

Student Guide: Submitting your assignment using GradeMark

GradeMark is a tool to mark submissions electronically. This means that usually you do not need to submit your assessment on paper. Instead the submission is made in the Hub module area through a GradeMark dropbox, created by the School Office.

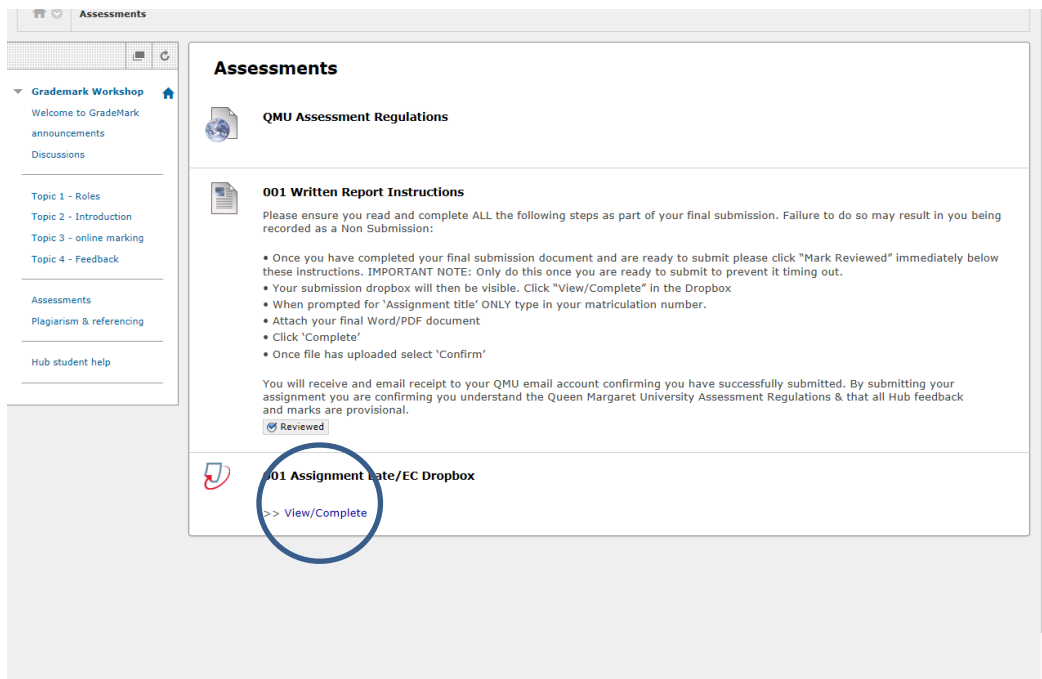
! Important note !

This guide is in reference to your final submission dropbox. A 'Plagiarism Checking Tool' is also available in the Plagiarism & Referencing area of each Hub module area for checking draft assignment referencing. Drafts files in the Plagiarism checking tool are considered as drafts and are not marked by academic staff. For final submission, please follow the below instructions.

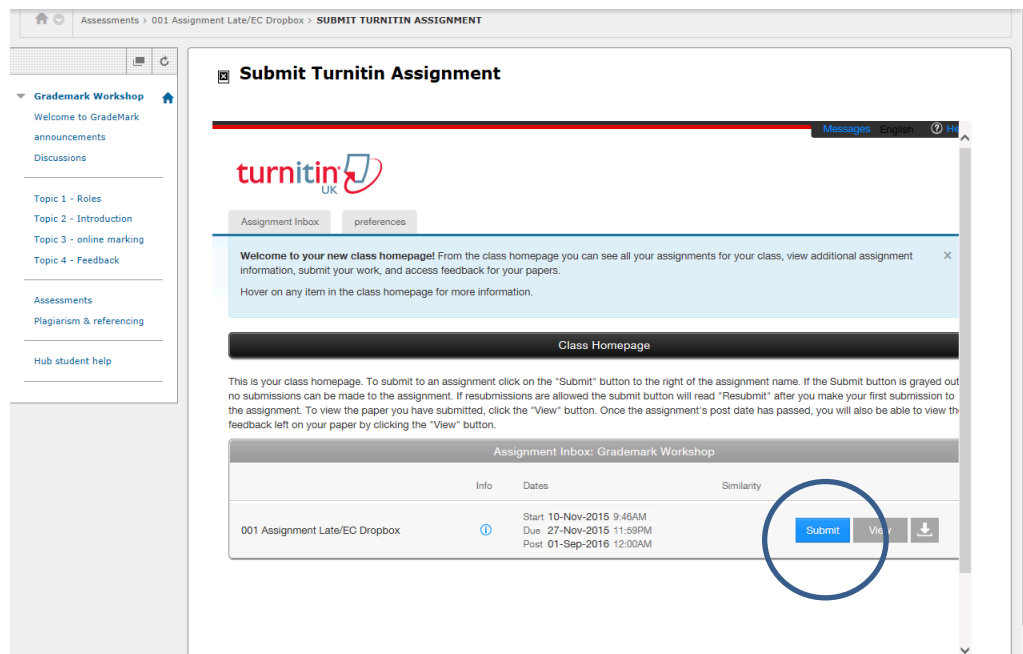
1. How to submit your final assignment in a GradeMark dropbox:
 - a. Save your assignment in one of the following formats .doc .docx or .pdf as a single file.
 - b. When saving the file ensure you name it only with your Student ID number and module code e.g. 01234567-N1234.docx
 - c. Login to the Hub at <https://hub.qmu.ac.uk/>
 - d. On the home page go to course list and select the module you wish to submit your assignment to.
 - e. Within the module area select *Assessments* in the left hand navigation menu (in some modules this maybe named differently e.g. *Assessments*).
 - f. In here you should see a link to QMU assessment regulations & instructions for submitting your assignment. Read the instructions relating to your submission and then select the *Mark Reviewed* button immediately underneath. These instructions may vary for each submission so please read carefully.

The screenshot shows the 'Assessments' page in the GradeMark system. The left-hand navigation menu includes 'Grademark Workshop', 'Topic 1 - Roles', 'Topic 2 - Introduction', 'Topic 3 - online marking', 'Topic 4 - Feedback', 'Assessments', 'Plagiarism & referencing', and 'Hub student help'. The main content area is titled 'Assessments' and contains two items: 'QMU Assessment Regulations' and '001 Written Report Instructions'. The '001 Written Report Instructions' section provides detailed steps for submission, including clicking 'Mark Reviewed' immediately below the instructions. A blue circle highlights the 'Mark Reviewed' button at the bottom of this section.

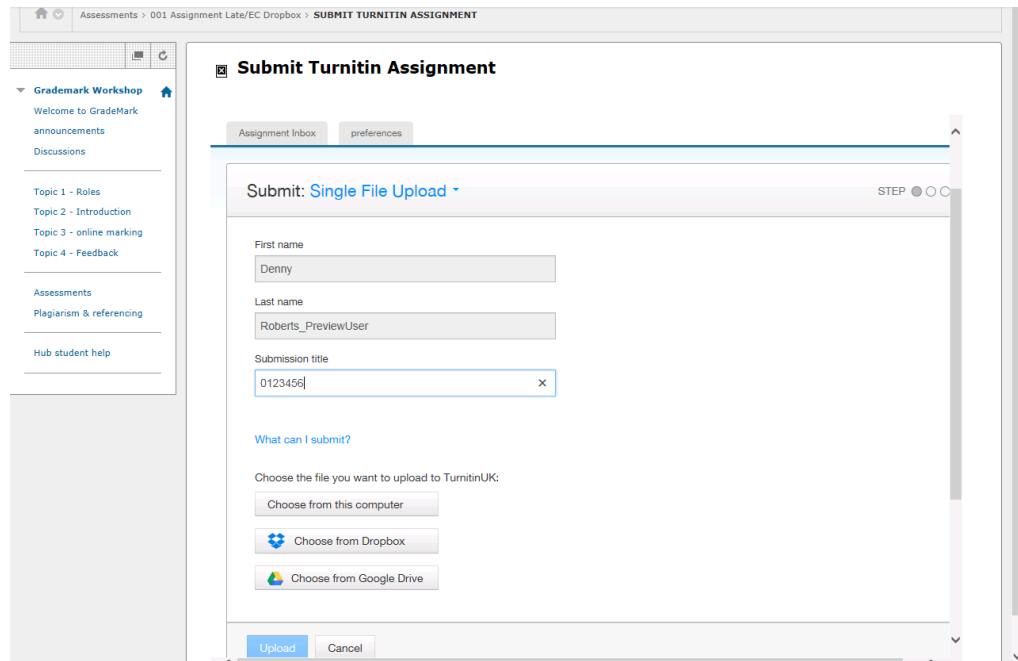
- g. After selecting the **Mark Reviewed** button your assignment dropbox should appear. Select **View/Complete**



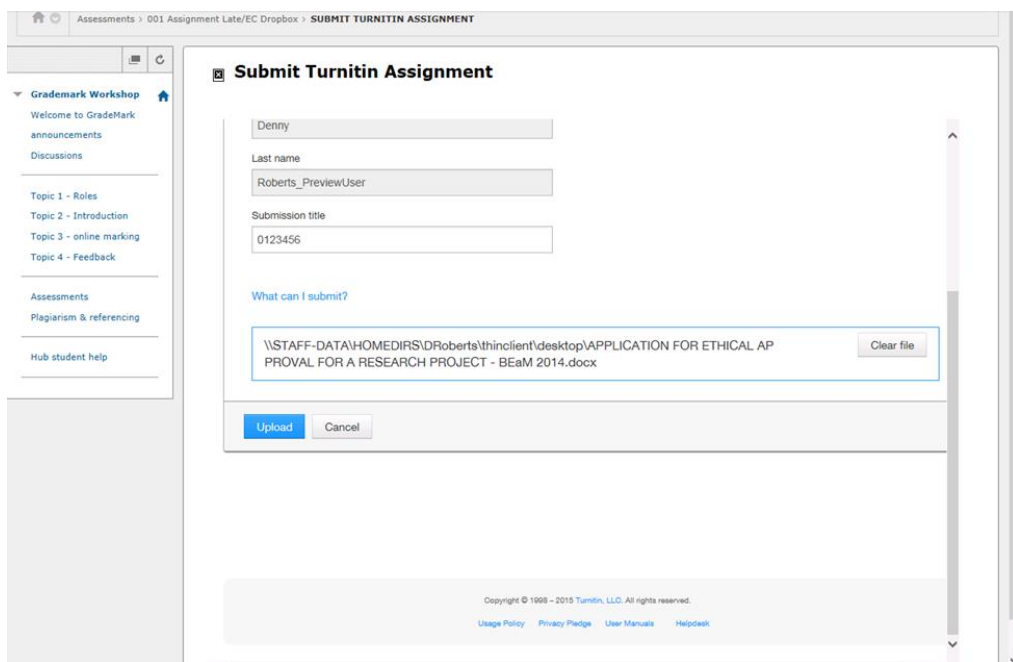
- h. The screen will then display the assignment information. Select the Blue **Submit** button.



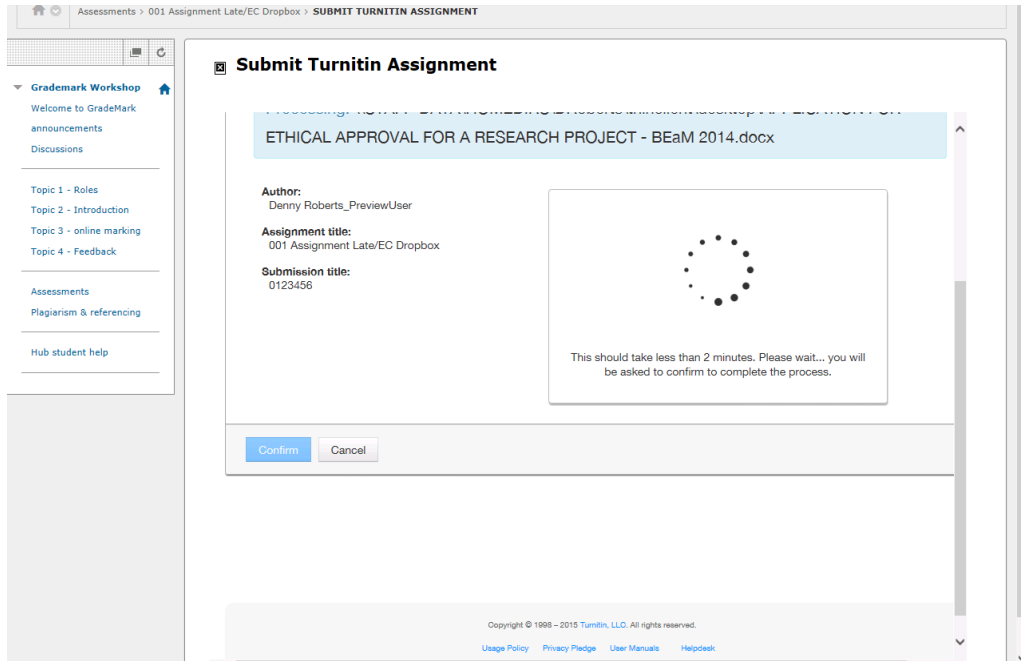
- i. You will find that the name boxes are automatically populated. In the Submission title box please type **only** your Student ID number:



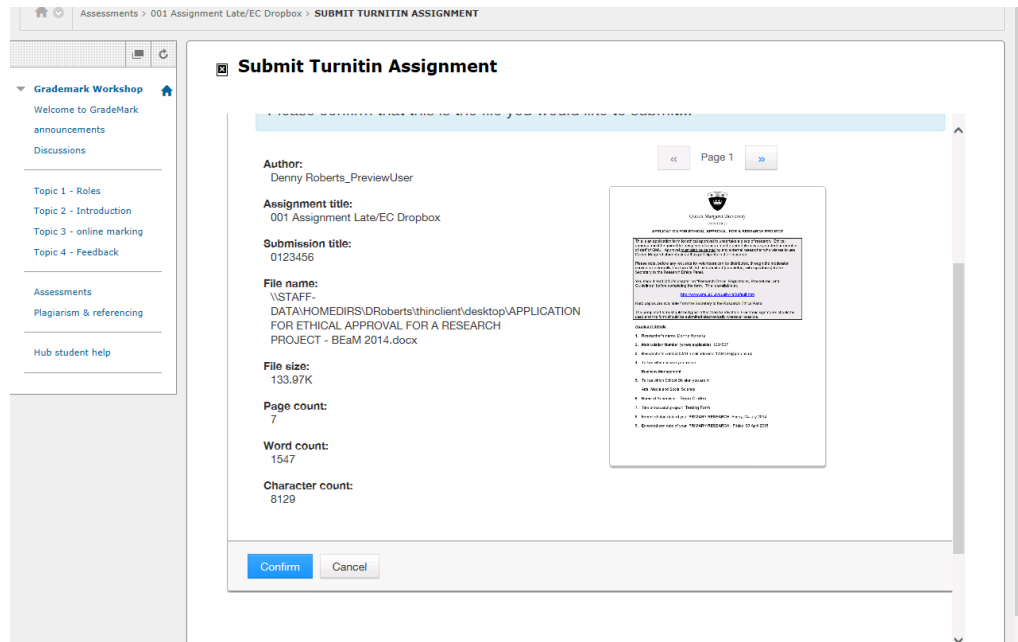
- j. Select 'Choose from the computer' and in the following prompt select your final submission file saved previously. We recommend you submit you submission as a .doc or .docx
- k. You will see the file extension listed as below. Then select the blue **Upload** button.



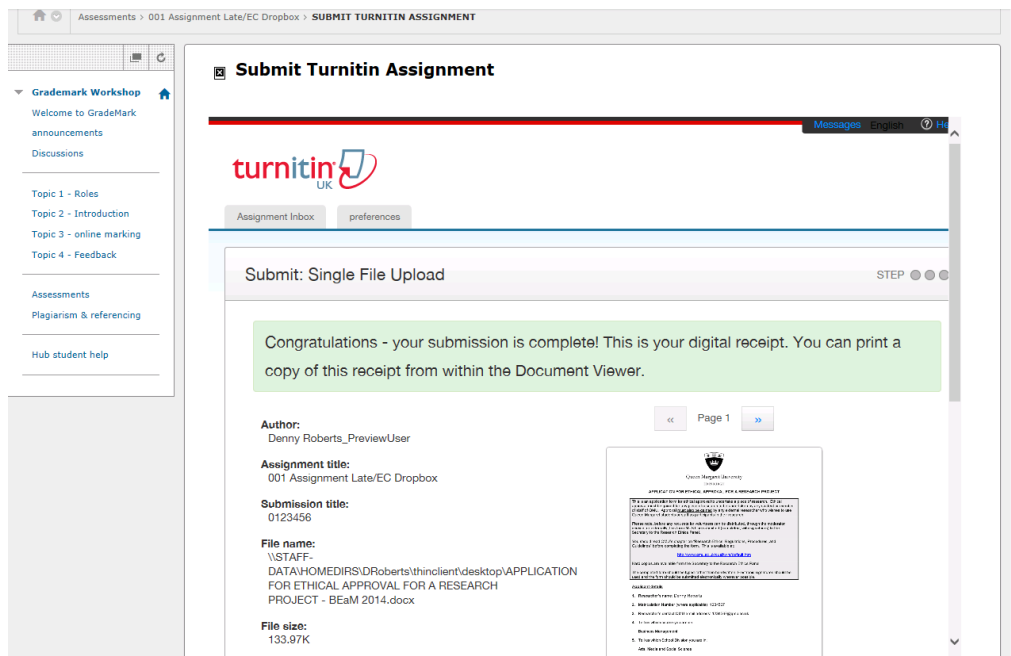
l. A loading screen will then appear:



m. Once uploaded the following screen shows. Ensure you select the blue button **Confirm**.



- n. After selecting Confirm the following screen will display with confirmation of your submission:



- o. You will also receive an email to your QMU email account with your receipt details, similar to the below. Ensure you keep this as this, as proof of submission, the School Office may request the information contained within it.

You have successfully submitted the file "0123456" to the assignment "001 Assignment Late/EC Dropbox" in the class "Grademark Workshop" on 19-Nov-2015 10:53AM. Your submission id is 48761662. Your full digital receipt can be downloaded from the download button in your class assignment list in Turnitin or from the print/download button in the document viewer.

Thank you for using TurnitinUK,
The TurnitinUK Team

Important note!

Electronic submission of your assignment should be completed prior to the deadline set. Make sure you have completed this prior to the specific due date and time in order to ensure your submission is complete and accepted. Make sure you leave yourself plenty of time to upload the document and submit.

After the submission deadline the Dropbox will close and another dropbox will be available for Late submissions, Extensions and ILPs. The submission process for this is the same. Should you need further help regarding the assessment process please contact schooloffice@qmu.ac.uk