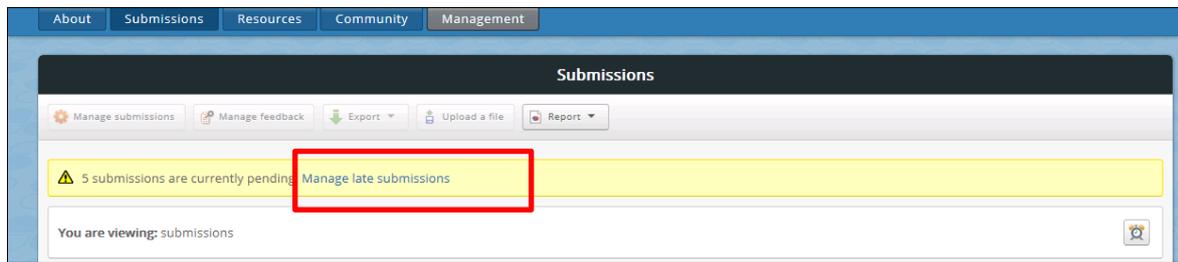


If any submissions appear to be missing, please remember to check:

- Unallocated items (an option in the Filter sets drop-down menu)
- Late submission box (any late submissions will be held in a yellow 'pending' area at the top of the submissions page (see image in the Managing late submissions section which follows))

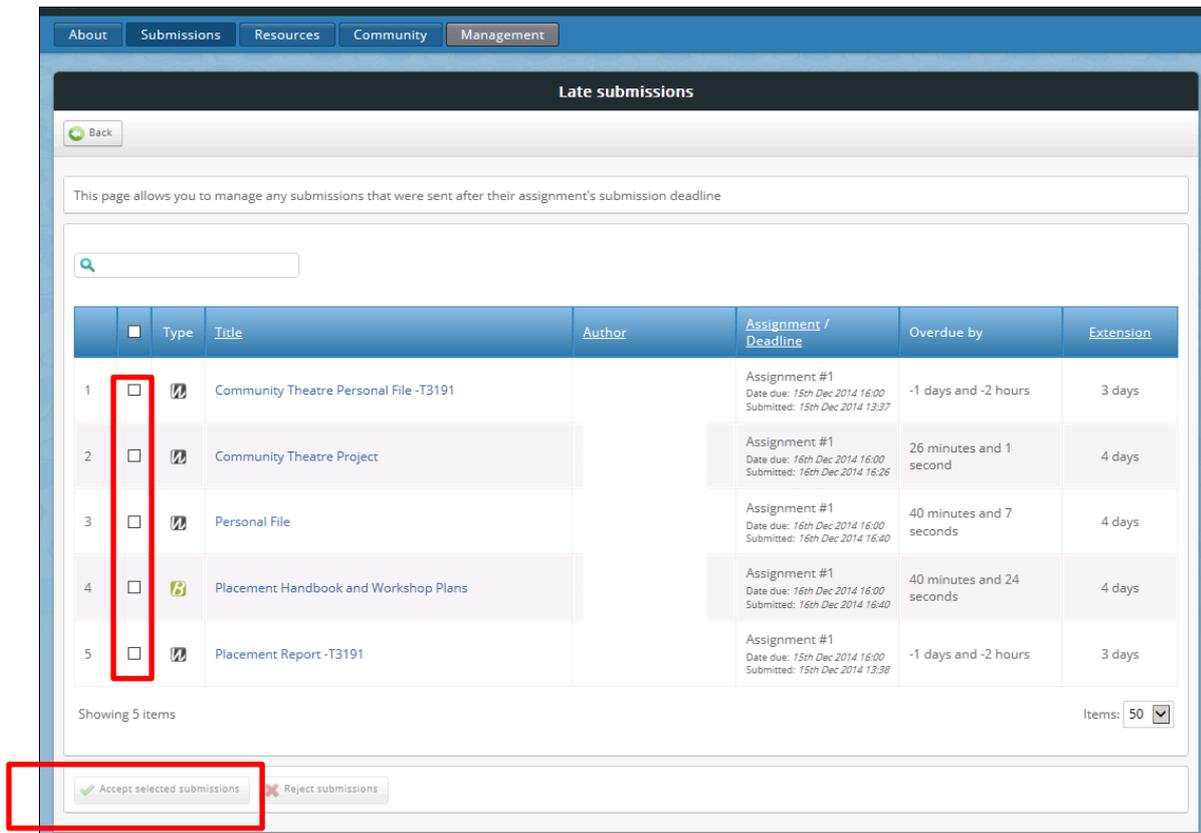
2. Managing late submissions

To manage any late submissions, select the **Manage late submissions** text.



A late submissions page will open and you can view 'overdue by' information as well as extension information (if extensions have been set up).

Select the tick box beside the submission and select the **Accept** button. This will move the late submission into the main submission page. It is important to complete this process to ensure that submissions are included in the main submission area of the workspace for marking.



Students will receive an email confirmation when they submit to a workspace. If they submit late they will still receive a confirmation email, but this will also advise them to expect a further email from the system once their submission has been Accepted by the Lead tutor.

Once Accepted, submissions will still be identifiable as a late submission/ or an extension in the submission details beneath the submission title.

The screenshot shows a web interface for managing submissions. At the top, there are navigation tabs: About, Submissions, Resources, Community, Conversations, and Management. Below this is a header for 'Submissions' with several action buttons: Manage submissions, Manage feedback, Export, Upload a file, and Report. A notification banner states: 'The revision deadline for this assignment passed on 12th Dec 2014 16:00'. Below the notification, it says 'You are viewing: submissions'. There is a search bar with the text 'filter the submissions' and a 'Clear filter(s)' button. Below the search bar, it says '0 item(s) selected - select all (80)'. The main content is a table with columns for selection, submission details, and actions. The first row is highlighted in blue and has a red box around the 'Submitted late: 16th Dec 2014 22:01' text. The other rows are greyed out.

<input type="checkbox"/>	Submission details			
<input type="checkbox"/>	Recreating the city Submitted late: 16th Dec 2014 22:01 Modified: 16th Dec 2014 21:46 Publisher: W039ag	*	*	*
<input type="checkbox"/>	Recreating The City Describe your webfolio Submitted late: 16th Dec 2014 14:51 Modified: 16th Dec 2014 14:45 Publisher: stwv6A	*	*	*
<input type="checkbox"/>	Recreating the City: Events and Urban Regeneration Case Study: The XX Glasgow Commonwealth Games 2014 Submitted late: 15th Dec 2014 12:21 Modified: 15th Dec 2014 12:20 Publisher: 4KCKg	*	*	*
<input type="checkbox"/>	The evolution of Glasgow's regeneration through the 2014 Commonwealth Games. Describe your webfolio Submitted late: 12th Dec 2014 16:02 Modified: 12th Dec 2014 16:00 Publisher: YYGQYg	*	*	*
<input type="checkbox"/>	Recreating the City: Events and Regeneration 12005381 B3140 Submitted: 12th Dec 2014 15:58 Modified: 12th Dec 2014 15:56 Publisher: Vjau2w	*	*	*

3. Where to find help

- Further user guides are available for tutors and students on our ePortfolio web pages here: <http://www.qmu.ac.uk/eportfolio/howto.htm>
- The online Help guide for ATLAS is available here: <http://www.pebblepad.co.uk/pp3help/helpfile.aspx?v3k=d2a5149c-1595-4e4e-a02a-494a9f52d7c5&v=11&tg=bb1f767b-db77-45b4-8a25-f755803bef07&vn=1.4&t=2&f=64>
- Our email helpline is eportfolio@qmu.ac.uk