



Assignment hand-ins through Learn: Guidance for staff

Students need very clear and explicit guidance on how to manage their assignment hand-in. Some may never have used an electronic system before.

So, in addition to guidance on the assignment itself, provide very clear instructions on what they will do and see as they hand in. If possible, use screen shots to illustrate this.

Here are some suggestions:

Choice of submission tool

If at all possible, use Learn **or** Turnitin, to avoid possible confusion. Explain exactly what students should do, and where they will find the drop-box. We have created an assignment options grid to help you to decide which tools will best meet your needs.

Practice submission

Set up a practice test three or four weeks before the first assignment, so that everyone can go through the process.

If you are using Learn to return grades and feedback, you may wish to include that, so that students know what to expect and where to go to see feedback and grades. If you do this, make sure the students know this is practice only.

Timing of deadlines

Make the assignment deadline mid-day, on a day other than Friday. That way, if there are any problems, there will be staff on hand to help sort them out. If your students are at a distance, make sure the time zone is specified.

Group assignments together

Within Learn, you can create a folder where all the assignments can be seen together. This does not prevent you from adding in links to specific assignments from other parts of the course. It does allow students, as the course develops, to look back over assignments easily.

Specify formats clearly

If you require assignments to be in a particular format (e.g. pdf files) make that clear to the students, and if necessary provide instructions for how to create a file in that format.

If you require assignments to be anonymous, specify naming conventions for the students.

Specify procedures for problems

Be very clear on what students should do if they have a problem submitting their work electronically. We suggest telling them to send a screenshot of any error message, together with the submission, to an administrator email. They may also email

is.help@ed.ac.uk to report any technical problems. We have produced a sister hand-out for students, outlining troubleshooting options.